

P

To Powergrid Corporation Of India Ltd

₹30,617

Relieving dues
SreekanthGorella-60031295

Pay again

Split with friends

Completed

28 Feb 2019, 11:10 am



Andhra Bank 0756

- Payment started
11:10 am
- ₹30,617 was debited
11:10 am
- ₹30,617 sent to Powergrid
Corporation Of India Ltd
11:10 am
- Payment completed
11:10 am

UPI transaction ID

905911363925

To

****4340

From: GORELLA SREEKANTH (Andhra Bank)

kanthaftersree@okhdfcbank

Google transaction ID

CICAgKCypMDMKQ

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

1.

DPE/Guidelines/II(c)/1

Powers for appointments of posts in Public Enterprises

The undersigned is directed to refer to this Ministry's O.M. of even number dated the 26th February, 1969 on the above subject, wherein it has inter-alia, been indicated that as regards appointments in Public Enterprises, Government approval should be taken for appointments to the higher categories of posts (Rs. 2500-3000 and above) of persons who have already attained the age of 58 years, whether they be from public or private sector.

2. It is clarified that the term "appointments" referred to, will cover initial appointment extensions in service and re-employment. As regards the interpretation of the level of posts, referred to viz. Rs.2500-3000 and above, it is confirmed that Government approval should be taken in the case of such appointments, where the pay (including pension and pensionary equivalent of retirement benefits) proposed to be fixed for the person concerned exceeds Rs.2500 p.m. even if the maximum of his scale does not go up to Rs.3000 p.m.

(BPE O.M. No. 2(90)/68-BPE(GM) dated 23rd September, 1970)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

2.

DPE/Guidelines/II(c)/2

Appointment of non-Indian personnel to posts in Public Enterprises

In their 17th Report on "Personnel Policies and Labour-Management Relations in Public Undertakings", the Committee on Public Undertakings (5th Lok Sabha) have made some important recommendations regarding the engagement of foreign personnel in Public Enterprises. The main thrust of the Committee's recommendations is on the necessity of ensuring that such personnel are engaged only for essential purposes and for only the minimum necessary periods. At the same time, efforts should be made to train up Indian personnel in priority areas such as drawing, designing and priority work so that they achieve self-reliance in these respects. Recommendations of the Committee have been considered. The following instructions need to be complied with by the administrative Ministries and Public Enterprises in this regard:

(i) The committee have desired that the instructions issued by the Government vide Ministry of Home Affairs O.M. No.12/9/65-Ests(B), dated 23.2.1966 (Annexure) should be observed not merely in letter but also in spirit. This may be ensured. In particular, attention is invited to the following points included in the aforesaid instructions:

(a) Appointment of non-Indians should be made only in very exceptional circumstances, and then also only on contract for the minimum period necessary.

(b) Simultaneously, suitable steps should be taken to train Indians to fill such posts on regular basis.

(c) Prior approval of the Minister in-charge or the Deputy Minister of the Ministry/Department, which is in administrative control of the concerned Public Enterprise, is required in cases of appointments of non-Indians.

(ii) Before according the approval to the engagement of foreign personnel, the administrative Ministry in charge will explore the possibility of obtaining the requisite expertise from another Public Enterprise engaged in the same, similar or related line of manufacture. They may also make attempts to obtain services of Indians who have been working abroad in similar fields and have acquired expertise in the concerned field.

(iii) Vigilance will be exercised to see that the Indian personnel attached to the non-Indians are enabled to pick up during the contract period the intricacies of the work especially in priority areas such as drawing, designs and operational work and achieve self-reliance. To obviate the

extension of the contract periods in respect of foreign personnel as far as possible, periodical reviews should be regularly conducted both at the enterprises and administrative Ministries/Departments level, to evaluate the progress made in training Indian personnel. Such reviews may be conducted at least once in six months. The reviews at the administrative Ministry level may be conducted on the basis of information obtained from the undertaking on a proforma prescribed by the Ministry in consultation with the undertaking.

2. Ministry of Industrial Development, etc. are requested to advise the Public Enterprises under their administrative control on the above lines.

(BPE No. 9(100)/71-BPE(GM-I) dated 23rd October,1972)

ANNEXURE

Copy of Ministry of Home Affairs O.M. No.12/9/65-Ests(B) dated 23rd February, 1966 to all Ministries etc. regarding instructions relating to appointment of non-Indians to civil posts under the Government of India and to posts in Corporations, Public Undertakings etc. under the administrative control of the Government of India.

The undersigned is directed to refer to this Ministry's Office Memorandum No.20/106/46-Ests(S) dated the 4th November, 1946 containing instructions governing the appointment of non-Indians to civil posts under the Government of India. According to the general policy laid down therein, appointment of non-Indians should be made only in very exceptional circumstances and then also, only on contract for the minimum period necessary, and simultaneously suitable steps should be taken to train Indians to fill such posts on a regular basis. Further, vide this Ministry's O.M. of even number dated the 16th December, 1946, it was decided that the instructions contained in the Office Memorandum dated the 4th November, 1946 should apply also to appointments in any corporation or organization statutory or otherwise, in which Government of India have a controlling interest. If appointment to any post in such organizations was governed by Special provisions either in the statute setting up the organization or in the rules framed thereunder which rendered it impossible to follow the instructions referred to above, the administrative Ministries/Departments concerned were requested to examine amending those provisions suitably to ensure that proposal for appointment of non-Indians were referred to Government for approval before making the appointments. Concurrence of this Ministry was required to be obtained in respect of all proposals for appointment of non-Indians till 14th July, 1955 when the powers in this regard were delegated to the Administrative Ministries vide this Ministry's Office Memorandum No.1/55 CS(C), dated the 14th July, 1955. According to this Office Memorandum Administrative Ministries are competent to decide cases of appointment of non-Indians to posts under their administrative control keeping in view the general policy laid down in this Ministry's Office Memorandum dated the 4th November 1946 after obtaining the order of the Minister in-charge or the Deputy Minister.

2. It has been brought to the notice of this Ministry that certain corporations, public undertakings have appointed non-Indians against posts under them in contravention of the instructions referred to above. The Ministry of Finance, etc. are, therefore, requested to bring these instructions to the notice of the various corporations, public undertakings, etc., under their administrative control and take necessary steps to ensure that the appointment of non-Indians in these organizations are made in accordance with these instructions. The Action taken in the matter may please be intimated to this Ministry in due course.

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

3.

DPE/Guidelines/II(c)/3

Sanction of Earned leave to Chief Executives

As the Ministry of Industry and Civil Supplies are aware the terms and conditions of service of Chief Executives of Public Enterprises are approved by the Government which inter-alia includes the type of leave that would be admissible to them. However, references have been received by the Bureau of Public Enterprises as to whether any uniform policy has been laid down regarding the sanction of earned leave to these executives.

2. This matter has been examined and it has been decided that the Chief Executives of Public Enterprises should obtain the prior approval of Secretary/Minister concerned before proceeding on leave (other than casual leave). In the case of Chief Executives of subsidiaries such approval may be given by the Chief Executive of the holding company.

3. Ministry of Industry and Civil Supplies etc., may please bring the foregoing to the notice of the Public Enterprises under their administrative control.

(No. BPE/GL-007/76/MAN/2(15)/76-BPE (GM-I)
dated 25th February, 1976)

CHAPTER II PERSONNEL POLICIES

(c) Service Matters

4.

DPE/Guidelines/II(c)/4

Treatment of absence of employees on account of Bundh etc.

Queries have been received from certain Public Enterprises in the past as to the manner in which the absence of employees of the concerned enterprises on account of Bundh, etc. should be treated. This question has been considered in all its aspects and the following procedure may be adopted in such cases, if any, in future.

2.1 The absence of the employees on a day or days of the Bundh may fall under one of the following categories:

- i. Where the employee had applied or applies for leave for the day or days of the Bundh for genuine reasons e.g. medical grounds, of which the competent authority is satisfied;
- ii. Where the competent authority is satisfied that the absence of the individual concerned was entirely due to reasons beyond his control e.g. due to failure of transport or disturbances or picketing or imposition of curfew etc;
- iii. Unauthorized absence i.e. where conditions mentioned in (i) or (ii) above are not satisfied.

2.2 As regards the first category, leave of the kind due and admissible including casual leave, may be granted to the employees concerned. As regards the second category, if the competent authority is satisfied that the absence was due to failure of transport facilities, special casual leave may be granted to the employees, who had to come from a distance of more than three miles of their place of duty. If the absence was due to picketing or disturbances or curfew, then two special casual leave could be granted to regularize the absence without insisting on the condition that the distance between their place of duty and their residence should be more than three miles.

2.3 As regards the third category mentioned above, the Service rules of the enterprise would normally provide that an employee, who is absent from duty without any authority, shall not be entitled to any pay and allowances, during the period of such absence. Unauthorized absence of this kind, apart from resulting in loss of pay and allowances for the period of such absence, would also constitute a break in service, entailing forfeiture of past service for all purposes, unless the break itself is condoned and treated as *dies non*. If the break is condoned and treated as *dies non* by the competent authority the service rendered prior to the break will be counted for all purposes, but the period of the break itself will not count for any purpose.

2.4 The consequences of unauthorized absence from duty of Public Sector employees which is not condoned in any manner would be as follows:

(i) Pay & Allowances

No pay and allowances are admissible during the period of unauthorized absence.

(ii) Lien, Status/Seniority

The lien of a Public Sector employee on his post and his status, for example, permanency and seniority in service would not be affected by such absence. In other words, in the case of those who return to duty after unauthorized absence, no fresh letter of appointment is necessary.

