

By FAX/Speed post

F.No.A-26017/91/2017-Ad.IIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes and Customs

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North Block,  
New Delhi, the dated 16<sup>th</sup> March, 2022.

To,

All Cadre Controlling Authorities under CBIC.

**Subject: Filling up the vacant posts of Administrative Officers in CBIC -reg.**

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Sir,

I am directed to say that it has come to the notice of the Board that a number of posts in the grade of Administrative Officers are lying vacant which may be affecting the administrative work of field formations.


2. The vacant posts in the grade of Administrative Officers can be filled up as per existing recruitment Rules of Administrative Officer, 2020 which provides filling up the post of Administrative Officer **by promotion failing which by deputation**. Further, in terms of DOPT OM dated 3<sup>rd</sup> June, 2021(**copy enclosed**), vacant posts in different Departments needs to be filled up in a time bound manner. Otherwise, DoE OM dated 12.04.2017 may be attracted which states that if a post is vacant for more than 2 years the same may be treated as deemed abolished.

3. In this regard, all Cadre Controlling Authorities under CBIC are requested to take appropriate action for filling up vacant posts in the grade of Administrative Officer in terms of existing Recruitment Rules of Administrative Officer, 2020 i.e. **by promotion failing which by deputation, in a time bound manner**.

4. This has the approval of Competent Authority.

Yours faithfully,

Encl: As above.

  
(Avneesh Pratap Singh)  
Under Secretary to the Govt. of India  
Tele: 011-23095528

Copy to:

Webmaster, CBIC website for uploading it on the website.

No. 43014/03/2019-Estt. (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the ~~May~~, 2021  
30<sup>th</sup> June

**OFFICE MEMORANDUM**

**Subject: - Filling up of vacant posts in Central Government Ministries/Departments – Reg.**

The undersigned is directed to refer to this Department's OM of even number dated 21.01.2020 on the above subject requesting to fill up the existing vacancies in the Ministries/Departments alongwith their attached and sub-ordinate offices in a time bound manner.

2. In view of the above, all the Ministries/Departments are requested to review such vacancies, keeping in view the guidelines issued by Department of Expenditure vide OM dated 12.04.2017, and to take necessary action to fill up those vacancies in a time bound manner.

  
03/6/2021  
(Rajbir Singh)

Under Secretary to the Govt. of India  
Tel No. 2309 3175

Encl: as above

To

**Secretaries of all the Ministries/Departments in the Government of India**

FNo. 43014/03/2019- Estt(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi,  
Dated 21 January, 2020

Office Memorandum

Subject: Filling up of vacant posts in Central Government Ministries/Department-reg.

Attention is drawn towards this Department's OM No. 39020/18/2016-Estt.(B) dated 19<sup>th</sup> December, 2016 regarding timely and advance action in filling up the Direct Recruitment (DR) vacancies. It was, inter-alia, requested therein that advance action may be taken by the Ministries/Departments and their Attached and Subordinate Offices for reporting vacancy position with respect to Direct Recruitment (DR) posts to the concerned recruitment agency i.e. Union Public Service Commission (UPSC) and Staff Selection Commission (SSC) etc, for filling up of such Direct Recruitment vacancies in a timely manner.

2. The Cabinet Committee on Investment and Growth in the meeting held on 23.12.2019, has directed to take time bound action to fill the existing vacancies in various Ministries/Departments.

3. Accordingly, all the Ministries/Departments are requested to fill up the existing vacancies in the concerned Ministries/Departments, their Attached and Subordinate Offices, in a time bound manner. It is also requested that a report with regard to action taken to fill up the existing vacancies, may be sent to this Department, as per format given overleaf, by 5<sup>th</sup> day of every month. The first such report should reach this Department latest by 5<sup>th</sup> February, 2020.

  
(Rajbir Singh) 21/01

Under Secretary to the Government of India  
Tel No.: 2309 3175

To

Secretaries of all the Ministries/Department in the Government of India.

Copy to:

1. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
2. The Chairman, Staff Selection Commission, Block-12, CGO Complex, New Delhi.

Copy also to:

1. Shri SGP Verghese, Director, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.

Action taken report with regard to filling up of existing vacancies for the month of ....., 2020

	Total vacancies as on 01.01.2020			Vacancies filled up till date			Remaining vacancies			Action taken to fill up remaining vacancies			Reasons for delay
	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	Promotion	Direct Recruitment	Others	
Group A													
Group B													
Group C													
Total													

Note:

1. The information may be furnished separately in respect of Ministry/Department and its attached and subordinate offices.