

No.35015/2/93-Estt.(D)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

....

New Delhi, the 9-8-1995

**OFFICE MEMORANDUM**

Subject: Candidates recommended by the UPSC/SSC for appointment to Central Civil Services and the post- delay in joining revival of offer of appointment after their cancellation - determination of seniority.

.....

The undersigned is directed to say that according to DP & T O.M.No.9/23/71-Estt.(D) dated 6.6.78 (copy enclosed) an offer of appointment issued by different Ministries/Departments, should clearly indicate that the offer would lapse if the candidate did not join within the specified period which shall not exceed two or three months. If, however, within the period stipulated, a request is received from candidates for extension of time, it may be considered by the Ministries/Departments and if they are satisfied, an extension for a limited period may be granted but the total period granted including the extension during which the offer of appointment will be kept open, should not exceed a period of nine months.

2. The Staff Side of the Departmental Council (JCM) of DOP&T have demanded that direct recruits may be allowed a maximum of three months for joining instead of nine months provided for in the O.M. under reference so as to avoid delay in preparation and issue of select/seniority list. The matter has been examined in consultation with the UPSC and it has been decided to reduce from nine months to six months the maximum time upto which an offer of appointment can be kept to open. In other words, an offer of appointment should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period. If however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Ministries/Departments but extension beyond three months should not be granted liberally and it may be granted only as an exception where facts and circumstances so warrant and in any case only upto a maximum of six months from the date of issue of the original offer of a appointment. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment.

3. Subject to the above modifications the other provisions contained in the OM dated 6.6.78 should be followed scrupulously.

4. These instructions are not applicable to cases of persons who have been granted exemption under rule 4 of Civil Services Examination Rules.

5. The Ministry of Finance etc. are requested to bring the above instructions to the notice of all concerned.

( B. THYAGARAJAN )  
Director

To

1. All Ministries/Departments of the Govt. of India, including all Attached & Subordinate Offices of Deptt. of Personnel.
2. Union Public Service Commission, with reference to their letter No.2/39/93-S.II. dated 19.4.95.
3. Secretary, Staff Side, Departmental Council, DOP&T.
4. Secretary, National Council, JCM.
5. CS-IV with reference to their file No.2/26/93-CS.IV
6. AIS-I Section
7. All Sections in DOP&T
8. 300 copies for Estt.(D)