(iii) Increment

The period of such unauthorized absence would not count for increment. In other words, the date of next increment would get postponed by the period of such absence.

(iv) Leave

The leave at the credit of the employees would not lapse as a result of unauthorized absence but such period of absence would not count for earning leave.

(v) C.P.F. and Death-cum-Retirement Gratuity

In the case of employees who are governed by C.P.F. Rules the only effect of the period of unauthorized absence is that such period would be ignored for the purpose of his entitlement to C.P.F. benefits. However, the interruption in service caused by unauthorized absence entails forfeiture of past service for purposes of entitlement to gratuity, subject to the condition that if there is any statutory provision applicable to the employee granting the payment of gratuity even on resignation/dismissal the said provision should be complied with, ensuring also that the case satisfies all the other relevant stipulations in the statutory provisions.

(vi) There are other service benefits like L.T.C. etc., to which employees are entitled only after they have put in a specified length of continuous service or certain amount of minimum continuous service. The unauthorized absence of an employee would result in the lapsing of the previous service and the employee would be required to put in the minimum or specified length of continuous service after the unauthorized absence for entitlement to such concessions.

3. Ministry of Petroleum, etc., may bring the foregoing to the notice of all the Public Enterprises under their control for necessary action. The enterprises may also be advised to review their

relevant Service rules regarding pay, leave, etc., and incorporate the necessary amendments therein to secure the objective of these instructions.

(BPE/GL-023/76/MAN/2(111)/75-BPE(GM-I) dated 26th June, 1976.)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

5. DPE/Guidelines/II(c)/5

Forwarding of application to the Union Public Service Commission from candidates serving under Government

The undersigned is directed to enclose a copy of Department of Personnel and A.R. O.M. No. 28012/1/76-Estt (C) dated 16th July, 1976 regarding forwarding of applications to the Union Public Service Commission from candidates who wish to appear at the competitive examinations or to be considered for recruitment by selection conducted by the UPSC. The provisions contained in the O.M. may be kept in view while forwarding the applications of candidates serving under the Public Enterprises to the UPSC.

2. Ministry of Industry, etc., are requested to bring the foregoing to the notice of the Public Enterprises under their administrative control for necessary action.

Copy of Department of Personnel and Administrative Reforms O.M. No. 28012/1/76-Estt (C) dated 16th July, 1976 regarding forwarding of application to the Union Public Service Commission from candidates serving under Government

In supersession of the Ministry of Home Affairs O.M. No. 8/1/68-Estt(c), dated 25.10.1968, (not reproduced) on the subject mentioned above, it has been decided that persons already in Government service who wish to appear at the competitive examinations conducted by the Union Public Service Commission, may send their completed applications in the prescribed printed form direct to the Commission after detaching the form of certificate by the Head of the Office/Department printed at the end of the application form. The form of certificate should be submitted immediately to the Head of Office/Department under whom they are employed for onward transmission to the Secretary, Union Public Service Commission after completing the entries therein and signing it, as early as possible and in any case within a fortnight of the closing date for receipt of applications. Pending receipt of the certificate from the Head of Office/Department the applications of such candidates will be considered by the Union Public Service Commission on a provisional basis. The candidature of such Government Servants is liable to be cancelled if the employer's permission is not received by the Commission by the specified date.

2. Similarly in the case of recruitment by selection conducted by the Union Public Service Commission, persons already in Government Service may submit their applications direct to the Commission. They should, however, immediately inform the head of their Office/Department giving details of the post(s) for which they have applied, the file number given on the top of "Information for Candidates", the closing date for receipt of applications and other necessary particulars. On receipt of this information, the head of the Office/Department will inform the Commission as soon as possible but not later than a fortnight from the closing date for receipt of applications, quoting reference to the Commission's file number and the designation of the post, stating either that he has no objection to the application being considered or that the candidate has not been permitted to apply for the post. In any case, no candidate already in Government service will be interviewed by the Commission unless the 'No Objection Certificate' has already been received by the Commission or is produced by the candidate at the time of interview.

3. All Ministries/Departments of the Government of India are requested to bring these instructions to the notice of all concerned including the Statutory and quasi-Government organizations under their administrative control.

(No. BPE/GL-034/76/MAN/2 (51)/76-BPE (GM-I) dated 31st August, 1976)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

**6. DPE/Guidelines/II(c)/6
Issue of eligibility certificate in respect of non-Indians considered eligible for appointment under Public Sector Enterprises.**

The undersigned is directed to enclose a copy of the Department of Personnel and AR's Resolution No.15011/1/76-Estt.(B) dated the 29th April, 1976, wherein it has been clarified that candidates belonging to categories mentioned at (b), (c), (d) and (e) of the Notification can be employed in a post under the Government only if a certificate of eligibility has been issued by the Government in their favour. The question of laying down similar principles for the issue of eligibility certificate to candidates of the categories mentioned above for employment under the Public Enterprises has been under the consideration of the Government for sometime and it has been decided that Public Enterprises should, in such cases employ only those persons in whose favour a certificate of eligibility is issued. Such a certificate of eligibility can be issued by the Chief Executive of the Enterprise in the prescribed proforma (copy enclosed) after completing the formalities laid down in the scheme of verification of character and antecedents as in the Government. Even in the case of enterprises where the scheme of verification of character and antecedents has not been adopted, issue of an eligibility certificate in such cases in favour of those persons considered fit for employment under the enterprise would be necessary after completion of verification of character and antecedents from the district authorities concerned, who may charge a nominal fee for each verification case.

2. The above certificate of eligibility can be issued by the Chief Executive of the concerned Public Enterprise.

3. However, the cases of appointment of non-Indians in public enterprises, not covered by the Department of Personnel and A.R. Resolution No.15011/1/76-Estt.(B) dated 29th April 1976, would continue to be governed by the provisions of the Bureau of Public Enterprises' O.M. No.9(100)/71-BPE (GM-I) dated 23rd October, 1972.

4. Ministry of Industry, etc., may bring the foregoing to the notice of the Public Enterprises under their administrative control for necessary action and compliance.

Copy of Department of Personnel and Administrative Reforms Resolution F.No.15011/1/76-Estt.(B) dated 29th April, 1976

The Government of India have decided that in supersession of earlier instructions regarding the eligibility for appointment under the Government of India, the standard rule for recruitment will henceforth be modified as follows:

'A candidate for appointment to any Central Service or post must be:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formally Tanganyika and Zanzibar) with the intention of permanently settling in India ;

(1) Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

"A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government."

ORDER

Ordered that a copy of this Resolution may be communicated to all State Governments, all Ministries of the Government of India, etc. and also that the Resolution be published in the Gazette of India.

Serial No.

(NAME OF THE ENTERPRISE)

File No.

(Place), Date :

CERTIFICATE OF ELIGIBILITY

In pursuance of the Bureau of Pubic Enterprises' instructions contained in their O.M. No. BPE/GL-007/77/MAN/2(3)/77-BPE(GM-I) the Chairman/ Chairman-cum-Managing Director/Managing Director is pleased to direct that..... son/daughter/wife being a subject/native ofshall be eligible to hold any civil office in connection with the affairs of this Enterprise with effect from the(date).

Chairman/Chairman-cum-Managing Director/
Managing Director

(Office copy to be recorded with)

(No. BPE/GL-007/77/MAN/2(3)/77-BPE (GM-I) dated 14th February, 1977)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

7.

DPE/Guidelines/II(c)/7

Verification of character and antecedents of persons belonging to Nepal.

The undersigned is directed to forward herewith a copy along with enclosure of a Secret Office Memorandum No. 18011/2/(S)/84-Estt. (B) dated the 23rd January, 1984 on the above mentioned subject, from Department of Personnel and Administrative Reforms, for information.

ENCLOSURE

Copy of DoPT O.M. NO. 18011/2(s)/84- Estt.(B) dated 23.1.84 on verification of character and antecedents of persons belonging to Nepal

Enquiries are being received from various Ministries/Departments from time to time regarding the procedure to be adopted for verification of character and antecedents of persons belonging to Nepal. The procedure in this regard is laid down in this Department's Office Memorandum No. 15014/3(S)/76-Estt. (B) dated the 10th August, 1978. A copy of the same is re-circulated for information of the various Ministries/Departments.

Copy of DOPT OM No. 15014/3(S)/76—Estt.(B) dated 10.8.78 on verification of character and antecedents of Nepalese national selected for appointment to civil posts under the Government of India—Procedure regarding—Also procedure for issue of certificate of eligibility.

As the Ministry of Finance, etc. are aware, the procedure for verification of character and antecedents of Nepalese nationals for appointment to civil posts under the Government of India has been indicated in the Ministry of Home Affairs O.M. No. 56/79/54-Estt. (B) dated 29th May, 1956. (Copy also reproduced in the Brochure on verification of character and antecedents issued in 1958) in modification of instructions referred to above, it has now been decided that, in future, appointment of Nepalese nationals should not be made till the verification of character and antecedents has been completed, and also the appointment authorities are satisfied about the suitability of the candidates for appointment. Apart from the usual verification which may be made by the appointing authorities through the district authorities concerned, in future, an additional reference will have to be made by the Ministries/Departments to the Intelligence Bureau, New Delhi, along with the attestation form prescribed for the purpose. The District authorities should also be requested specifically to verify the nationality of the candidate, while making a reference along with the attestation form.

