

CONFIDENTIAL

No.33/4/74-Ests(A)
GOVERNMENT OF INDIA
CABINET SECRETARIAT
DEPARTMENT OF PERSONNEL & A.R.

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New Delhi, the 10th May, 1974.

OFFICE MEMORANDUM

Subject: Strengthening of administration - Premature retirement of Central Govt. Servants - Procedure to be followed - Gazetted officers holding posts initial appointment to which is referable to the Appointments Committee of the Cabinet - Reference of cases to the Establishment Officer to the Government of India.

The undersigned is directed to refer to Item 1(a) of Appendix EI to the Ministry of Home Affairs (now Department of Personnel and A.R.) O.M. No.33/13/61-Ests(A) dated the 23rd June 1969 as modified by O.M. No.33/9/70-Ests(A) dated the 10th September 1971 and to say that the procedure for the review of the cases of Gazetted Officers holding posts, initial appointment to which is referable to the Appointments Committee of the Cabinet, is as follows:-

"The Senior Selection Board in respect of officers of the rank of Joint Secretary or equivalent or the Central Establishment Board in respect of officers above the rank of Under Secretary but below the rank of Joint Secretary or equivalent as the case may be, will make its recommendations which will be placed before the Appointments Committee of the Cabinet for orders. In respect of officers of the rank of Additional Secretary, Special Secretary and Secretary to the Govt. of India, the Cabinet Secretary will make his recommendation directly to the Appointments Committee of the Cabinet for orders. Where action is proposed to be taken on grounds of lack of integrity, the Central Vigilance Commission shall be consulted before the case is placed before the ACC."

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It has also been provided in the O.M. of 23rd June 1969 that the review in all cases should be undertaken six months before the officer concerned attains the age of 50/55 years. In spite of these clear instructions instances have occurred where cases to be placed before the Senior Selection Board or the Central Establishment Board, as the case may be, have not been referred to the office of the Establishment Officer well in time. It is, therefore, requested that proposals in this regard in respect of Gazetted Officers holding posts, initial appointments to which are referable to the Appointments Committee of the Cabinet may please be referred with a self-contained note to the Establishment Officer at least four months in advance of the date on which the officer(s) concerned are due to attain the age of 50/55 years.

(P. S. Venkateswaran)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Govt. of India etc. with usual number of spare copies.

No. F. 33/4/74-Ests(A) Dated the 10th May, 1974.

Copy forwarded for information to:-

1. The Comptroller and Auditor General of India, New Delhi.
2. The Union Public Service Commission, New Delhi.
3. The Central Vigilance Commission, New Delhi.
4. All Attached and Subordinate Offices of the Department of Personnel with usual number of spare copies.
5. Lok Sabha Secretariat,
6. Rajya Sabha Secretariat,
7. Office of the Establishment Officer Deptt. of Personnel and A.R. (Shri T.V. Ramanan, Director) (3 copies).
8. Department of Personnel & A.R. (Ad.I Section and Admn. Section of A.R. Division.) (2 copies).

(P. S. Venkateswaran)

Under Secretary to the Govt. of India