

कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली कैंट-10  
ULAN BATAR ROAD, PALAM, DELHI CANTT-10

सं प्रशा/XI/12211/विविध/2014/खंड-II

दिनांक: 06-02-2015

सेवा में,

सभीरक्षा प्रधान नियंत्रक/(.फै)रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक  
All PCA(Fys)/PCsDA/CsDA

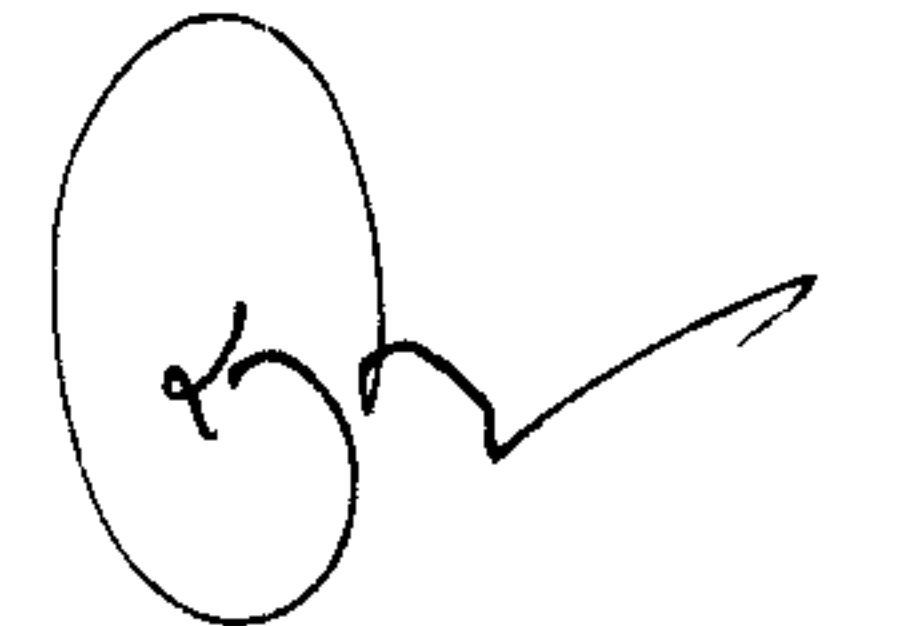
(Through CGDA Mail Server)

**Subject : Orders on convening of DPC**

उपर्युक्त विषय पर कार्मिक एवं पशिक्षण विभाग के दिनांक 14/01/2015 के कार्यालय ज्ञापन सं. 22011/1/2014-Estt.(D), दिनांक 28/01/2015 के कार्यालय ज्ञापन सं. 22011/4/2013-Estt.(D) तथा दिनांक 30/01/2015 के कार्यालय ज्ञापन सं. 22011/2/2014-Estt.D की प्रति सुचना एवम् आवश्यक कार्यवाही हेतु अग्रेषित की जाती है।

A Copy of DOP&T OM No. 22011/1/2014-Estt.(D) dated 14/01/2015, OM No. 22011/4/2013-Estt.(D) dated 28/01/2015 and OM No. 22011/2/2014-Estt.D dated 30/01/2015 on the above subject mentioned is forwarded herewith for your information and necessary action please.

संलग्नक।यथोपरि :



(एस.सी.गुप्ता)

कृते रक्षा लेखा महानियंत्रक

**प्रतिलिपि:**

प्रशासन-IV (स्थानीय)

ई.डी.पी सेंटर (स्थानीय)

: सुचना एवम् आवश्यक कार्यवाही हेतु।

: रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु।

— ४/- —  
(एस.सी.गुप्ता)

लेखा अधिकारी(प्रशा)

**NO. 22011/1/2014-Estt(D)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi - 110001  
Dated- 14<sup>th</sup> November, 2014

**OFFICE MEMORANDUM**

**Subject: - Inclusion of eligible officers who are due to retire before the likely date of vacancies, in the panel for promotion-Regarding.**

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The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum No. 22011/4/98-Estt(D) dated October 12, 1998 regarding consideration of retired employees who were within the zone of consideration in the relevant year(s) but are not actually in service when the DPC is being held. The said OM provides as follows:-

".....There is no specific bar in the aforesaid Office Memorandum dated April 10, 1989 or any other related instructions of the Department of Personnel and Training for consideration of retired employees, while preparing year-wise panel(s), who were within the zone of consideration in the relevant year(s). According to legal opinion also it would not be in order if eligible employees, who were within the zone of consideration for the relevant year(s) but are not actually in service when the DPC is being held, are not considered while preparing year-wise zone of consideration/panel and, consequently, their juniors are considered (in their places), who would not have been in the zone of consideration if the DPC(s) had been held in time. This is considered imperative to identify the correct zone of consideration for relevant Year(s). Names of the retired officials may also be included in the panel(s). Such retired officials would, however, have no right for actual promotion. The DPC(s) may, if need be, prepare extended panel(s) following the principles prescribed in the Department of Personnel and Training Office Memorandum No.22011/8/87-Estt.(D) dated April 9, 1996."