The suitability of the candidate will have to be examined by the administrative authorities in the light of the report furnished by the district authorities as well as the IB and on the basis of the criteria laid down by this Department from time to time, for determining suitable candidates for appointment under the Government.

2. The Ministry of Finance etc. are also aware of the instructions issued by this Department delegating the powers to Ministries/Departments for issue of certificates of eligibility to certain categories of persons including Nepalese nationals vide this Department's O.M. No. 15016/1/78-Estt. (B) dated 10th May, 1978. Under the Government of India Resolution No. 15014/3(S)/76-Estt. (B) dated 1.3.1977 (copy forwarded along with O.M. dated 10.5.1978 referred to above), no offer of appointment can be made to the categories of persons for whom the issue of the certificate of eligibility is a prior requirement. As in order to recruitment Nepalese national the Ministries/ Departments will have to process their cases for issue of certificate of eligibility and consequently the appointment is likely to be delayed, it is advisable that Indian citizens, who satisfy all the conditions/qualifications prescribed for the post should be given preference over others, especially with reference to Nepalese nationals.

3. Ministry of Finance, etc. are requested to bring the above to the notice of all Heads of Departments/offices including quasi-Government organizations, autonomous bodies, public sector undertakings which are under the control of the Government of India.

(BPE O.M. No. 15/8/83-GM dated 18th February, 1984)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

**8. DPE/Guidelines/II(c)/8
Receipt of honoraria by the employees of Public Enterprises for their services requisitioned by the UPSC.**

You may be aware that Central Government/State Governments have accorded general sanction to the acceptance of honoraria by their respective officers for the work done both in connection with examinations/ invigilations/Selection Committees/interviews conducted by the Union Public Service Commission.

2. The matter has been examined and it is felt that employees of the Public Sector Enterprises may receive honoraria etc., from the UPSC as and when they are associated or their services requisitioned by the UPSC. In all such cases the officials would be considered as on duty.

3. In the circumstances general sanction can be accorded to officers/ employees in the public sector undertakings to the acceptance of honoraria for assignments undertaken by them at the behest of the UPSC.'

(BPE No. 16(36)/84-GM dated 13th July, 1984)

CHAPTER II PERSONNEL POLICIES

(c) Service Matters

**9. DPE/Guidelines/II(c)/9
Policy regarding grant of extension/re-employment of officers beyond the age of their superannuation in posts under the Central Government/Public Sector Undertakings etc.**

The instructions as contained in this Department's O.M. No. 26011/1/77-Estt. [B], dated the 18th May, 1977, inter-alia provide that extension/re-employment of Central Government officers beyond the age of their superannuation should be resorted to as very rarely and in really exceptional circumstances, purely in the public interest. The directives of the Prime Minister as communicated with this Department's D.O. Letter No. 27[5]-EO/83 [ACC], dated the 2nd February 1983, also emphasize the need to eschew the tendency of granting extension in service/re-employment to superannuated persons.

2. In this Department's Office Memorandum of even number dated the 23rd July, 1983, it was clarified that the following types of appointments would be outside the scope of the Prime Minister's directives, referred to above:

- Statutory appointments wherein, under the statute, a specific term has been fixed or a different age of retirement has been fixed, like Members of Settlement Commission and Customs and Excise and Gold Control Appellate Tribunals;
- Staff re-employed in Commission of Inquiry;
- Co-terminus appointment of officials re-employed as Ministers' personal staff and other such high functionaries who have been granted Minister's status; and
- Officials re-employed in Organizations where the age of retirement is different from the normal age of superannuation of 58 years.

3. It has now been decided that the following types of appointments would also be excluded from the purview of the Prime Minister's directive, concerning extension/re-employment of officers beyond the age of their superannuation:

- Part-time Chairman and Consultants/Advisers in Public Sector Undertakings/Enterprises; and
- Contract appointments

The appointments in the public Sector Undertakings/Autonomous Bodies/Companies, fully financed by the Government, shall, however, continue to be covered by the Prime Minister's directive and the general instructions referred to above.

4. The Ministries of Finance etc. are requested to bring these instructions to the notice of all concerned.

(DOPT O.M. No. 27[5]-EO/83 [ACC] dated 22/24th September, 1984)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

10.

DPE/Guidelines/II(c)/10

Carry forward of earned leave in the event of the movement of an employee from one public enterprise to another.

The undersigned is directed to refer to the BPE's O.M. No. 2(28)/82-BPE(GM-I) dated 14.12.1982 wherein it has been explained that whenever transfer of an employee between one public enterprise to another is effected with the consent of the Managements concerned, the concerned employee could be allowed the benefit of transfer expenses, carry forward of leave, gratuity etc.

2. References have been received in the Bureau seeking clarification as to whether sick leave or half-pay leave could also be permitted to be carried forward in the event of movement of an employee from one public enterprise to another public enterprise. This matter has been examined in its all aspects. It is clarified that the instructions referred to in para 1 are only in respect of the carry forward of the earned leave or the leave on average pay, as the case may be, and do not cover sick leave or half-pay leave which might have been accumulated by an employee in his previous organization. The transferer organization should, however, liquidate its liability by making a lump sum payment to the borrowing organization in respect of the leave salary for earned leave or leave on average pay standing to the credit of the public sector employee on the date of his transfer from one enterprise to another.

3. Ministry of Industry, Ministry of petroleum etc. are requested to bring the foregoing to the notice of the public enterprises under their administrative control for necessary action.

(No. 2(2)/85-BPE(WC) dated 25th July, 1985.)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

11.

DPE/Guidelines/II(c)/11

Model Grievance Redressal Procedure for staff and officers in the Central Public Sector Enterprises

The undersigned is directed to say that the need for evolving a suitable grievance redressal machinery for the officers and staff in the Central public sector undertakings has been engaging the attention of the Government for quite some time. It has been noticed that whereas several forums, backed by legislation, are available to workers/workmen for redressal of grievances, an adequate mechanism does not exist in most of the public enterprises through which officers and other staff could make known their grievances and seek redress. A model Grievance Redressal procedure has now been formulated. This will cover all officers and staff of the Central public sector enterprises excluding employees who are deemed to be workers/workmen under the Factories Act, 1948/Industrial Disputes Act, 1947 or any other similar legislation applicable to such categories.

2. Such Central public sector enterprises who are already having an established formal procedure which is working satisfactorily need not adopt the procedure indicated in the Model enclosed. However, adaptation may be made under special circumstances as those obtaining in the Defence undertakings, organizations having several regional offices/projects, etc.

3. The Ministry of Industry and Company Affairs, etc. are requested to advise the Public Enterprises under their administrative control to adopt the enclosed model procedure with or without modification as appropriate to the enterprise concerned. A copy of the grievance procedure so adopted by the enterprises may please be sent to the Bureau.

(BPE O.M. No. 16(84)/82-GM dated 5th September, 1985.)

ANNEXURE

MODEL FOR GRIEVANCES REDRESSAL PROCEDURE FOR STAFF AND OFFICERS IN CENTRAL PUBLIC SECTOR UNDERTAKINGS:

1. Objectives

The objective of the grievance redressal procedure is to provide an easily accessible machinery for settlement of grievances and to adopt measures in Central Public Sector Undertakings as would ensure expeditious settlement of grievances of staff and officers leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization.

2. Applicability

The scheme will cover all staff and officers of the organisation except employees who are deemed to be workers/workmen under the Factories Act 1948/Industrial Disputes Act, 1947 or any other legislation applicable to such categories of employees.

3. Grievance

'Grievance' for the purpose of this scheme would only mean a grievance relating to any staff member/officer arising out of the implementation of the policies/rules or decisions of the organization. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc., of an individual nature.

4. Procedure for handling grievances

Subject to the above provisions, individual grievances of staff members and officers shall henceforth be processed and dealt within the following manner:

4.1 An aggrieved staff member or officer shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week.

4.2 If the grievance is not satisfactorily redressed, the aggrieved staff member/officer may submit his grievance in writing to the Departmental Head concerned or to the Personnel Officer/Manager as may be determined by the Chief Executive of the organization. Such Nominated Authority will record his comments on the representation within seven days, and if need be refer it to the Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The recommendation of the Grievance Redressal Committee will be conveyed within

one month to the Deciding Authority to be nominated by the Chief Executive and the decision of the Deciding Authority will be final, subject to the provisions contained in para 4.3 below.

4.3 In exceptional cases, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member/officer whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal either to the Director concerned or to the Chief Executive. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Director concerned or the Chief Executive, as the case may be, will be final and binding on the aggrieved staff member/officer and the management.

4.4 Grievances in respect of the following two categories of officers will not fall within the purview of the Grievance Redressal Committee. In their case, the procedure will be as under:

- i. In the case of officers who are one step below the Board level, the individual grievance may be taken up with the concerned Director.
- ii. Officers reporting directly to the Chief Executive may approach him for resolving their grievances.

5. Composition of the Redressal Committee

The Chief Executive of the organization may determine the composition and tenure of the Grievance Redressal Committee.

5.1 In the case of multi-unit organizations the Chief Executive may constitute Grievance Committees at the Regional level and also nominate the Deciding Authorities. However, if the supervisors/officers in such Regional units are not satisfied with the decision of the Deciding Authority, then they may prefer an appeal to the Grievance Redressal Committee at the Headquarters. The committee should consider and take a decision on the grievances within a period of one month failing which it should be brought to the notice of the Director (Personnel) or the Chief Executive of the organization. The Grievance Redressal Committee should meet at least once a month.

6. Overall guidance and conditions

6.1 The Staff member/officer shall bring up his grievance immediately and in any case within a period of 3 months of its occurrence.

