

Compilation of

RULE/CIRCULAR/ORDER

on

Departmental Promotion Committee



LAST UPDATED ON 10.05.2019



P. K. Katiyar

In this Compilation, attempts have been made to compile circulars related to **Departmental Promotion Committee** (**DPC**). Main idea behind this compilation is to provide access to all the available circulars related to the subject at one place so as to assist the officers in their day to day administrative functioning. It is expected that it will help the new entrants into the service as well as the serving officers.

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<u>Disclaimer:</u> The contents of this compilation are based on a number of sources including Government as well as non-Government websites. All efforts have been made to ensure the correctness of the contents however the users are requested to carefully reverify the circulars from authentic sources before using.

(P. K. Katiyar)

Additional Director General

Compilation of Rules/Circular/Order on Departmental Promotion Committee

S. No.	Date	File Number	Subject	Remarks
1.	25/02/2019	13.	Treatment of period of Leave towards minimum residency period for in-situ promotion under Modified Flexible Complimenting Scheme (MFCS) view/download	
2.	15/11/2018	22011/3/2013- Estt/ (D)	Promotion of Government servants found fit by review DPC after retirement-procedure and guidelines to be followed view/download	Found fit by review DPC after retirement
3.	02/07/2018	28020/3/2018- Estt.(C)	Master Circular on Probation, Confirmation in Central Services (Seeking comments/views) view/download	Probation, Confirmation
4.	25/04- 03/05/2018	10383	Declaring DoPT's OM No/AB/14017/39/3009-Estt(RR) dated 2/4/2012 as non est (NFU to Organized Group 'A' Services)	
5.	23/03/2018	22011/4/2013- Estt (D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs - Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs - regarding view/download	DPC Procedure Model Calendar of DPCs
6.	06/11/2017		Non-Functional upgradation for officers of Organized Group 'A' Services in PB-3/ PB-4 and HAG view/download Procedure to be observed.	
7.	08/05/2017	22011/4/2013- Estt/(D)	Procedure to be observed by the DPCs-Model Calendar for DPCs- Relevant year up to which	DPC Procedure Model Calendar of DPCs

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	_		APARs are to be considered and Model Calendar for conducting DPCs-regarding view/download	
8.	19/01/2017	133	Instructions on sealed cover procedure-where Govt/ servant has been acquitted but appealis contemplated/pending-clarification reg	Sealed Cover Procedure
9.	06/12/2016		CCS (CCA) Rules, 1965-Clarification regarding effect of warning, censure, etc/ on promotion	
10.	21/11/2016	22011/4/2007- Estt/ (D)	Guidelines for treatment of effect of penalties on promotion - role of DPC view/download Timely and advance action	Sealed Cover Procedure Effect of Penalties
11.	27/10/2016	22011/1/2011- Estt (D)	Timely and advance action in convening of Departmental Promotion Committee meeting in terms of Model Calendarreg view/download	Model Calendar of DPCs
12.	25/01/2016	22011/3/2013- Estt/ (D)	Promotion of Govt/ servants exonerated after retirement-Procedure and Guidelines to be followed- Regarding view/download Promotion of Govt/	Promotion on Exoneration After Retirement
13.	23/11/2015		servants exonerated after retirement - Procedure and Guidelines to be followed - comments solicited view/download	Sealed Cover Procedure Promotion on Exoneration After Retirement
14.	25/06/2015	22038/1/2015- Estt/D	Review of instructions on appointment to Non Functional Selection Grade of Organized Group A Central Services – regarding view/download	