2. Appointment Committee of Cabinet has observed that DPCs often do not consider such eligible officers who are retiring before the occurrence of the vacancy in the panel year. These undesirable trends negate the very purpose of the above said Office Memorandum No. 22011/4/98-Estt(D) dated October 12, 1998 and it is also against the principle of natural justice.

3. All the Ministries/Departments are therefore advised to ensure strict compliance of the instructions of the Department of Personnel & Training issued vide this Department's OM No. 22011/4/98-Estt(D) dated October 12, 1998.

4. These instructions may please be brought out to the notice of all concerned including attached and subordinate offices.

  
(S.K. Prasad)

Under Secretary to the Govt. of India  
Tele. No. 23040340

**All Ministries/Departments of the Government of India.**

**OM No. 22011/1/2014-Estt.(D) dated 14<sup>th</sup> November, 2014**

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Sectt, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat, New Delhi.
6. Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
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10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment(D) Section, DoP&T (10 copies)
13. NIC for updation on the website.



(S.K. Prasad)

Under Secretary to the Govt. of India  
Tele. No. 23040340



No. 22011/4/2013-Estt.(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi  
Dated: 28<sup>th</sup> January 2015

**OFFICE MEMORANDUM**

**Subject:** Review of Model Calendar for the Departmental Promotion Committees (DPCs) being conducted by the Ministries/Departments.

Reference is drawn to this Department's instructions on Model calendar for DPCs vide OM No.22011/9/98-Estt (D) dated 8<sup>th</sup> September, 1998. The Model Calendar envisages initiating action in advance of the commencement of the vacancy year so as to have the approved select panels ready before start of the vacancy year and ensure timely promotions of employees.

2. The Annual Performance Assessment Reports (APAR) schedule separately provide a time schedule for preparation/completion of APARs O.M. No.21011/1/2005-Estt.(A) (Pt.II) dated 23<sup>rd</sup> July, 2009. The crucial date of eligibility is 1<sup>st</sup> April of the vacancy year (Financial year based vacancy year) and 1<sup>st</sup> January (Calendar year based vacancy year) as per OM no. No.22011/6/2013-Estt(D) dated 28<sup>th</sup> May, 2014.

3. The schedule of Model Calendar for conduct of DPCs in line with the time schedule for completion of APARs so that the panel as approved by the Competent Authority is available before the commencement of the vacancy year has been further examined. It has been decided to reschedule the time frame for the DPCs being conducted by Ministries/Departments themselves as below:-

**Model Calendar for DPCs conducted by the Ministries/Departments  
(For Grades/posts not associated with UPSC)**

Events	Financial Year based vacancy year	Calendar Year based vacancy year
Vacancy Year	2016-17	2016
Crucial date of eligibility	1 <sup>st</sup> April 2016	1 <sup>st</sup> January 2016

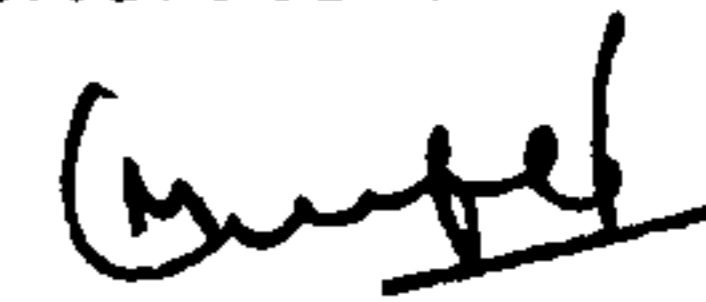
1. Calculation of vacancy; Finalization of Seniority List; Completion of APARs including disposal of representations received on entries/grading in ACRs/APARs; Collection of information on vigilance clearance status; Completion of Penalty statement for last ten years.	April-November, 2015	January-August, 2015
2. Submission of proposal complete in all respects, to Chairman DPC for convening of DPC	December 31, 2015	September 30, 2015
3. DPC to be held	January 2016 to February 2016	October 2015 to November 2015
4. Submission of DPC minutes for the approval of competent authority.	March 15, 2016	December 15, 2015
5. Last date for getting ready the approved select panel by the administrative Ministry/Department.	March 31, 2016	December 31, 2015
<p><b>NOTE:-</b>Dates/periods suggested in the Model Calendar for DPC put no bar on earlier completion of various pre/post-DPC related actions.</p> <p>Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.</p>		

4. It has been decided to make the aforesaid Model Calendar for DPCs operational with effect from April 1, 2015 in relation to the financial year based vacancy year 2016-17 commencing from April 1, 2016. In the case of calendar year-based vacancy year commencing from January 1, 2016, the Model DPC Calendar will take operational effect from January 1, 2015. These instructions shall, accordingly, be applicable to all such subsequent vacancy years.