6.2 If the grievance arises out of an order given by the management the said order shall be complied with before the staff member / officer concerned invokes the procedure laid down herein for redressal of his grievance.

6.3 Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a. Annual performance appraisals/Confidential Reports;
- b. Promotions including DPC's minutes and decisions;
- c. Where the grievance does not relate to an individual employee or officer; and
- d. In the case of any grievance arising out of discharge or dismissal of a staff member or officer.

6.4 Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled to the competent authority as laid down under the Conduct, Discipline and Appeal Rules of the organization and in such cases the grievance redressal procedure will not apply.

6.5 All grievances referred to the Grievance Redressal Committee/ Director (Personnel)/Chief Executive shall be entered in a Register to be maintained for the purpose by the designated officer(s). The number of grievances, settled or pending, will be reported to the Chief Executive every month.

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

12.

DPE/Guidelines/II(c)/12

Publication of job vacancy notices in 'Employment News'

The Bureau of Public Enterprises had issued a circular letter to all the Public Enterprises suggesting them to make full use of the columns of Employment News for publicising their job vacancies at levels for which the paper caters for. A copy of letter No. BPE (I&R) 23(3)/80 dated 16th February, 1981 is enclosed for ready reference. However, in the course of last five years, it has been noticed that many of the Public Enterprises are using the columns of the other dailies for publicising their manpower requirements, without making use of the Employment News. It may be mentioned that Employment News is a Government journal, read by practically all the unemployed/underemployed persons in the country who are seeking jobs anywhere, either in Government, Public Sector Undertakings or even in the private sector. The objective of having one newspaper of this nature was to ensure that the job requirements of various Organizations reach the target readers. It is thus necessary, also as a matter of policy that the vacancy notices in Public Sector Enterprises are released through the columns of Employment News. This will ensure a better response from candidates. It may also be kept in mind that Employment News is published by the Ministry of Information & Broadcasting and is operating almost on no profit no loss basis.

2. Ministry of Commerce etc. may please suitably advise the public enterprises under their administrative control for compliance.

Copy of letter No. BPE(I&R) 23(3)/80 dated 16th February addressed to Chief Executives of all Public Sector Undertakings.

The Publication Division of the Ministry of Information & Broadcasting publishes a weekly journal "Employment News/Rozgar Samachar" in English, Hindi and Urdu. The object of bringing out this weekly is to publicize through a single forum, jobs advertised by the Central Government, Public Sector Enterprises, Autonomous Bodies, State Governments, Universities, and even the Private Sector. The present circulation of the combined issues is about 2.9 lakh copies. It reaches every nook and corner of the country and is reported to be read by about 15 lakh job seekers every week. While some Public Sector Enterprises are releasing their job oriented advertisements in the weekly, there are still a sizeable number of them who are reported to be utilizing this service inadequately or not at all. It is, therefore, requested that Public Sector Enterprises may make full use of the Employment News/Rozgar Samachar for publicising their job vacancies at levels for which the paper caters for. They can send their appointment notices for publication to the Editor, Employment News, Publication Division, Patiala House, New Delhi, directly or through their advertising agencies.

(DPE O.M. No. 16/58/86-GM dated 12th September, 1986.)

"CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

13.

DPE/Guidelines/II(c)/13

Carry-forward of half-pay/sick leave in the event of movement of the employee from one enterprise to another.

Reference is invited to BPE's O.M. No. 2(28)/82-BPE(GM-I) dated 14th December, 1982 wherein the policy regarding transfer of earned leave, gratuity and other benefits in the event of the movement of an employee from one enterprise to another enterprise with the consent of the managements of both the Public Enterprises had been spelt out. B.P.E. had also clarified vide its O.M. dated 25th July, 1985 that these instructions relate to transfer of earned leave only and do not cover sick leave or half-pay leave.

2. References have been received in the BPE from Public Enterprises wherein it has been pointed out that their employees move from one enterprise to another enterprise with the approval of the Management / Government and they are adversely affected due to the non-transferability of sick/half pay leave.

3. This matter has been examined carefully and it has been decided that managements of the Public Enterprises may transfer the accumulated sick leave/half-pay leave standing to the credit of their employees at the time of transfer to another Public Sector Enterprise provided such transfer has taken place with the consent of managements of both the enterprises or under orders of Government/Public Enterprises Selection Board. The procedure for transfer of sick/half-pay leave and liquidation of liabilities for such leave would be the same as for earned leave.

4. These orders are effective from 1st January, 1988.

5. Ministries are to bring the foregoing to the notice of the Public Enterprises under their administrative control for necessary action.

(BPE O.M. No. 2(2)/85-BPE(WC) dated 25th January, 1988)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

14.

DPE/Guidelines/II(c)/14

Grant of permission to public sector employees to join Territorial Army-Extension of facilities to public sector employees on the lines of facilities available to Central Govt. employees.

The undersigned is directed to refer to the Department of Personnel and Administrative Reforms O.M. No. 39021/3/84 Estt. (C) dated the 24th January, 1985, addressed to all the Ministries/Departments of the Govt. of India on the subject mentioned above (**copy enclosed for ready reference**). The Ministries/Departments concerned with PSUs were advised by the Department of Personnel and Administrative Reforms to extend the provisions contained in the said OM to the employees of PSUs also. It has, however, been brought to the notice of this Ministry that many public enterprises are not aware of these instructions.

Ministry of Agriculture etc. are, therefore, requested to bring the contents of the Department of Personnel and Administrative Reforms OM referred to in para-1 above to the notice of the PSUs under their administrative control for information and necessary action under intimation to BPE.

ENCLOSURES

Copy of Department of Personnel & Administrative Reforms O.M. No. 39021/3/84-Estt. (C) dated 24-1-85 regarding permission to Govt. servants to join the Territorial Army.

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 25/19/49-Ests dated 7.7.1950 and No. 47/2/61-Ests. (A) dated 7.6.1961 (copies enclosed) on the subject mentioned above, and to say that it has come to the notice of the Govt. that some times permission is not granted to Govt. servants to join the Territorial Army. Since the Territorial Army has to play an important and useful role for the defence of the country in an emergency as also during natural calamities etc., Govt. servants should also be encouraged to join the Territorial Army.

Ministry of Finance etc. are, therefore, requested to grant permission to Govt. servants working under them to join the Territorial Army and also to provide them with necessary facilities for this purpose. However, in the case of those employees who are engaged in operational or maintenance duties the permission will be subject to the exigencies of public services. Such of the Government servants as are holding key posts and who cannot be released during an emergency, need not be permitted to join the Territorial Army. All Government servants who are permitted to join the Territorial Army will however, continue to be governed by the conditions as already mentioned in the Office Memoranda referred to above.

Ministry of Finance etc. are also requested to extend the above instructions, if there be no objection, to the Corporations and Public Undertakings under their control.

Copy of Office Memorandum No. 25/19/49-Ests, dated the 7th July, 1950 from Ministry of Home Affairs to all Ministries of the Government of India/etc. etc.

The undersigned is directed to say that the question whether the Central Government servants should be permitted to join the Territorial Army has been under consideration for some time. In view of the importance of the Territorial Army for the adequate defence of the country it has now been decided that while the personnel holding essential key posts should not be permitted to join the Territorial Army, no impediments should ordinarily be placed in the way of other civil Government servants wishing to join the Territorial Army. Ministries are, therefore, advised that applications for permission to join the Territorial Army from Government servants employed under their administrative control who can be released in an emergency without effecting the minimum essential functions of an office should not be withheld.

2. The occasions on which members of the Territorial Army can be called up for military duty are as follows:

- a. For training, to attend a course of instructions or to undergo an attachment.
- b. To act in support of the civil power or to provide essential guards.
- c. When embodied for supporting or supplementing regular forces.

So far as training is concerned, it may be mentioned that there would be two types of units Urban and Provincial Government servants would be eligible to join the Urban units only. Members of the Urban units have to undergo recruit training for 32 days and thereafter annual training for a period not less than 30 days and not more than 60 days. The recruit as well as annual training can, in the case of Urban units be carried out on a part time, basis in the morning or in the evening outside normal office hours except when embodied for camps of not less than four

consecutive days or two periods of three consecutive days. Government servants joining the Urban units of the Territorial Army will thus not be required to be absent from duty for a period exceeding one week in a year so far as training is concerned.

During the period of training which will mostly be carried out outside office hours, Government servants will receive pay and allowances according to their ranks. Military pay and allowances received by Government Servants will be in addition to their civil emoluments. During the period spent in camp, which will be of very short duration, the absence of Government servants from their civil posts should be treated as special casual leave, and they should be allowed to receive their civil pay and allowances in respect of this period in addition to pay and allowances which they might receive from the Defence Services Estimates.

It may be stated in this connection that the occasions on which members of the Territorial Army might be called up for military duty in aid of civil power would be very rare because ordinarily regular troops would be available for this duty. Similarly occasions when members of the Territorial Army would be embodied for supporting or supplementing the regular forces would be when the country is involved in an actual war. On such occasions, the absence of the Government servants from their offices should be treated as duty for the purpose of civil leave and pension. If a Government servant is on an incremental scale of pay he will count his military service for increments in the time scale of pay applicable to him in his civil post and also towards civil pension, in the same way as if he had put in that period of service in his civil appointment. As regards leave, they will continue to be governed by the civil rules applicable to them before transfer to the military services. Under rule 36 of the Fundamental Rules and article 86 of the Civil service Regulations, acting promotions may be made in place of Government servants who are called up for military duty in the above circumstances.