S.	Date	File Number	Subject	Remarks
No. 15.	23/04/2015	22011/1/2011- Estt(D)	Timely and advance action in convening of DPC meeting in terms of Model Calendar-regarding	Model Calendar of DPCs
16.	30/01/2015	22011/2/2014- Estt/D	Procedure for conduct of supplementary DPC view/download Poview of Model Calandar	Supplementary DPC
17.	28/01/2015	22011/4/2013- Estt/(D)	Review of Model Calendar for the Departmental Promotion Committees (DPCs) being conducted by the Ministries/Departments view/download	Model Calendar of DPCs
18.	14/11/2014	22011/1/2014- Estt/(D)	Inclusion of eligible officers who are due to retire before the likely date of vacancies, in the panel of promotion-Regarding view/download	
19.	30/07/2014	14017/32/13- Estt.(RR)	Treatment of period of Leave towards minimum residency period for in situ promotion under Flexible Complementing Scheme view/download	
20.	28/05/2014	22011/6/2013- Estt(D)	Eligibility of officers to be considered for promotion by DPC - Fixing of Crucial Date - Regarding view/download	Crucial date
21.	09/05/2014	22011/5/2013- Estt/D	Procedure to be followed by Departmental Promotion Committees (DPCs) - Assessment of entries and grading in ACRs/APARs - regarding view/download	DPC Procedure Assessment of Entries/Gradings by DPC
22.	28/04/2014	22011/4/2007- Estt/ (D)	effect of penalties on promotion - role of Departmental Promotion Committee	Vigilance Clearance for Promotion Effect of Penalties
23.	23/01/2014	22034/4/2012- Estt/(D-II)	Comprehensive review of instructions pertaining to	Vigilance Clearance for Promotion

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				Remarks
	^		vigilance clearance for promotion—clarifications - regarding view/download	
24.	13/12/2013	22011/1/2011- Estt(D)	Furnishing of DPC proposals to the UPSC and preparation of approved select panels for promotion in a time bound manner as laid down in the Model Calendar for DPCs view/download	7
25.	06/12/2013	14021/1/2012- Estt/(D)	Recognition of certificates/qualifications awarded by Board of Higher Secondary Education, Delhi etc/ for purpose of employment in the Central Govt/ - Regarding view/download	
26.	03/10/2013	14034/1/2013- Estt.(D)	Consolidated instructions on incentives for sportspersons – regarding view/download	
27.	06/03/2013	14021/1/2012- Estt/D	Recognition of certificates /qualifications awarded by Rajasthan State Open School, Jaipur and AP Open Schooling Society for the purpose of employment in Central Government Offices view/download	
28.	30/11/2012	1	forma promotion view/download	3/
29.	02/11/2012	22034/4/2012- Estt(D)	Comprehensive review of instructions pertaining to vigilance clearance for promotion - regarding view/download	Vigilance Clearance for Promotion
30.	28/09/2012	21011/1/2010- Estt.A	ACRs with below benchmark grading considered in past DPCs - regarding view/download	ACR with below benchmark

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31.	06/08/2012	22011/1/2011- Estt(D)	Furnishing DPC proposal to UPSC in a time-bound manner as laid down in the O/M/ dated 24/3/2011	
	26 (07 (2012	14024/1/2012	view/download	
32.	26/07/2012	14034/1/2012- Estt/(D)	Out of turn promotion for sportspersons view/download	7
33.	29/04/2011	14017/37/2008- Estt.(RR)	Amendment to RRs for scientific posts as per Modified FCS based on 6th CPC recommendations view/download	A /
34.	25/03/2011	22011/1/2011- Estt/(D)	Nomination of JS level officer as designated authority for timely holding of DPCs-regarding view/download	
35.	24/03/2011	22011/3/2011- Estt(D)	Receipt of incomplete or deficient DPC proposals from the Ministries/Departments-Regarding	1
36.	11/03/2011	22011/1/2011- Estt/(D)	Procedure to be observed by the DPCs - Model Calendar for DPCs and related matters - Regarding view/download Ouglifying complete for	DPC Procedure Model Calendar of DPCs
37.	18/01/2011	AB14017/61/20 08-Estt.(RR)/Pt	Qualifying service for promotion to SAG/HAG Grades in organised Group 'A' Engg / Services-regarding view/download	1
38.	23/02/2010	42012/13/2007- Estt/(D)	Recognition of Certificates- Qualifications issued by State Madarsa Education Board for the purpose of employment under the Central Government.	
39.	20/08/2008	22011/3/2008- Estt/(D)	Selection of candidates on direct recruitment basis - Consideration of CRs for selection of candidates - instructions regarding.	(a)

