

FNo. 43014/03/2019- Estt(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi,

Dated 21<sup>st</sup> January, 2020

Office Memorandum

Subject: Filling up of vacant posts in Central Government Ministries/Department-reg.

Attention is drawn towards this Department's OM No. 39020/18/2016-Estt.(B) dated 19<sup>th</sup> December, 2016 regarding timely and advance action in filling up the Direct Recruitment (DR) vacancies. It was, inter-alia, requested therein that advance action may be taken by the Ministries/Departments and their Attached and Subordinate Offices for reporting vacancy position with respect to Direct Recruitment (DR) posts to the concerned recruitment agency i.e. Union Public Service Commission (UPSC) and Staff Selection Commission (SSC) etc, for filling up of such Direct Recruitment vacancies in a timely manner.

2. The Cabinet Committee on Investment and Growth in the meeting held on 23.12.2019, has directed to take time bound action to fill the existing vacancies in various Ministries/Departments.

3. Accordingly, all the Ministries/Departments are requested to fill up the existing vacancies in the concerned Ministries/Departments, their Attached and Subordinate Offices, in a time bound manner. It is also requested that a report with regard to action taken to fill up the existing vacancies, may be sent to this Department, as per format given overleaf, by 5<sup>th</sup> day of every month. The first such report should reach this Department latest by 5<sup>th</sup> February, 2020.

  
(Rajbir Singh) 21/01

Under Secretary to the Government of India  
Tel No.: 2309 3175

To

Secretaries of all the Ministries/Department in the Government of India.

Copy to:

1. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
2. The Chairman, Staff Selection Commission, Block-12, CGO Complex, New Delhi.

Copy also to:

1. Shri SGP Verghese, Director, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.

**Action taken report with regard to filling up of existing vacancies for the month of ....., 2020**

	Total vacancies as on 01.01.2020			Vacancies filled up till date			Remaining vacancies			Action taken to fill up remaining vacancies			Reasons for delay
	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	
Group A													
Group B													
Group C													
Total													

Note:

1. The information may be furnished separately in respect of Ministry/Department and its attached and subordinate offices.