Government servants whose rates of pay at the time they are called up for military duty are higher than the military pay and allowances to which they would be entitled in respect of military duty would receive pay at the civil rates according to the next below rule and the difference between the civil pay and allowances and the military pay and allowances shall constitute charge against the ordinary head of expenditure to which civil pay of the individual concerned is debitible.

At the time of actual recruitment/commissioning an individual will be required to report for inter-view on medical examination. The period of absence on this account should be treated as casual leave or to the extent that casual leave is not due as special casual leave.

Copy of Department of Personnel and Administrative Reforms O.M. No. 47/2/61-Estt. (a) dated 7-6-61 regarding Grant of permission to central Government servants to join the provincial units of the Territorial Army.

The undersigned is directed to refer to this Ministry's O.M. No. 25/19/49-Ests., dated 7th July, 1950 as amended from time to time, on the subject mentioned above and to say that a suggestion has been made that civil Govt. servants who are at present allowed to join only urban units of the Territorial Army, should be allowed to join provincial units of that Army, where training is imparted on a whole time basis in a camp for a continuous period of three months in the first training year of recruitment and for a period of two months in subsequent years during which the civil Government servant concerned will have to be away from his civil post.

2. Since the policy of the Govt. of India is to encourage civil Govt. servants to join the Territorial Army, which is India's second line of Defence, it has been decided to permit them to join also the Provincial Units of the Territorial Army.

3. The period of absence of civil Govt. servants while on training with the provincial units of the Territorial Army will be treated as on duty and governed under para 4 of this Ministry's office memorandum referred to above. During such periods of training, they will be entitled to military pay and allowances, if any, which will be charged against the ordinary head of expenditure to which the civil pay of the individuals concerned is debitible.

4. For other occasions/purposes they will be treated in the same manner as civil Govt. servants joining the urban units of the Territorial Army.

Copy of O.M. No.36/15/64-Ests.(b) Dated 15.6.1965 from Ministry of Home Affairs, Govt. of India regarding Treatment of transit period in the case of civil Government servants when called for training in the Territorial Army/Defence Reserves/Auxillary Air Force. (Although there is no reference to this OM, this was enclosed and circulated along with OM dated 8.2.88)

The undersigned is directed to say that, when civil Govt. servants are called for training in the Territorial Army/Defence Reserves/Auxillary Air Force, the period spent by them in transit from the date of their relief from civil posts to the date on which they report to military authorities and vice-versa should be treated as special casual leave. During such periods, which should be restricted to the minimum required for the purpose, they would be paid pay and allowances at civil rates by their parent department/office. The Ministry of Finance etc. are requested kindly to have similar orders issued in respect of employees of public undertakings, corporations, etc. under their control.

2. In so far as the persons serving in the Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

(BPE O.M. No. 17(1)/88-GM dated 8th February, 1988)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

15.

DPE/Guidelines/II(c)/15

Posting of Husband and Wife at the same Station.

Reference is invited to the Department of Personnel & Training O.M. No. 28034/7/86-Estt.(A) dated 3rd April, 1986 on the subject mentioned above, addressed to all the Ministries and Departments of the Government of India (copy enclosed for ready reference.) The types of cases that arise for compliance, so far as Public Sector Undertakings are concerned, are indicated in para 4 (v) and 4 (vi) of the O.M. referred to above. Particular attention is also invited to para 5 of this Office Memorandum wherein the spirit behind these instructions was emphasized for ensuring that husband and wife are as far as possible, to be considered for posting at the same station, within the constraints of administrative convenience. In that para it has also been highlighted that the type of cases quoted are illustrative and not exhaustive.

2. Ministries are to bring the contents of this Office Memorandum to the notice of all the Public Sector Undertakings under their administrative control for information and compliance.

Copy of DoPT's O.M. No. 28034/7/86-Estt.(A) dated 3rd April, 1986 regarding posting of husband and wife at the same station.

The question of formulation of a policy regarding the posting at the same place of husband and wife who are in Government service or in the service of Public Sector Undertakings has been raised in Parliament and other forums on several occasions. Government's position has been that requests of govt. servants and employees of public sector undertakings for posting at the same station usually receive sympathetic consideration, and that each case is decided on merits keeping in view the administrative requirements.

2. The Government of India have given the utmost importance to the enhancement of women's status in all sectors and all walks of life. Strategies and policies are being formulated and implemented by different Ministries of the Central Government to achieve this end. It is also considered necessary to have a policy which can enable women employed under the Government and the public sector undertakings to discharge their responsibilities as wife/ mother on the one hand, and productive workers on the other, more effectively. It is the policy of the Government that as far as possible and within the constraints of administrative feasibility, the husband and wife should be posted at the same station to enable them to lead a normal family life and to ensure the education and welfare of their children.

3. In February, 1976, the then Department of Social Welfare had issued a circular D.O. letter to all Ministries and Departments requesting them to give serious consideration to the question of posting husband and wife at the same station. However, representations continue to be received by the Department of Women's Welfare in the Ministry of Human Resources Development from women seeking the intervention of that Department for a posting at the place where their husbands are posted. It has, therefore, now been decided to lay down a broad statement of policy at least with regard to those employees who are under the purview of the Central Government/Public Sector Undertakings. An attempt has, therefore, been made in the following paragraphs to lay down some guidelines to enable the cadre controlling authorities to consider the requests from spouses for a posting at the same station. At the outset, it may be clarified that it may not be possible to bring every category of employee within the ambit of this policy, as situations of husband/wife employment are varied and manifold. The guidelines given below are, therefore, illustrative and not exhaustive. Government desire that in all other cases the Cadre controlling authority should consider such requests with utmost sympathy.

4. The classes of cases that may arise, and the guidelines for dealing with each class of case, are given below:

- i. Where the spouses belong to the same All India Service or two of the All India Services, namely, IAS, IPS and Indian Forest Service (Group A):
 - The spouses will be posted to the same Cadre by providing for a Cadre transfer of one spouse to the Cadre of the other spouse subject to their not being posted by this process to their home Cadre. Postings within the Cadre will, of course, fall within the purview of the State Government.
- ii. Where one spouse belong to one of the All India services and the other spouse belongs to one of the Central Services:
 - The Cadre controlling authority of the Central Service may post the officer to the station, or if there is no post in that station, to the State where the other spouse belonging to the All India Service is posted.
- iii. Where the spouses belong to the same Central Service:
 - The Cadre controlling authority may post the spouses to the same station.
- iv. Where one spouse belongs to one Central Service and the other spouse belongs to another Central Service:

- The spouse with the longer service at a station may apply to the appropriate Cadre controlling authority and the said authority may post the said officer to the station, or if there is no post in that station to the State, where the other spouse belonging to the other Central Service is posted.
- v. Where one spouse belongs to an All India Service and the other spouse belongs to Public Sector Undertaking:
- The spouse employed under the Public Sector Undertaking may apply to the competent authority and the said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted.
- vi. Where one spouse belongs to a Central Service and the other spouse belongs to a PSU:-
- The spouse employed under the PSU may apply to the competent authority and the said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted. If, however, the request cannot be granted because the PSU has no post in the said station/state, then the spouse belonging to the Central Service may apply to the Cadre controlling authority and the said authority may post the said officer to the station, or if there is no post in that station, to the State where the spouse employed under PSU is posted.
- vii. Where one spouse is employed under the Central Government and the other spouse is employed under the State Government:
- The spouse employed under the Central Government may apply to the competent authority and the competent authority may post the said officer to the station, or if there is no post in that station, to the State where the other spouse is posted.

5. As will be seen from the illustrations given above, they do not cover all possible categories of cases, which may arise. In fact it is not possible to anticipate all the categories of cases. Each case, not covered by the above guidelines, will have to be dealt with keeping in mind the spirit in which these guidelines have been laid down and the larger objective of ensuring that a husband and wife are, as far as possible and within the constraints of administrative convenience, posted at the same station.

6. Ministry of Finance etc. are requested to bring the above instructions to the notice of all administrative authorities under their control and ensure compliance.

7. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

8. This issues with the concurrence of the Department of Public Enterprises.

(BPE O.M. No. 15/1/89-GM dated 15th January, 1989)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

16.

DPE/Guidelines/II(c)/16

Age of retirement of below board level employees of Central PSEs—raising from 58 to 60 years.

The undersigned is directed to say that the Government has decided to enhance the age of retirement for below board level employees of Central Public Sector Enterprises in the manner mentioned below:—

(a) Except as otherwise provided specifically every employee at below board level in the Central Public Enterprises whose age of retirement is currently 58 years shall now retire from the services of the enterprise on the afternoon of the last date of the month in which he/she attains the age of 60 years. However, below board level employees of public sector enterprises whose date of birth is the first of the month shall retire from service on the afternoon of the last date of the preceding month on attaining the age of 60 years.

(b) There shall be a complete ban on extension of service beyond the age of superannuation i.e. 60 years;

2. These decisions will come into force w.e.f. the date the relevant rules and regulations of the PSEs concerned are amended by the concerned PSE. These decisions, however, do not apply in the cases of those employees who have already retired in accordance with the earlier rules, and who are on extension in service on the date of issue of these instructions or those who are governed by specific rules or regulations.

3. Consequent upon enhancement of age of retirement from 58 to 60 years, the public sector enterprises will review the vacancies arising from retirement in regard to direct recruitment as well as promotion so that there is no over recruitment or litigation leading to creation of supernumerary posts or review DPCs because of change in the zone of consideration as a result of reduction in retirement vacancies.