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			view/download	
40.	18/02/2008	22011/3/2007- Estt(D)	DPC Guidelines - Benchmark prescription for promotion at the level for JS and above - Revised Guidelines	1
			view/download	
41.	15/05/2007	22034/1/2006- Estt(D)	Determination of regular vacancies for holding DPC - Inclusion of vacancy arising out of deputation for drawing up of select list for promotion view/download	A /
42.	11/04/2007	22034/3/2007- Estt(D)	DPC guidelines - Appeal(Civil) No/ 689/2007(arising out of SLP(C) No 2410/2007 in the matter of UOI & Anr vs S/K/Goel & Ors - Judgement dated 12/2/2007 of Supreme Court of India view/download	
43.	21/09/2006	22011/9/98- Estt-(D)	Procedure to be observed by the Departmental Promotion Committee (DPCs)- Model Calendar for DPCs and related matters view/download	DPC Procedure Model Calendar of DPCs
44.	25/10/1977, 03/05/1993, 30/5/1995, 30/10/2003, 24/02/2006	The state of	Creation/Continuation/Revival of Posts view/download	
45.	06/01/2006	22011/2/2002- Estt(D)	DPC Guidelines - Review of size of zone of consideration view/download	Zone of consideration
46.	27/10/2005	22011/1/2005- Estt(D)	Crucial date for determining eligibility in cases where no qualifying service is prescribed in the Recruitment Rules for promotion to the next higher post-regarding view/download	where no qualifying service is prescribed
47.	19/09/2005	22011/4/2005- Estt(D)	Selection of candidates on direct recruitment basis - Consideration of CRs for selection of candidates -	14

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			instructions regarding view/download	
48.	15/09/2005	35034/7/97- Estt(D)	No supersession in promotion- Review of Recruitment Rules	1
8			view/download	7
49.	16/02/2005	35035/7/97- Estt(D)	DPC Guidelines - No supersession in promotions - regarding view/download	_ /
50.	15/12/2004	22034/5/2004- Estt (D)	Promotion of persons is undergoing a penalty - clarification regarding view/download	Persons undergoing a penalty
51.	25/10/2004	22012/1/99- Estt(D)	conduct is under investigation or against whom a charge sheet is pending - consideration	Condinves n c n char c n pend
1		1834	for promotion - clarification regarding view/download	1
52.	04/08/2004	20034/5/2002- Estt(D)	Promotion-validity of panel in the case of those who are on long leave view/download	13
53.	20/04/2004	22012/1/99- Estt(D)	Departmental Promotion Committee (DPC) Guidelines - Modified check-list of papers/information to be submitted for consideration by DPC view/download Eligibility of officers to be	Checklist of papers to be submitted to DPC
54.	14/08/2003	22011/3/98- Estt(D)	considered for promotion by DPC Fixing of crucial date of -Clarification regarding view/download	Crucial date
55.	16/06/2003	22011/2/2003- Estt(D)	Requirement of minimum residual service before retirement for promotion to posts which require approval of the ACC-Review of	(a)

