

Confidential/Immediate

**No. 28/13/2006-EO (SM.II)
Government of India
Department of Personnel & Training
Office of the Establishment Officer

New Delhi, the 3rd July 2006

OFFICE MEMORANDUM

Subject : Policy & Procedure for appointments in Autonomous Institutions, through the ACC.

In supersession of the earlier OMs No.28/17/2004-EO(SM-II) dated 30.11.2005 and 16.5.2006, the undersigned is directed to convey the directions, of the ACC, laying down the following modified process, for appointments, in the autonomous institutions:-

- (i) All appointments of Chief Executives, carrying the scale of pay of Rs.18400-22400/- and above, in Central autonomous institutions, that are wholly or substantially funded by the Central Government, should come under the purview of the ACC. This would apply to the appointments of officers (and not non-officials and public figures) and would include posts, which combine the functions of the Chief Executive and Chairman.
- (ii) Appointments of Non-official Members of Governing Councils/Board of Directors/ Board of Trustees of an autonomous institution will be kept out of the purview of the ACC and will be vested with the Minister-in-Charge of the Department. This would, however, not apply to the post of Chairman of an institution if it combines the functions and powers of the Chief Executives.
- (iii) Each Ministry/Department will constitute a Search-cum-Selection Committee, with the concurrence of the DOPT, for (a) all appointments to the posts of Chief Executives and (b) for all appointments carrying a pay scale of Rs.18400-22400/- and above.
- (iv) The Search-cum-Selection Committee would mandatorily include at least one outside expert of eminence, from the relevant field. The Committee should also include the Chief Executive of the autonomous institution, unless the selection is for the Chief Executive himself.

- (v) The norms and criteria, for selection, may be finalized by the autonomous institutions, with the concurrence of the Ministry concerned and should be made widely known, well in advance of the selection.
- (vi) The panel recommended by the Committee will have to be implemented, by the Ministry/Department, in toto. Any deviation in the matter will require the prior approval of the ACC. However, appointments, of Chief Executives of the pay scale of Rs.18400-22400/- and above, would require the prior approval of the ACC.
- (vii) The panel, recommended by the Search-cum-Selection Committee, will be valid for one year. If no selection is made from the panel within a period of one year, then a fresh Committee will be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel.
- (viii) All appointments, which are covered by specific statutes, are to be carried out, on the basis of the statutory provisions. Wherever the statutes provide for an appointment, to the post, with the approval of the "Central Government", the appointment to the posts of Chief Executives, of the pay scale of Rs.18400-22400/- and above, will be within the purview of the ACC. In cases of statutes, which do not lay down the manner of recruitment, appropriate rules may be framed, under these statutes, for such recruitments, in such a way that they are in harmony with the extant orders of the ACC.
- (ix) These orders would be applicable to all the autonomous institutions of all the Ministries.
- (x) Approval for entrusting additional charge/current charge of the posts of Chief Executive in autonomous institutions carrying the scale of pay of Rs.18400-22400/- or above shall be with the ACC. However, in respect of unanticipated vacancies (the regular appointments to which require ACC approval) the administrative ministry may, with the approval of the Minister in charge, order additional charge arrangements subject to maximum period of six months, with effect from the date of occurrence of the vacancy, and also subject to the condition that the officer to whom the additional charge is assigned is the senior most officer in the next lower grade and is clear from vigilance angle, and also the additional charge is assigned to an officer in the same station as far

as possible in which the post has fallen vacant. In respect of officers other than the Chief Executive, the authority, for entrusting additional/current charge, for a maximum period of one year with effect from the date of occurrence of the vacancy, will vest with the Minister in charge of the Administrative Ministry.

- (xi) Authority for approval of extension in tenure of Chief Executives of autonomous institutions will vest with the ACC. Extension in tenure, of persons other than the Chief Executives, shall be considered by the search-cum-Selection Committee and their recommendations should be implemented by the Ministry/Department. Any deviation will require approval of the ACC.


(Satyananda Mishra)

Additional Secretary to the Government of India

To

All Ministries/Departments (Secretaries to the Government of India)