4. All the administrative Ministries/Departments are requested to communicate the above decisions of the Government to the public sector enterprises under their administrative control for strict compliance.

(DPE O.M. No. 18(6)/98-GM-GL-002 dated 19th May, 1998)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

**17. DPE/Guidelines/II(c)/17
Age of retirement of below board level employees of Central Public Enterprises—raising from 58 to 60 years.**

The undersigned is directed to refer to this Department's O.M. No. 18(6)/98-GM-GL-002 dated the 19th May, 1998 on the subject mentioned above and to say that the decision of the Government in this regard is binding on all undertakings. In case any administrative Ministry or Public Sector Undertaking does not want to increase the age of retirement of its employees, specific exemption from operation of the aforesaid decision would be necessary.

2. All the administrative Ministries/Departments are requested to take note of the above and advise the Public Sector Enterprises under their administrative control suitably.

(DPE O.M. No. 18(9)/98-GM dated 21st August, 1998)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

18. DPE/Guidelines/II(c)/18

**Recruitment to posts in Public Sector Enterprises through National Employment Service—
issue of revised guidelines regarding.**

The undersigned is directed to say that the scheme of Employment Exchange procedure came under the judicial scrutiny of the Supreme Court in the case of Excise Superintendent, Malkapatnam Krishan District, Andhra Pradesh Vs. K.P.N. Visweshwara Rao & Others (1996 (6) SCALE 676). The Supreme Court, inter-alia, directed as follows:

“It should be mandatory for the requisitioning authority/establishment to intimate the employment exchange and employment exchange should sponsor the names of the candidates to the requisitioning Departments for selection strictly according to seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment, should call for the names by publication in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and consider the cases of all the candidates who have applied.”

2. In view of the need to incorporate the directions of the Supreme Court, it has been decided to consolidate all existing instructions in this regard and issue revised guidelines as follows:-

PSEs are required to notify all vacancies meant for recruitment to the post carrying scales of pay, the maximum of which does not exceed Rs.2500/- per month pre-revised as indicated in DPE's O.M. No.2(48)/91-DPE(WC) dated 6th April, 1992 to the Employment Exchanges/Central Employment Exchanges in the manner and form prescribed in Rule 4 of the Employment Exchanges (CNV) Rule, 1960 and make recruitment through National Employment Service. In addition to notifying the vacancies for the relevant categories to the Employment Exchange, the requisitioning authority/establishment may, keeping in view administrative/budgetary conveniences, arrange for the publication of the recruitment notice for such categories in the “Employment News” published by the Publication Division of the Ministry of Information & Broadcasting, Govt. of India and then consider the cases of all the candidates who have applied. In addition to above, such recruitment notices should be displayed on the office notice boards also for wider publicity.

3. These guidelines will take effect from the date of issue and will not apply to such cases where process of recruitment through employment exchanges/open advertisement has been initiated before the said date.

4. All the administrative Ministries/Departments are requested to bring the aforesaid instructions to the notice of PSUs under their administrative control for strict adherence.

(DPE O.M. No. 24(11)/96(GL-010)/GM dated 2nd November, 1998)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

19.

DPE/Guidelines/II(c)/19

Upper age limit for recruitment by the method of direct open competitive examination.

The undersigned is directed to refer to this Department O.M. of even number dated 19.5.1998 regarding raising the age of retirement of below board level employees of Central PSUs from 58 years to 60 years.

2. Consequent upon the enhancement of the age of retirement, the Government has considered the issue of raising the upper age limit for direct recruitment. Accordingly, it has been decided that the upper age limit for recruitment by the method of direct open competitive examination to below Board level posts in PSUs, specified in relevant service/recruitment rules shall be increased by 2 years. A copy of DOPT Notification No.15012/6/98-Estt.(D) dated 21.12.98 on the subject is enclosed for information and guidance.

3. All the administrative Ministries/Departments are requested to bring the above decision of the Government to the notice of all PSUs under their administrative control for appropriate necessary action.

(DPE O.M. No. 18(6)/98-GM-GL-018 dated 28th June, 1999)

Copy of DOPT Notification No. 15012/6/98-Estt.(D) dated 21st December, 1998

G.S.R....(E)...:- In exercise of the powers conferred by the proviso to article 309, and clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules regulating the upper age limit for recruitment to the Central civil services and civil posts under the Union, namely:-

1. Short title and commencement:

(1) These rules may be called the Central Civil Services and Civil Posts (Upper Age-limit for Direct Recruitment) Rules, 1998.

(2) They shall come into force on the 1st day of April, 1999.

2. Application:

(1) These rules shall apply to all Central Civil Services and Civil Posts under the Central Government.

(2) These rules shall not apply to direct recruitment to any Central civil service or civil post under the Central Government for which action for recruitment is initiated through open advertisement or otherwise before the 1st day of April, 1999.

(3) These rules shall not apply also to recruitment to Armed Forces or Para Military Forces, namely, Assam Rifles, Border Security Force, Central Industrial Security Force, Central Reserve Police Force and Indo-Tibetan Border Police.

3. Increase in the upper age limit:

The upper age-limit for recruitment by the method of Direct Open Competitive Examination to the Central civil services and civil posts specified in the relevant service/recruitment rules on the date of commencement of the Central Civil Services and Civil Posts (Upper Age-limit for Direct Recruitment) Rules 1998, shall be increased by two years.

Note: "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short-listing or by interview or by contract or by absorption or transfer or deputation.

4. Amendment of recruitment rules:

All rules regulating the method of recruitment of persons to the Central Civil Services and civil posts under the Union including those in the Indian Audit and Accounts Department and the rules governing Open Competitive Examinations shall stand amended to the extent provided for in rule 3.

5. Interpretation:

If any question arises as to the interpretation of these rules, the same shall be decided by the Central Government.

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

20.

DPE/Guidelines/II(c)/20

Upper age limit for recruitment by the method of Direct Open Competitive Examination.

The undersigned is directed to refer to this Department's O.M. of even number dated the 28th June, 1999 on the subject mentioned above and to say that the question as to the date from which the increase in the upper age limit for direct recruitment should be applicable in the case of Public Sector Enterprises was further considered in this Department in consultation with the Department of Personnel & Training and it has now been decided that the decision shall be effective from 1.1.2000.

All the administrative Ministries/Departments are requested to bring this decision to the notice of the Public Enterprises under their administrative control for necessary action.

(DPE O.M.No. 18(6)/98-GM-GL-020 dated 15th September, 1999)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

21.

DPE/Guidelines/II(c)/21

Age of retirement of employees of Public Sector Enterprises.

The undersigned is directed to refer to this Department's O.M. No. 18(6)/98-GM dated 19.5.1998 and No. 18/9/98-GM dated 21.8.1998 on the subject mentioned above and to say that there has been proposals for rolling back the age of retirement in the case of some sick/unviable PSUs for which rehabilitation/revival packages are under consideration. The procedure to be followed in such cases was considered and it has now been decided that in such cases the Board of the concerned company should review its decision on the raising of the age of retirement and make suitable recommendations to the administrative Ministry/Department concerned for taking the approval of the Cabinet.

All the administrative Ministries/Departments are requested to follow the above procedure in case the age of retirement of employees of sick/unviable PSU for which rehabilitation/revival packages are under consideration, is to be rolled back to 58 years. The PSUs under their administrative control may also be apprised of this procedure.

(DPE O.M. No. 18(10)/99-GM-GL-025 dated 9th May, 2000)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

22.

DPE/Guidelines/II(c)/22

Recruitment of Management Trainees in PSUs.

It has come to the notice of CVC that detailed written procedure for recruitment of Management Trainees (MTs) in one of the PSEs is not laid down with the result that arbitrary short-listing of candidates is carried out and large number of candidates meeting the requirements for the posts are not even called for interview. The CVC observed that absence of proper rules and regulations for recruitment of MTs, recruitment through personal interview only without conducting written test and instead resorting to arbitrary rejecting and short-listing of candidates for interview could result in undesirable consequence of slots of MTs not going to deserving candidates and misutilization of discretion. Recruitment of personnel below the board level falls within the purview of the management of the PSUs. However, as serious lapses in the recruitment of MTs have been observed by CVC it has become necessary to have this matter examined for evolving a uniform and transparent procedure for all PSUs.

2. On an analysis of practice followed in some of the major PSEs, it is observed that procedure for recruitment of MTs vary from organization to organization. While recruitment on All-India basis through open competition (with a written test) and interview is the normal practice followed by majority of PSEs, some of them also recruit personnel through 'campus recruitment' from reputed institutions like IITs, IIMs, RECs, etc. In certain PSUs, selection in specialized disciplines is made through the process of Walk-in-Interview.

3. Considering the fact that the nature of functions and operations of PSEs are different, their manpower requirement is dissimilar and largely of a heterogeneous nature, it may not be desirable to provide a uniform procedure or restrict the selection process to a particular method. PSEs, which come under the definition of 'State' are required to provide equal opportunity to all eligible candidates, while appointing MTs, and as such, the normal course of selection should be recruitment on All-India basis through a written test followed by personal interview. Detailed procedure for recruitment, requiring written test setting of question papers, evaluation of answer scripts, fixing of bench marks and criteria for short-listing of candidates for interview, constitution of selection committee/interview board, etc. is required to be laid down clearly with the approval of the Board of Directors.

