

AB 14017/43/93-Estt. (RR)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)
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New Delhi, the 16 August, 1993.

OFFICE MEMORANDUM

Sub: Recruitment Rules for newly created posts
avoidance of any delay in framing the same

The undersigned is directed to say that the guidelines for framing of Recruitment Rules contained in this Department's OM No. AB 14017/12/87-Estt. (RR) dated 18.3.1988 provide, inter-alia, that as soon as a decision is taken to create a new post/Service or to upgrade any post or restructure any Service, action should be taken immediately by the administrative Ministry/Department concerned to frame Recruitment Rules therefor. The Recruitment Rules should be framed for all posts which are likely to last for one year or more. These guidelines further provide that Recruitment Rules for Group A & Group B posts/Services as approved by the administrative Ministry/Department should be referred to this Department first for clearance as early as possible and in any case not later than one month from the date of the creation of post/Service.

2. Instances have come to the notice of this Department where this time limit of one month has not been observed by the administrative Ministry/Department which led to the delay in framing the Recruitment Rules for the post concerned as a result of which the post could not be filled.

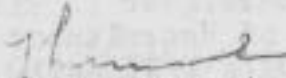
3. Framing of Recruitment Rules for newly created posts without any loss of time has further become necessary in view of the instructions contained in the Ministry of Finance (Department of Expenditure) OM No. 7(7)-E (Coord.)/93 dated the 3rd May, 1993 which provides that if a post remains unfilled for a period of one year or more it would be deemed to be abolished. These instructions further provide that the Integrated Finance of each Ministry/Department may monitor abolition of such posts and ensure that abolition orders are issued within one month of the post remaining unfilled for the period of one year. If the post is required subsequently, the prescribed procedure for creation of new posts will have to be followed.

4. In the light of the position stated above all the Ministries/Departments are requested to ensure that immediate action is initiated to frame Recruitment Rules after a post has been created and the draft Recruitment Rules for Group A & B posts should be finalised and referred to this Department for concurrence as early as possible and in any case within a period of one month from the date of creation of the post. Also, the total time taken for finalisation of the Rules should in no case exceed three months.

5. In the case of Group C & D posts even though such draft Rules are not required to be referred to this Department,

expeditious action in framing such Rules should also be taken and the Rules finalised within three months from the date of creation of the post.

6. The above instructions may be brought to the notice of all the attached and subordinate offices for their information and strict compliance. Ministry of Home Affairs are requested to bring the contents of this OM to the notice of the Union Territory Administrations.



(Y.G. Parande)
Director (Estt.)
Tel: 3011479

All Ministries/Departments of the Government of India
(As per standard list)

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