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56.	08/01/2003	22038/1/2002- Estt(D)	Non-Functional Selection Grade in Organised Group A Services - Application of sealed cover procedure	
4			view/download	3
57.	21/11/2002	22011/2/99- Estt(A)	Instructions on sealed cover procedure Applicability to review DPC clarification regarding view/download	Sealed Cover Procedure
58.	15/11/2002	22011/1/02_Est t(D)	Zone of consideration for promotion to 'Selection' posts-Clarification regarding view/download	
59.	16/04/2002	22012/1/2001- Estt(D)	Consideration of retired employees for promotion view/download	<i>y</i>
60.	08/02/2002	35034/7/97- Estt(D)	Procedure to be observed by departmental promotion committees(DPCs)-No supersession view/download	
61.	08/02/2002	35034/7/97- Estt(D)	Procedure to be observed by Departmental Promotion Committees (DPCs) - No supersession in 'selection' promotion-Revised Guidelines regarding	
62.	21/01/2002	20011/1/2001- Estt(Res)	Seniority of SC/ST Government servants on promotion by virtue of rule of reservation/roster	3/
63.	23/05/2001	22012/1/97- Estt(D)	Meeting of Departmental Promotion Committees (DPCs) - furnishing of certificates by the Chairperson/Members view/download	Certificates by the Chairperson/Memb ers of DPC
64.	18/05/2001	22012/1/99- Estt(D)	Departmental Promotion Committee (DPC) Guidelines - Modified	Check-List of papers/information

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	_		Check-List of papers/information to be submitted for consideration by DPCs view/download	
65.	18/04/2001	22013/1/2001- Estt(D)	Adjournment of the Departmental Promotion Committee meetings due to lack of quorum - advice regarding view/download Procedure to be observed.	7
66.	14/12/2000	22011/9/98- Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs view/download	
67.	06/10/2000	22011/7/98- Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - No/ of Confidential Reports to be considered by the DPCs view/download	ACR
68.	16/06/2000	22011/9/98- Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs - Relevant year up to which ACRs are to be considered view/download	DPC Procedure Model Calendar of DPCs
69.	06/06/2000	22/1/2000-CRD	Grant of Non-Functional Selection Grade to the organized Group A Central Services - increase in percentage ceiling view/download	3/
70.	06/06/2000	22/1/2000-CRD	Recommendations of the Fifth Central Pay Commission on scales of pay of posts of Superintending Engineers and Executive Engineers and equivalent in the organized Group A Engineering Service	

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71.	06/10/1999	22011/9/98- Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPC) - Model Calendar for DPCs - CHAIN VACANCIES - clarification regarding view/download	DPC Procedure Model Calendar of DPCs
72.	09/11/1998	1/11/98-CRD	Grant of the Non-Functional Selection Grade in respect of the Organised Group A Services - fixing of crucial date view/download	A /
73.	13/10/1998	22011/9/98- Estt/(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs and related matters - clarification view/download	DPC Procedure Model Calendar of DPCs
74.	12/10/1998	22011/4/98- Estt(D)	Procedure to be followed by the Departmental Promotion Committee (DPCs) in regard to retired employees view/download	Procedure of DPC for retired employees
75.	17/09/1998	22011/3/98- Estt(D)		Crucial date
76.	08/09/1998	22011/9/98- Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs and related matters view/download	DPC Procedure Model Calendar of DPCs
77.	04/05/1998	14021/3/97- Estt/ (D)	Equivalence of qualification awarded by Kameshwar Singh Darbhangha Sanskrit University, Darbhangha, Bihar view/download	
78.	13/04/1998	22013/1/97- Estt/(D)	Procedure to be observed by the Departmental	Review DPC

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	_		Promotion Committee (DPC) - Holding of Review DPC view/download	
79.	12/01/1998	22012/5/97 - Estt/ (D)	DPC Procedure - Constitution of DPCs in respect of certain categories of cases which required ACC approval - Revised instructions - regarding view/download	
80.	27/03/1997	22011/5/91- Estt(D)	PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEES view/download	DPC Procedure
81.	09/04/1996	22011/18/87- Estt(D)	Guidelines for preparing extended panel in the case of promotion-reg view/download	Extended Panel Guidelines
82.	17/10/1994	22011/9/89/Estt (D)	Calculation of Vacancies for reporting to Departmental Committee-Reg	Calculation of Vacancies
83.	14/09/1992	22011/4/91- Estt(A)	Promotion of Govt/ Servants against whom disciplinary /court proceedings are pending or whose conduct is under investigation - Procedure and Guidelines to be followed view/download	Conduct nder nvest gati a charge eet pend
84.	22/04/1992	22011/1/90- Estt(D)	Zone of Consideration by selection-clarification regarding view/download	Zone of consideration
85.	04/02/1992	22011/10/84- Estt/(D)	Revision of pay scale/upgradation of the posts - Date of regular appointment of the incumbents to the upgraded post	
86.	01/07/1991	22011/4/91-	Question as to the date	

