



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



सा०/No. : 5-1(17)/2008-PD

दिनांक/Dated: 11.11.2022

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Filling up of vacancies in a mission mode – Plan of Action for Unified Collective Digital issuance of Offer/Appointment letters – reg.

महोदय/Sir / महोदया/Madam,

I am directed to refer to the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 43014/04/2022-Estt.B(Part) dated 12.09.2022 (copy enclosed) & Office Memorandum No. 43014/06/2022-Estt.B dated 16.09.2022 (copy enclosed) on the above mentioned subject and to state that the Competent Authority has nominated Smt. Anita Singh, DS (HR-II), CSIR-Hqrs. as Nodal Officer for CSIR to coordinate with all CSIR Labs/Instt on updation of bi-monthly target/details on issue of Offer/Appointment letter, etc on the "Vacancy Status Portal" of Government of India.

2. You are, therefore, requested to submit bi-monthly data (Offer/Appointment letters ready to be issued) to Smt. Anita Singh, DS (HR-II) & Nodal Officer, at her email id: singhanita@csir.res.in.

3. Since the portal is being regularly monitored at highest level, it is requested to accord top priority.

भवदीय/Yours faithfully,

अवर सचिव (नीति प्रभाग)/ Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.

No.43014/04/2022-Estt.B' (Part)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment

North Block, New Delhi
Dated: 12th September, 2022

OFFICE MEMORANDUM

Subject:- Filling up of vacancies in a mission mode – regarding.

Government has decided to fill up vacancies in various Ministries/Departments in a Mission Mode. Accordingly, a dedicated online portal viz. "Vacancy Status Portal" has been put in place for reporting and monitoring the progress in filling up of vacancies.

2. The status of progress is being reviewed at the highest level regularly. Based on a recent review, it has been decided that various Ministries/Departments may take the following actions to ensure filling up of all vacancies in a time bound manner:

- i. Ministries/Departments, which are yet to upload data on the Vacancy Status Portal may do so without any further delay; latest by 15.09.2022.
- ii. Month-wise number of vacancies under Direct Recruitment category, for which offer letters/appointment letters are ready to be issued, may be indicated on the portal for which necessary provision will be made available on the portal by 15.09.2022. Such offer letters/appointment letters will be consolidated for Unified Integrated Digital Issuance.
- iii. Proposal for revival of posts falling under "Deemed Abolished" category may be submitted for approval of Department of Expenditure, wherever required, before 15.09.2022.
- iv. Direct Recruitment vacancies resulting from promotions may be assessed and indent for such vacancies may be placed with the relevant Recruitment Agencies latest by 20.09.2022.
- v. Considering the time taken for completion of the entire recruitment process, Direct Recruitment vacancies likely to arise on account of retirements during 2023-24 may be anticipated, in consultation with Department of Expenditure, so that the indent for such vacancies could be placed with the relevant Recruitment Agencies in the ongoing recruitment cycle.
- vi. Vacancies in Public Sector Undertakings, Autonomous Bodies, Institutions, etc. may also be taken into consideration and information on such vacancies may also be uploaded on the "Vacancy Status Portal".

3. Secretaries of all Ministries/Departments are requested to review the action taken in this regard on weekly basis and ensure timely updation of data on the "Vacancy Status Portal".



(S. M. Routray)

Deputy Secretary to the Government of India
Tel No. 23040456

To
All the Secretaries to the Government of India

F. No. 43014/06/2022-Estt.B
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated: 16th September, 2022

OFFICE MEMORANDUM

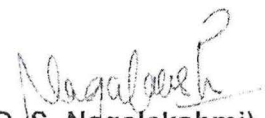
Subject: **Filling up of vacancies in a Mission mode - Plan of Action for Unified Collective Digital issuance of Offer/Appointment letters - reg**

With reference to the subject mentioned above, Cabinet Secretary in his D.O. No. 1/13/1/2022-Cab dated 14/9/2022 referring to the meeting of Council of Ministers held on 7th September 2022, requested all the Ministries/ Departments to finalize the calendar for appointments by direct recruitment and filling up of vacancies consequent to promotions and retirements in consultation with DOPT to further compress the time frame for completion of recruitment process. In this regard, numbers of meetings were taken by the Secretary and the Additional Secretary, DOPT with Ministries/ Departments.

2. The Ministries/ Departments were asked to provide the details on the numbers for which offer of appointment/appointment letters are to be issued in the coming months by email by 15th September 2022. However, only a few Ministries responded that too with incomplete figures.

3. It is informed that a provision to (i) update the bi-monthly target and (ii) updation of details by the PSUs/Attached /Subordinate and other offices on the "Vacancy Status Portal" has already been enabled. The user ID and Password for the PSUs/Attached and Subordinate offices are made available in the dashboard of the Administrative Ministry.

4. In view of above, all the Ministries/ Department are requested to kindly update the targets on the web portal urgently. Also the Administrative Ministries/ Departments are requested to share the user id and password allocated to PSUs/ Autonomous bodies under their administrative control to enable the PSUs /Attached/Subordinate offices to update the details on the Vacancy Status Portal.


(D. S. Nagalakshmi)

Deputy Secretary to the Government of India
Telephone No: 23093421

To

All the Secretaries to the Government of India