4. All PSEs should have detailed Recruitment Rules for recruitment of MTs by open competition and if considered necessary, keeping view the exigencies of dynamic corporate management, have provisions for Campus Recruitment from reputed institutions like IITs, IIMs, RECs, etc. or

through Walk-in Interview route in rare and exceptional circumstances where there are compelling reasons and with the prior approval of the Board of Directors. However, detailed procedure should be laid down in the recruitment rules of MTs through these methods.

5 All administrative Ministries/Departments are requested to ensure that all PSEs under their control evolve and put in place a transparent procedure in the recruitment rules for MTs so that the discretion of selection of MTs vesting with the respective managements is not misutilized.

(DPE O.M. No. 24(4)/99(GL-023)/DPE(GM) dated 29th May, 2000)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

23.

DPE/Guidelines/II(c)/23

Age of retirement of employees of Public Sector Enterprises.

The undersigned is directed to refer to this Department's O.M. of even number dated the 9th May, 2000 on the subject mentioned above wherein the procedure for rolling back the age of retirement of employees of sick/unviable PSUs for which rehabilitation/revival packages are under consideration, has been laid down. The procedure included taking the approval of the Cabinet.

2. The issue whether the approval of the Cabinet is necessary in such cases has been reconsidered and it has now been decided that such proposals for roll back of the age of superannuation from 60 years to 58 years in Public Sector Enterprises covered under the DPE O.M. dated 9.5.2000, which are duly approved by their Board of Directors and also the Minister in charge of the administrative Ministry need not be brought before the Cabinet.

3. All the administrative Ministries/Departments are requested to kindly note the above mentioned change in the procedure.

(DPE O.M. No. 18(10)/99-GM-GL-30 dated 1st January, 2001)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

24.

DPE/Guidelines/II(c)/25

Age of retirement of employees of Public Sector Enterprises.

The undersigned is directed to refer this Department's O.M. of even number dated 1.1.2001 on the subject mentioned above wherein the decision of the Government that proposals for roll back of age of retirement of employees of sick/unviable PSEs for which rehabilitation/revival packages are under consideration, which are duly approved by the Board of Directors and also the Minister-in-charge of the administrative Ministry need not be brought before the Cabinet was communicated.

2. The Government has further considered the question of extending the above decision to all PSEs and all categories of employees, both Board level and below Board level, and it has been decided that henceforth the Minister-in-charge of the administrative Ministry will have the authority to approve proposals for roll back of age of superannuation from 60 years to 58 years for all PSEs and all categories of employees, both Board level and below Board level, which are duly approved by their Board of Directors.

3. As a consequence of the above decision, the Government has also decided as under:

(i) To fix another cut-off age of 56 years for recruitment to Board level posts in respect of those PSEs where the age of retirement is 58 years so that a minimum of 2 years residual length of service before retirement is available on the same principle of the cut-off age of 58 years for recruitment to board level posts in respect of PSEs where the age of retirement is 60 years. This is in partial modification of this Department's O.M. No. 18(6)/98-DPE (GM) dated 3.2.1999.

(ii) To revert back the upper age limit for recruitment by the method of direct open competitive examination to below board level posts in the case of PSEs where the age of retirement is rolled back to 58 years. This would be in partial modification of this Department's O.M. No. 18(6)/98-GM dated 28.6.1999. A reasonable period of at least 3 months will be given for the reduced upper age limit to have effect.

4. All the administrative Ministries/Departments are requested to kindly take note of the above decisions for information and necessary action. This may also be brought to the notice of all PSEs under this administrative control for appropriate necessary action.

(DPE O.M. No. 18(10)/99-GM-GL-33 dated 22nd August, 2001)
[Amended vide O.M. dated 1.4.2005 (GL-62) at S. No. 33]

CHAPTER II

PERSONNEL POLICIES

(c) Service Matters

25. DPE/Guidelines/II(c)/25

Recommendations of the Expenditure Reforms Commission regarding informal arrangements.

The Expenditure Reforms Commission in its Tenth Report relating to the Department of Expenditure has made general recommendations, which are not covered under various reports submitted by the Commission. One such recommendation relates to 'informal arrangements' and is reproduced below:—

7.41 There should be a prohibition on drafting of officials from the PSUs to work "informally" in the offices of ministers/ ministries; that is to say, an arrangement by which they continue to draw their emoluments from their parent organizations but work in a ministry or are attached to the offices of ministers. If any minister/ministry needs staff in excess of the sanctioned strength, then it would have to be justified before the Cabinet.

2. All the administrative Ministries/Departments are requested to take note of the above recommendations for information and guidance. The Public Enterprises under their administrative control may also be advised suitably in the matter.

(DPE O.M. No. 18(14)/2001-GM-GL-35 dated 1st February, 2002)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

26.

DPE/Guidelines/II(c)/26

Optimization of direct recruitment to posts in PSUs.

The Department of Personnel & Training in their O.M. No. 2/8/2001-PIC dated the 16th May, 2001 issued detailed instructions on optimization of direct recruitment to civilian posts in Ministries/Departments/Organizations, autonomous bodies—wholly or partly financed by Government, statutory corporations/bodies, etc. A copy of the same is enclosed.

2. The question as to whether these instructions should be extended to Central Public Sector Undertakings (CPSUs) was considered in this Department. Needless to mention that efficiency and cost effectiveness are far more important for public enterprises. Among other things, over staffing has been the bane of public enterprises. However, public enterprises have shown an awareness to this handicap and have used VRS to good effect. While DPE does not consider it desirable for DOPT instructions to be implemented literally in CPSUs, there is need for Ministries/Departments to impress upon all the CPSUs under their charge the importance of rightsizing. In this background, it is important for each CPSU to prepare a manpower plan and suitably restrict fresh recruitment.

3. All the administrative Ministries/Departments are requested to bring this decision to the notice of PSUs under their administrative control for information and necessary action.

(DPE O.M. No. 24(1)/2002(GL-037)/GM dated 21st March, 2002)

(Copy of Department of Personnel & Training's O.M. No. 2/8/2000-Pt dated the 16th May, 2001.)

Optimization of direct recruitment to civilian posts.

The Finance Minister while presenting the Budget for 2001-2002 has stated that "all requirements of recruitment will be scrutinised to ensure that fresh recruitment is limited to 1 per cent of total civilian staff strength. As about 3 per cent of staff retire every year, this will reduce the manpower by 2 per cent per annum achieving a reduction of 10 per cent in five years as announced by the Prime Minister".

1.2 The Expenditure Reforms Commission had also considered the issue, and had recommended that each Ministry/Department may formulate Annual Direct Recruitment Plans through the mechanism of Screening Committee.

2.1 All Ministries/Departments are accordingly requested to prepare Annual Direct Recruitment Plans covering the requirements of all cadres, whether managed by that Ministry/Department itself, or managed by the Department of Personnel & Training, etc. The task of preparing the Annual Recruitment Plan will be undertaken in each Ministry/Department by a Screening Committee headed by the Secretary of that Ministry/Department with the Financial Adviser as a Member and JS (Admn.) of the Department as Member Secretary. The Committee would also have one senior representative each of the Department of Personnel & Training and the Department of Expenditure. While the Annual Recruitment Plans for vacancies in Groups 'B', 'C' and 'D' could be cleared by this Committee itself, in the case of Group 'A' Services, the Annual Recruitment Plan would be cleared by a Committee headed by Cabinet Secretary with Secretary of the Department concerned, Secretary (DOPT) and Secretary (Expenditure) as Members.

2.2 While preparing the Annual Recruitment Plans, the concerned Screening Committees would ensure that direct recruitment does not in any case exceed 1% of the total sanctioned strength of the Department. Since about 3% of staff retire every year, this would translate into only 1/3rd of the direct recruitment vacancies occurring in each year being filled up. Accordingly, direct recruitment would be limited to 1/3rd of the direct recruitment vacancies arising in the year subject to a further ceiling that this does not exceed 1% of the total sanctioned strength of the Department. While examining the vacancies to be filled up, the functional needs of the organization would be critically examined so that there is flexibility in filling up vacancies in various cadres depending upon their relative functional need. To amplify, in case an organization needs certain posts to be filled up for safety/security/operational considerations, a corresponding reduction in direct recruitment in other cadres of the organization may be done with a view to restricting the overall direct recruitment to one-third of vacancies meant for direct recruitment subject to the condition that the total vacancies proposed for filling up should be within the 1% ceiling. The remaining vacancies meant for direct recruitment which are not cleared by the Screening Committee will not be filled up by promotion or otherwise and these posts will stand abolished.

2.3 While the Annual Recruitment Plan would have to be prepared immediately for vacancies anticipated in 2001-02, the issue of filling up of direct recruitment vacancies existing on the date of issue of these orders, which are less than one year old and for which recruitment action has not yet been finalized, may also be critically reviewed by Ministries/Departments and placed before the Screening Committees for action as at para 2.2 above.

2.4 The vacancies finally cleared by the Screening Committees will be filled up duly applying the rules for reservation, handicapped, compassionate quotas thereon. Further, administrative Ministries/Departments/Units would obtain beforehand a No Objection Certificate from the Surplus Cell of the Department of Personnel & Training/Director General, Employment and

Training that suitable personnel are not available for appointment against the posts meant for direct recruitment and only thereafter place indents for Direct Recruitment. Recruiting agencies would also not accept any indents, which are not accompanied by a certificate indicating that the same has been cleared by the concerned Screening Committee and that suitable personnel are not available with the Surplus Cell.

3. The other modes of recruitment (including that of 'promotion') prescribed in the Recruitment Rules/Service Rules would, however, continue to be adhered to as per the provisions of the notified Recruitment Rules/Service Rules.

