

Union Public Service Commission

The Recruitment Rules Branch is mandated to evaluate proposals received in the Commission for framing and amendment of Recruitment and Service Rules for various Group A and Group B posts in the Government of India; certain Autonomous Organizations like EPFO, ESIC, DJB NDMC & Municipal Corporations(s) of Delhi. Besides, the Branch also evaluates proposals for determination of One-time Mode of Recruitment for newly created posts, which do not have notified Recruitment Rules in position.

The number of posts for which proposals for amendment / framing of Recruitment Rules were received and Advice rendered, on a year-wise basis, during the past five years is given in **Table-1** below:-

Table-1 : RR Proposals evaluated during the year

SL No.	Year	Brought Forward	Received	Posts Advised upon	Carried Forward
	(i)	(ii)	(iii)	(iv)	(v)
1	2012-13	44	696	726	14
2	2013-14	14	642	648	08
3	2014-15	08	604	601	11
4	2015-16	11	630	641	0
5	2016-17	0	615	608	7

Union Public Service Commission

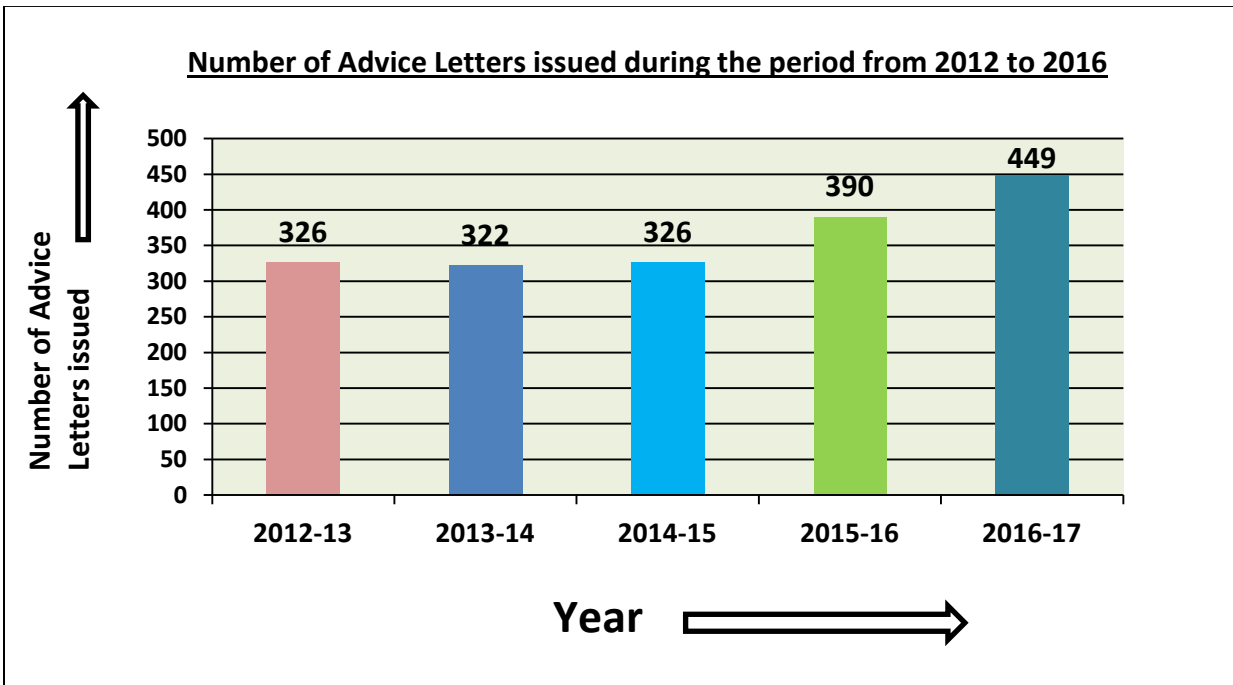
The number of Advice Letters issued, year-wise, for the above mentioned proposals, during the same period i.e. 2012-13 to 2016-17 is summarized in **Table-2**

Table-2 : No. of Advice Letters Issued

Sl.No	Year	Number of A/L Issued
1	2012-13	326
2	2013-14	322
3	2014-15	326
4	2015-16	390
5	2016-17	449

The number of Advice Letters issued has increased from 326 in 2012-13 to 449 in 2016-17. In percentage terms, a 37.73% increase has been achieved in the number of Advice letters issued.

