

**No.39011/02/2002-Estt(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel & Training)**

North Block, New Delhi, 05<sup>th</sup> November, 2002

**OFFICE MEMORANDUM**

**Subject: *Elimination of delays in issuing offers of appointment to candidates selected by Union Public Service Commission.***

.....

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 23/97/68-Estt (B) dated the 26th February, 1969 on the subject mentioned above and to say that the Estimates Committee in their 93<sup>rd</sup> Report on the estimates of the Union Public Service Commission had observed as follows:-

"The Committee note that a majority of the cases of delay (ranging from 5 to 24 months) pointed out by the Union Public Service Commission in Appendix XV (For 1963-64) pertains to Scientists, Engineers, Technologists and Professional personnel from whom there is considerable demand both in the public and private sectors. The Committee expect that Government will realise that the long period of waiting and consequent uncertainty is found to act as a damper on the enthusiasm of candidates, particularly the more promising ones, for entering public service and to make them psychologically more receptive to offers from private agencies with prospect of prompt engagement.

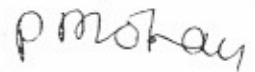
The Committee recommend that the entire procedure for recruitment may be critically reviewed by the Government so as to eliminate delays which are occurring at various stages such as intimation of vacancies to the Union Public Service Commission, medical examination of successful candidates, verification of antecedents and issue of offer of appointment. The Committee would suggest that cases of delay beyond a specified period, particularly in sending out offer of appointments to candidates selected by Union Public Service Commission should be reviewed by the Secretary of the Ministry/Head of the Department concerned."

2. It has been pointed out by the Union Public Service Commission that inordinate delay continues to occur in sending offers of appointment to candidates selected by them. The matter has been considered again and it is felt that there is need for proper and timely review of all such cases by the Secretary/Head of Department concerned. Attention is also invited to the fact that vide the aforementioned O.M. dated 26-2-69, a proforma for quarterly review of such cases by the Secretary of the Ministry/Department concerned had been prescribed. All the Ministries/Departments are advised to ensure submission of the said quarterly reports to the Secretary/Head of the Department concerned for review of all cases of delay in issuing offers of appointment to candidates selected by UPSC.

3. In the Ministry of Home Affairs O.M. No.23/97/68-Estt.(B) dated 26-2-69 it was inter-alia decided that this Department would be reviewing every six months all such cases of delay for which a proforma had also been devised. It has now been decided to discontinue the half-yearly review of such cases by this Department. Hence, in future six-monthly reports on the subject may not be sent to this Department.

4. Ministries/Departments are requested to issue letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter from the Union Public Service Commission so that as far as possible, the offers of appointment could be issued to the candidates recommended by the Commission within three months from the date of recommendation letter.

5. Ministries/Departments are also requested to keep in mind the observations of the Estimates Committee and to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by UPSC are reduced to the minimum. These instructions may be brought to the notice of all concerned.



(Smt. Pratibha Mohan)  
Director

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

No. 39011/02/2002-Estt (B)

Dated: 05<sup>th</sup> November, 2002

Copy to:-

1. Comptroller and Auditor General of India
2. President Secretariat/Vice-President Secretariat/Cabinet Secretariat/PMO
3. Rajya Sabha/Lok-Sabha Secretariat
4. Commissioner for SC/ST
5. All Attached and subordinate offices under Department of Personnel and Training
6. All Section of Department of Personnel and Training
7. CBEC/CBDT
8. UPSC/SSC
9. Estt (B) Division- 100 copies.



(Chandra Prakash)

Under Secretary to the Government of India