5. The success of the Model Calendar depends upon the Ministries/Departments initiating timely action in advance and furnishing the complete proposals to the DPCs with relevant APARs, copy of Service/Recruitment Rules, seniority list, penalty statement and correct vacancy position etc. All Ministries/Departments are, therefore, requested to give these instructions wide circulation and ensure strict compliance so that the desired objectives of convening of DPC meetings/preparation of the approval select panels as per the aforesaid prescribed time-frame may be achieved.

6. Model calendar for DPCs conducted by UPSC both for ACC and Non-ACC cases is separately under review. Meanwhile, cadre controlling authorities are advised for timely completion of calculation of vacancy; finalization of Seniority List; collection of information on vigilance clearance status; completion of Penalty statement for last ten years so that the proposal for seeking the date from UPSC for holding DPC may be taken up on completion of APARs including disposal of representations received on entries/grading in ACRs/ APARs. The instructions with regard to JS level officer as designated authority for timely holding of DPCs and requirement of complete proposal as contained in OM No. 22011/1/2011-Estt.(D) dated 25<sup>th</sup> March, 2011 and OM No. 22011/3/2011-Estt.(D) dated 24<sup>th</sup> March, 2011 are reiterated.

7. Hindi version will follow.



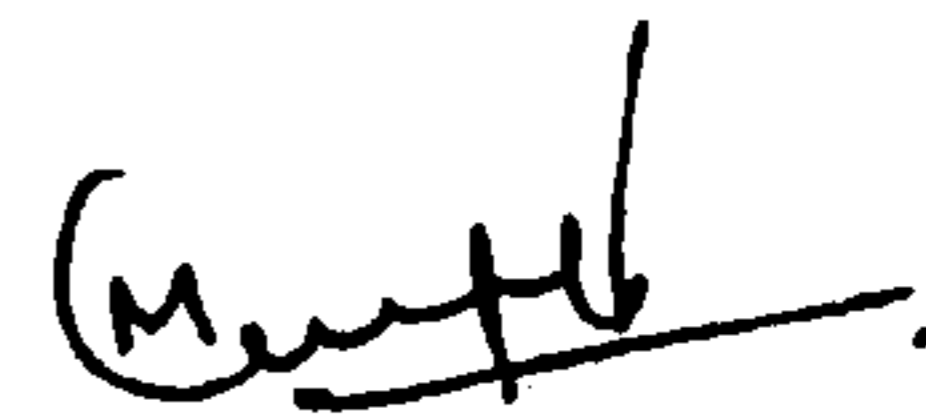
(Mukta Goel)  
Director (E.I)  
Tele. No. 23092479

To

**All Ministries/Departments of the Government of India.**

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(Mukta Goel)  
Director (E.I)  
Tele. No. 23092479



No. 22011/2/2014- Estt.D  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

North Block, New Delhi,  
Dated the 30<sup>th</sup> January, 2015.

Office Memorandum

**Subject:- Procedure for conduct of supplementary DPC**

This Department instructions issued vide OM No. 22011/5/86-Estt (D) dated 10.4.89 [para 6.4.2 (i)] provide that vacancies occurring due to death, voluntary retirement, new creations etc. could not be foreseen at the time of placing facts and material before the DPC, therefore, another meeting of DPC (commonly referred to supplementary DPC) should be held for drawing up a panel for these vacancies.

2. References have been received with regard to the zone of consideration, the eligibility list for the supplementary DPC and whether officers who are included in the panel by the original DPC or in the extended panel but could not be promoted as these anticipated vacancies do not actually become available could be appointed against the additional vacancies later becoming available for the same vacancy year.

3. These issues have been examined in consultation with UPSC and following is decided:-

(i) The zone of consideration, in case of holding supplementary DPC, shall be fixed as per the provisions in this Department OM No. 22011/2/2002-Estt(D) dated 6.1.2006 keeping in view total number of vacancies arising in a particular vacancy year i.e. vacancies accounted in Original DPC + additional vacancies becoming available subsequently during the same year.