Diagram-I



Union Public Service Commission

SYSTEMS IN PLACE FOR PROCESSING OF PROPOSALS: In terms of the operational framework, the Recruitment Rules Branch in the Commission receives proposals, under the Single Window System. Under this dispensation, proposals received from the Ministries/Departments/UT Administrations/ Autonomous Organizations, in conformity with a pre-defined checklist, are examined for preliminary scrutiny, on the spot by the designated Under Secretary in the Branch, who is specifically assigned this task. If a proposal is found to be complete in all respects, it is received and thereafter processed by the Secretariat in consonance with the extant DoPT's Guidelines on the subject and submitted to the Commission for its consideration.

However, should the proposal be found deficient during the preliminary examination, made in the Single Window System, the proposal is returned with the shortcomings duly recorded and returned to the concerned Ministry/Department on the same day to enable them to take appropriate corrective action and re-submit the proposal complete in all respects post wise, to enable the Commission to expedite early clearance of the said proposals.

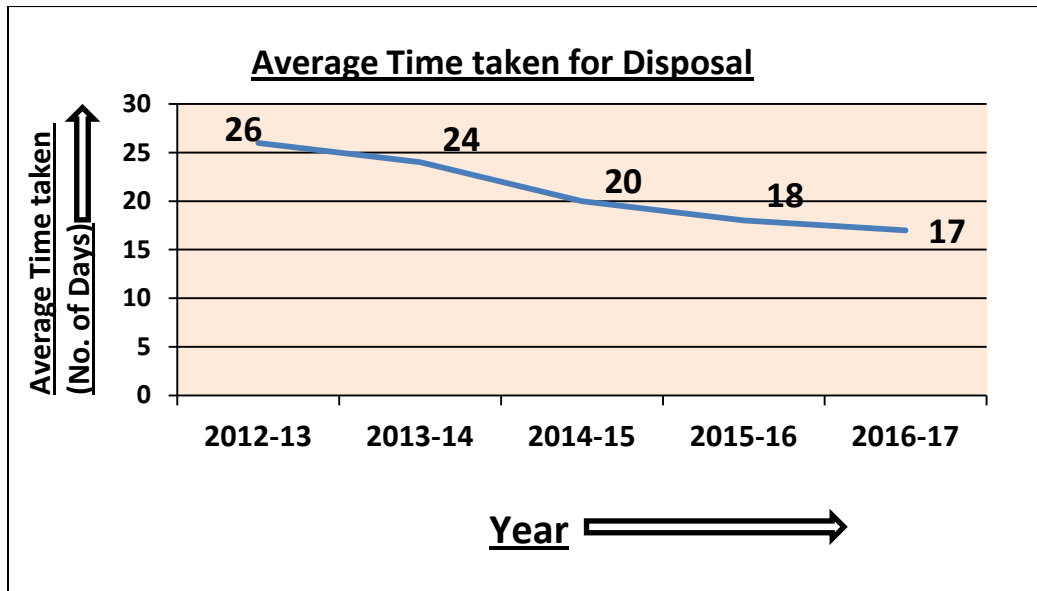
The average time taken in the disposal of the given proposals, in the post five years has been elaborated under **Table-3**, below

Table-3 Average Time for disposal of RRs proposals

Sl.No.	Year	Average time taken for disposal(in days)
1	2012-13	26
2	2013-14	24
3	2014-15	20
4	2015-16	18
5	2016-17	17

Union Public Service Commission

Diagram - 2



The Normal Disposal Time for the given proposals is 30 days. The disposal time has been brought down to 18 days, thus achieving an overall reduction of 40% in the processing time.

