

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRNACH-III)
5TH LEVEL, B-WING, DELHI SECRETARIAT,
I. P. ESTATE, NEW DELHI-110 002**

No.F.16(1)(d)/Misc./2018/S-III / 1769-1779

Dated: 18/11/2024 .

OFFICE MEMORANDUM

Subject: Regarding delay in joining of candidates recommended by the UPSC / DSSSB for appointment- issuance & cancellation of offer of appointment.

Instances have come to the notice of Hon'ble Lt. Governor, wherein various administrative departments under GNCT of Delhi, including the departments related to healthcare and public dealing are not able to ensure completion of final appointment process of selected candidates in maximum permissible time due to which a number of posts in different departments under GNCT of Delhi are lying vacant.

Accordingly, a review of human resources related issues in different departments of GNCT of Delhi has been carried out and it has been observed that the appointment process of selected candidates suffers delay due to following main reasons:

- a) A few selected candidates who are reluctant to join the posts don't respond to the communication of the department.
- b) A number of selected candidates seek extension in joining time and fail to join after lapse of allowed extension in joining time.
- c) Unnecessary delay is caused in issuing offer of appointment due to waiting for completion of verification of qualification/caste certificates and character & antecedents from the concerned authorities.

With a view to address above situation, the Competent Authority has directed that since all the recruitment processes have now been digitalized and the applicants are required to furnish their mobile numbers and e-mail ids, all departments must use online communication channels—specifically e-mail and WhatsApp along with Indian Post—to send Offers of Appointment, reminders, and final notices to candidates. This should be done in conjunction with the existing procedures to ensure that the entire appointment process is completed within six to eight weeks, as permitted under the prevalent instructions. It is further directed that Offer of Appointment in respect of unwilling candidates be cancelled promptly within the permissible time frame to avoid unnecessary delays.

Further, following guidelines, as prescribed by the Department of Personnel & Training (DoPT) and the Services Department from time to time must be adhered to by all departments of GNCTD:



1. Issuance of Offer of Appointment:

- a) Offer of Appointment shall be issued in accordance with provisions of the Department of Personnel and Training (DOPT) Office Memorandum dated 09.08.1995 which prescribes the following:

"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/Department 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 original offer of 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."

- b) Further, it should be ensured that there has to be a provision in the offer of appointment to cancel it at any stage if anything is found to be wrong upon verification and an undertaking to this extent may also be obtained from the candidate.

2. Expediting the Process: Extensions in joining time should not be granted for procedural delays in sending reminders or final opportunities to the candidates. Extensions, if any, must not exceed three months on an occasion from the date of issuance of Offer of Appointment, and should be reserved only in cases of medical grounds or technical resignation.

3. Utilization of Digital Communication: To avoid unnecessary delays, departments should use Email, WhatsApp, and regular phone calls in addition to postal services to communicate with selected candidates. If a candidate fails to respond or does not join after the extension period, the offer of appointment should be cancelled in accordance with the rules, and the next eligible candidate from the waiting list or reserve panel should be appointed without delay.

4. Verification of Documents:

- a) It should be ensured that claims regarding educational and other special qualifications and age are scrutinised strictly at the time of appointments as per MHA OM No. 2/29/54-RPS, 19.11.54 (link: <https://dopt.gov.in/sites/default/files/ch-09.pdf>). If the documents furnished by the candidate are found in order as per qualifications prescribed in Recruitment Rules of the post concerned, appointment may be made on probation for the prescribed period. However, if the Appointing Authority feels it required to verify the authenticity of such documents, the same may be carried out subsequent to the provisional appointment.

- b) For verification of caste certificate i.e. SC/ST/OBC, the instructions issued by DoPT, Govt. vide OM dated 29.03.2023 may be followed (Link: <https://doptcirculares.nic.in/OM/ViewOM.aspx?id=392&headid=6>).
- c) Further, the Character & Antecedents verification shall be carried out but the issue of appointment letters need not be withheld pending such verification as per DoPT OM dated 29.06.2016 (Link: https://services.delhi.gov.in/sites/default/files/Services/circulars-orders/appointment_circular_for_groub-b_c_posts_from_dsssb_0.pdf).

5. Immediate Action in Case of Non-Joining: The cases in which candidates fail to join even after lapse of extension period should be resolved without further delay. Departments should take prompt action in cancelling the offer of appointment and proceed with the appointment of candidates from the waiting list.

Further, Departments shall follow the guidelines issued by DoPT from time to time while issuing offer of appointment to the candidates recommended by DSSSB/UPSC. Also, for every recruitment process, the Appointing Authority concerned should review the progress of Offer of Appointments issued and Appointment letters issued in order to cut the delay in process.

This issues with the approval of the Competent Authority.


(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

No.F.16(1)(d)/Misc./2018/S-III /1769-1779

Dated: 18/11/2024.

Copy to :-

1. The Pr. Secretary to Hon'ble Lt. Governor, GNCT of Delhi.
2. All the Additional Chief Secretaries/ Administrative Secretaries/ HoDs of departments of GNCT of Delhi.
3. The SO to Chief Secretary, Government of NCT of Delhi.
4. The Pr. Secretary (Home), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi-110002.
5. PS to the Pr. Secretary (Services), GNCTD.
6. PA to the Spl. Secretary (Services), GNCTD.
7. The Chairman, DSSSB, Government of NCT of Delhi.
8. The Secretary (Education) Govt. of NCT of Delhi, Old Secretariat, New Delhi-110054.
9. The Secretary (H&FW) GNCT of Delhi, Delhi-Secretariat, New Delhi-110002.
10. The Secretary (IT), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
11. The Section Officer (Co-ordination Branch), Services Department with the request to upload the Office Memorandum on the official website of the Services Department.


(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)