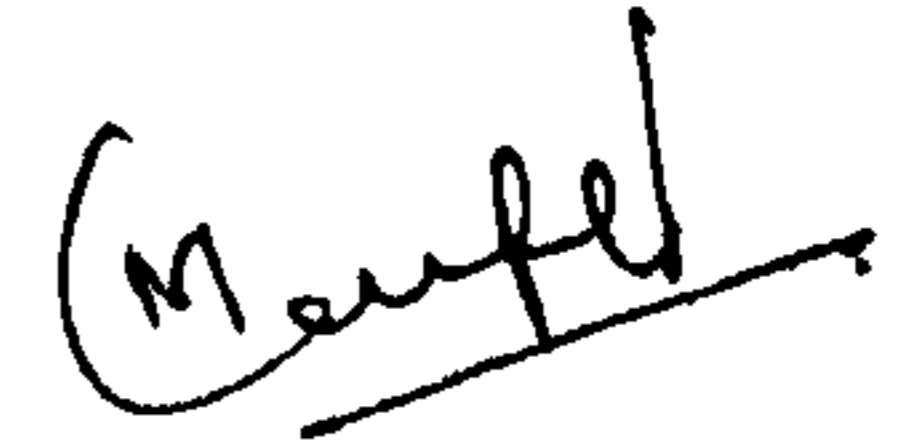
(ii) The eligibility list for supplementary DPC shall be prepared by removing the names of all such officers who have already been assessed by earlier DPC as fit, unfit or placed in the sealed cover by the original DPC before placing the same for consideration by the supplementary DPC.

(iii) The officers who have already been empanelled or placed in the extended panel but could not be promoted due to these vacancies not actually becoming available; need not be re-assessed by the supplementary DPC as the assessment matrix remains the same. They may be appointed against the additional vacancies of the same vacancy year as per

recommendations of the earlier DPC. In such situation the number of vacancies for supplementary DPC shall be accordingly adjusted.

4. While calculating the regular vacancies for a DPC, it is incumbent upon administrative department to ensure that there is no arbitrariness in calculation of anticipated vacancies.

5. To provide clarity in implementation of these instructions some situation specific illustrations are enclosed as Annexure to this OM.



(Mukta Goel)  
Director (E.I)

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Illustration

Original DPC

No. of vacancies	-	5
Normal zone	-	$5 \times 2 + 4 = 14$
Extended zone	-	$5 \times 5 = 25$

Supplementary DPC

No. of vacancies - 2

Zone of consideration will be decided taking into account total number of vacancies in the vacancy year, i.e. 7 (Vacancies at the time of original DPC + unanticipated vacancies for the same year i.e. 5+2) in this case.

For 7 vacancies, normal zone is  $7 \times 2 + 4 = 18$

Extended Zone  $7 \times 5 = 35$

**Situation 1** - In the original DPC, first 5 officers are assessed as 'Fit' and no officer is assessed for extended panel or assessed as 'Unfit' and/or kept in 'Sealed Cover'

Zone of consideration for Supplementary DPC will now be 13 (Normal Zone of consideration for total number of vacancies for that year – number of officers assessed by earlier DPC i.e 18-5).

As such, in the eligibility list of Supplementary DPC in the above illustration, 13 officers (9 left over officers from the original DPC and 4 additional officers) shall be included.

**Situation 2** - In the original DPC, first 5 officers are assessed as 'Fit' and next 3 officers are assessed for extended panel and no officer is assessed as 'Unfit' and /or kept in 'Sealed Cover'

Zone of consideration for Supplementary DPC will now be 10 (Normal Zone of consideration for total number of vacancies for that year – number of officers assessed by earlier DPC i.e 18-8).

As such, in the eligibility list of Supplementary DPC in the above illustration, 10 officers (6 left over officers from the original DPC and 4 additional officers) shall be included.

**Situation 3** - In the original DPC, 5 officers are assessed as 'Fit', 2 officers are assessed for extended panel and 4 officers are assessed as Unfit' and/or kept in 'Sealed Cover'

Zone of consideration for Supplementary DPC will now be 7 (Normal Zone of consideration for total number of vacancies for that year – number of officers assessed by earlier DPC i.e 18-11)

As such, in the eligibility of Supplementary DPC in the above illustration, 7 officers (3 left over officer not assessed in the original DPC and 4 additional officers) shall be included in the normal zone.

**Extended Zone in situation 1,2 & 3 above:**

Extended zone in the Supplementary DPC, wherever resorted to, may be operated accordingly leaving out the SC/ST officers assessed by the original DPC.

**Important-** In the Supplementary DPC, (a) Zone of consideration (Normal as well as Extended) shall be decided taking into account total number of vacancies in the relevant vacancy year; and (b) all the officers already assessed in the original DPC are not to be included in the fresh zone of consideration in respect of the S-DPC.

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