SINGLE WINDOW SYSTEM & REVISED CHECK-LIST : Recently, the Commission has taken a number of initiatives to further improve upon the functioning and provide qualitative advice on the various proposals. In this regard, a detailed exercise has been undertaken in the Commission wherein the Check-list used for submission of the proposals for amendment/framing of Recruitment Rules by the Ministries/Departments at the Single Window System has been thoroughly revised, to make it more comprehensive in its content. The revised Check-list which has been made operational since May 1, 2015 has enabled various Ministries/Departments of the Government of India to formulate the requisite proposals for Recruitment Rules in a more comprehensive and facilitating manner. The exercise has been undertaken based upon the extant DoP&T Guidelines and with a view to further streamline the processing of the proposals received in the Single Window System.

Union Public Service Commission

RECENT INITIATIVES TAKEN BY THE COMMISSION:

- a. The Commission has in this regard, held a Series of Workshop(s) with all the Ministries/Departments/Organizations concerned in March/April, 2015. The primary objective(s) behind the exercise was to meticulously discuss in detail the various parameters of the newly formulated Check-list of the Single Window system, so that the Recruitment Rules proposals, prepared by the Ministries/Departments, are received complete in all respects, to facilitate their expeditious processing and timely issuance of the Advice Letter(s) by the Commission.

The Workshop was planned with the overall objective of improvement in the Human Resource Management in the Government through framing of qualitative Recruitment Rules and timely planning of the Recruitment cycle, thereof. The initiative was aimed at better Cadre Management and achievement of standardization of Recruitment Rules in various Ministries/Departments of Government of India.

Besides therein, the Workshop(s) also addressed other relevant issues on Recruitment Rules, viz.,

- i. The Significance of Recruitment Rules in the overall process of recruitment;
- ii. Interpretation of the relevant extant guideline(s) and Circular(s) of the DoPT, on the subject;
- iii. Ensuring timely compliance of DoPT guidelines relating to the periodic review of the Recruitment Rules every 5 years ;
- iv. Timely notification of the approved recruitment Rules by the Ministries/ Departments/ Organizations concerned ; and
- v. Other related issues, as were raised by the participants in the Workshop.

Union Public Service Commission

In addition to the above, the Workshop served as a platform for sharing of best practices amongst various stakeholders involved in the process. The Workshop also provided for the sharing of information with regard to the other initiatives taken by the Commission for across-the-board standardization of various Recruitment Rules through improving parameters like incorporating the recent Educational Qualifications in the Rules for a given post. Herein, the Commission compiled a database of Courses on offer in various Universities/ Institutions recognized by the UGC/Government of India, which has been shared with various Ministry(s)/Department(s) of Government of India in the year 2015.

- b. Further, the Commission has undertaken a dedicated exercise to ensure that the Advice rendered by the Commission with regard to Recruitment Rules is duly notified within the time stipulated, as per the DoPT guidelines. Significant progress in this regard has been achieved with the present pendency position being approximately 200 cases only.
- c. During the Financial Year 2015-2016, the Commission formulated a comprehensive database of various Group B and Group A posts in the Government of India. The compilation has information in relation to more than 3 lakh posts in the Government of India, which shall facilitate a single point control in relation to the timely review of Recruitment Rules of the extant posts. This shall also serve towards standardization of Rules and a better cadre management policy being executed.
- d. As part of creation of Records, the Commission has incorporated an e-document of Service Rules of various Organized Group A Services of the Union of India. The document contains information relating to initial and present Constitution of the Service(s). This shall serve as a reference document for purpose(s) of comparative study. It is proposed to be made available in the Museum of the Commission.

Union Public Service Commission

The Commission proposes to follow-up the initiatives taken with further exercise(s) in due consultation with the various stake-holders in order to ensure rendition of timely Advise and better Human Resource Management in the Government of India.

(Sanjay Mehrishi)
Joint Secretary (RR)
17th May, 2017