4. The provisions of this Office Memorandum would be applicable to all Central Government Ministries/Departments/organizations including Ministry of Railways, Department of Posts, Department of Telecom, autonomous bodies—wholly or partly financed by the Government, statutory corporations/ bodies, civilians in Defence and non-combatised posts in Para Military Forces.

5. All Ministries/Departments are requested to circulate the orders to their attached and subordinate offices, autonomous bodies, etc. under their administrative control. Secretaries of administrative Ministries/Departments may ensure that action based on these orders is taken immediately.

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

27.

DPE/Guidelines/II(c)/27

Improvement in the productivity of labour.

The public enterprises, who enjoy operational autonomy, have to introduce modern management methods and techniques to raise the level of productivity. For this purpose it may be necessary that management teams interact with floor level supervisors and workers. A broad framework for this purpose is available in the "scheme for employees' participation in management" introduced by the Ministry of Labour & Rehabilitation vide Resolution No.L.56011/1/83-Desk 1(B) dated 30.12.1983.

2. The Scheme, inter-alia, provides for setting up various fora at shop floor and plant level, which will include representatives of workers and the management in equal proportion. The functions of these fora are also spelt out in the Resolution. At shop floor level the functions would cover production facilities, storage facilities, material economy, operational problems, wastage control, quality improvement, cost reduction, safety, etc. At the plant level, the functions include evolution of productivity schemes; planning, implementation, fulfillment and review of monthly targets and schedules; improvements in productivity in general and in critical areas in particular; quality and technological improvements; machine utilization, knowledge and development of new products; absenteeism, safety measures, pollution control, etc.

3. The top management of the PSUs must take necessary initiatives to involve labour in matters of productivity. In addition to setting up management teams for regular interaction with floor level supervisors and workers, proper training/re-training and redeployment of labour within the Unit, etc. may also be necessary to improve the work culture and productivity. After sales service, customer relationship management and resource-based marketing are some other measures which would be necessary in order to improve the performance of PSUs.

4. The administrative Ministries/Departments are requested to advise the PSUs under their administrative control suitably in the matter.

(DPE O.M. No. 12 (2)/2002-GM-GL-41 dated 24th September, 2002)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

**28. DPE/Guidelines/II(c)/28
Recommendations of Department Related Parliamentary Standing Committee on Industry—six-day week of public enterprises.**

The Department Related Parliamentary Standing Committee on Industry in its Seventy Third Report had noted that the PSEs located in various parts of the country are observing Saturdays as holiday in their Head Offices, Registered Offices and Regional Offices on the pattern of the Central Government Offices. The Committee was of the view that in a business-oriented environment such a practice is not a healthy sign and a proposal for six-day week for the PSEs should, therefore, be considered.

2. Further, the Committee in its Ninety Second Report has desired that its concerns should be conveyed to all PSUs. The Committee also felt that PSUs should inculcate business culture.

3. All the administrative Ministries/Departments are requested to bring this to the notice of the PSUs under their administrative control.

(DPE O.M. No. 2(4)/2003-GM-GL-44 dated 2nd May, 2003)

CHAPTER II **PERSONNEL POLICIES**

(c) Service Matters

29.

DPE/Guidelines/II(c)/29

Enforcement/transfer of bond in respect of employees of Public Enterprises who leave the services of one Undertaking to join another Undertaking/ Government.

The undersigned is directed to refer to this Department's OMs No. BPE/GL-017/77/MAN/2(11)/75-BPE(GM-I) dated 13.6.1977 and 23.5.1981 and No. 17/20/84-GM dated 5.2.1985 on the subject mentioned above, which were deleted vide this Department's O.M. No. 20(5)/95-DPE(GM) dated 10th December, 1997. After deletion of these guidelines, Department of Public Enterprises received references from various quarters for revival of these guidelines to enable them to regularize enforcement/ transfer of bond in the case of public sector employees joining services in Central Govt./State Govt./Autonomous Bodies. The position has been reviewed and after careful consideration, it has been decided to revive this Department's OMs dated 13.6.1977, 23.5.1981 and 5.2.1985 with the following modifications:

(a) The bond executed by employees of the Public Enterprises, who have received scientific/technical training at the cost of Public Enterprises and have applied through proper channel during the currency of the bond join Central Govt./State Govt. services or take up employment under quasi-government organizations or any other public enterprise either on the basis of competition examinations/tests/interviews organized by those organizations or the Union Public Service Commission should not be enforced subject to the condition that a fresh bond is taken to ensure that the employee serves the new employer for the balance of the original bond period.

(b) The terms of bond whereby an employee of a Central public enterprise receiving scientific and technical training out the expenses of the Govt./Public Sector Enterprises undertakes to repay this specified amount in the event of his failure to serve the enterprise for a stipulated period after completion of his training should not be enforced against an employee who leaves service of public enterprise to secure, with proper permission, employment under the Central Govt., a public enterprise or an autonomous body wholly or substantially owned/financed/controlled by the Central/State Govt. A fresh bond should be taken from the person concerned to ensure that he serves the new employer for the balance of the original period.

(c) To ensure that the requirement of obtaining a fresh bond from a person, where necessary, is fulfilled, the enterprise with whom the employee has executed the original bond may at the time of forwarding his application write to the organization etc. under whom the employee intends to take up another appointment intimating them about the bond obligation of the individual and clarifying that in the case of his selection for the new post, his release will be subject to the condition that the new organization take from him a fresh bond binding him to serve them for the balance of the original bond period; in case he fails to serve the new department/organization etc. or leaves it before completion of the original bond period for a job where exemption from bond obligation is not available, the proportionate bond money should be realised from the individual and refunded to the first organization with whom he originally executed the bond.

2. All the administrative Ministries/Departments are requested to kindly issue necessary instructions accordingly to the public sector enterprises under their administrative control.

(DPE O.M. No. 15(2)/2003-DPE(GM)/GL-57 dated 29th July, 2004)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

**30. DPE/Guidelines/II(c)/30
Extension in service beyond the age of superannuation in respect of Executives of Banks/PSUs and Financial Institutions.**

The undersigned is directed to refer to this Department's OMs No. 18(6)/98-GM dated 19th May, 1998 and 17th August, 1998 regarding age of retirement of employees of public sector undertakings wherein it was mentioned that there shall be a complete ban on extension of service beyond the age of superannuation, i.e., 60 years. The age of superannuation in some PSUs has subsequently been rolled back to 58 years.

2. The Government has now decided that no proposal for extension of service beyond the age of superannuation in respect of employees of public sector enterprises shall be entertained. Thus there will be no extension of service beyond the age of superannuation, i.e., 58 years or 60 years, as the case may be.

3. All the administrative Ministries/Departments are requested to take note of the above decision and to advise the PSUs under their administrative control suitably in the matter.

(DPE O.M. No. 18(6)/98-GM-GL-61 dated 17th November, 2004)

CHAPTER II
PERSONNEL POLICIES

(c) Service Matters

31.

DPE/Guidelines/II(c)/31

Age of retirement of employees of Public Sector Enterprises.

The undersigned is directed to refer to this Department's O.M. No. 18(10)/99-GM-GL-33 dated 22.8.2001 on the subject mentioned above wherein, among other things, the authority to approve proposals for roll back of age of superannuation from 60 years to 58 years for all PSEs and all categories of employees, both Board level and below Board level, which are duly approved by their Board of Directors was delegated to the Minister-in-charge of the administrative Ministry.

2. The Government has since reviewed this matter and it has now been decided that the powers for roll back of age of retirement of employees of PSEs, including Board level executives, shall henceforth vest with the Cabinet.

3. All the administrative Ministries/Departments are requested to kindly take note of the above decisions for information and compliance. This may also be brought to the notice of all PSEs under this administrative control.

(DPE O.M. No. 18(9)/2004-GM-GL-62 dated 1st April, 2005)

F.No. A-42011/10/2011-Admn.

**Government of India
Ministry of Heavy Industries & Public Enterprises
Department Of Public Enterprises**

**Public Enterprises Bhavan,
Block No. 14, CGO Complex,
Lodhi Road New Delhi,**

Dated 12th September, 2014

Office Memorandum

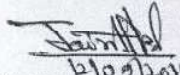
Subject:-The Lokpal and Lokayktas Act, 2013 - Submission of declaration of assets and liabilities by the public servants – extending the time limit.

The undersigned is directed to refer to above mentioned subject along with DPE's OM of even no. dated 5th August 2014, wherein the content of Lokpal and Lokayuktas Act, 2013 was bring into the notice of all Ministries / Departments / Central Public Sector Enterprises (CPSEs) for compliance.

2. In continuation to above, Government has extended the time limit for filing of returns by all public servants from 15th September, 2014 to 31st December, 2014 vide its Gazette Notification dated 8th September 2014 (copy enclosed).

3. All Ministries / Departments are requested to kindly bring the contents of above stated notification to the notice of all CPSEs under their administrative control to ensure compliance within the revised time-limit mentioned therein.

Encl. as above.


(J.N. Prasad)
Director

To

All Administrative Ministries / Departments concerned with CPSEs and a copy each to:

- (i) Chief Executives of all CPSEs.
- (ii) Department of Personnel and Training (DoPT), North Block in reference to their DO No. 407/12/2014-AVD-IV(B) dated 08.09.2014
- (iii) NIC, Cell DPE with a request to upload a copy at DPE's web-site under the link Guidelines/Personnel Policies/service matters.
- (iv) Guard File.

Copy to: PS to Secretary, DPE.