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1		Estt/(D)	from which appointment is to be treated as regular in the case of a Govt/ servant who is already holding a post on adhoc basis and is later selected for regular appointment thereto	
87.	22/11/1990	22038/1/88- Estt(D)	Selection Grade in Group A Services - Grant of NBR for NFSG appointments view/download	h /
88.	21/11/1990	14021/3/90- Estt/D	Recognition of Examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi, Kameshwar Singh Darbhanga Sanskrit University Darbhanga, Sampurnanand Sanskrit Vishwavidyalaya, Varanasi view/download	
89.	12/10/1990	22011/1/90- Estt(D)	Zone of Consideration for promotion by selection-Revised instructions view/download	Zone of consideration
90.	30/07/1990	14021/1/90- Estt/(D)	Recognition of the examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi as equivalent to various educational qualification in the general set up of education for purposes of employment under the Central Government view/download	
91.	11/05/1990	22011/3/88- Estt(D)	Procedure for making promotions and functioning of the Departmental Promotion Committee view/download	
92.	27/03/1990	22011/5/86- Estt(D)	Procedure to be observed by Department Promotion Committee-Revised guidelines	DPC Procedure
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No. 93.	01/02/1990	22038/1/88-	Non-functional Selection	
93.	01/02/1990	Estt(D)	Grade in Group A Services - Guidelines to be followed by Selection Committee	
94.	09/10/1989	28038/1/88-	view/downloadSelection Grade in Group A	
94.	03/10/1303	Estt(D)	Services - Guidelines to be followed by the Selection Committee - Instruction on view/download	
95.	19/07/1989	22011/7/86- Estt/ (D)	considered for promotion by DPC - fixing of crucial date of view/download	
96.	20/06/1989	22011/5/86- Estt(D)	Procedure to be observed by Departmental Promotion Committees view/download	DPC Procedure
97.	10/04/1989	22011/5/86- Estt(D)	Departmental Promotion Committees and related matters - Consolidated instructions on view/download Departmental Promotion Committees and related matters - Consolidated instructions on	
98.	10/03/1989	22011/5/86- Estt/ D	Procedure to be Observed by Departmental Promotion Committees view/download	DPC Procedure
99.	09/08/1988	18011/2/88- Estt(D)	Erroneous confirmation of Government servants - Revision of instructions on view/download	
100.	28/03/1988	18011/1/86 Estt(D)	Simplification of confirmation procedure - Delinking of confirmation from the availability of permanent posts view/download	3
101.	17/11/1986	28034/6/86-Estt (D)	Convening of annual meetings of DPCs - Avoidance of delays in view/download	
102.	05/06/1986	14034/10/85 Estt(D)	Recruitment of women candidates to Central Civil Services/Posts	

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103.	08/03/1983	14034/5/81- Estt(D)	Period of training before appointment to be treated as duty for eligibility to sit for departmental examinations view/download	1
104.	08/02/1982	22011/2/79- Estt(D)	Validity period of list of selected candidate prepared on the basis of direct recruitment/Departmental Competitive Examination	4
105.	01/10/1981	22034/3/81- Estt(D)	Policy to be followed in case where persons refuse promotions to a higher grade view/download	
106.	24/12/1980	22011/3/76- Estt(D)	Principles for Promotion to 'Selection' Posts view/download	4
107.	04/12/1979	42013/1/79-Estt (D)	Crucial date for determining age limits etc, for competitive examinations held by the UPSC/SSC	1
108.	26/06/1979	15015/1/79- Estt(D)	Medical Examination on first appointment view/download	
109.	30/12/1976	22011/6/1975- Estt/D	Procedure for making promotions and functioning of the departmental promotion committees view/download Policy to be followed in case	3/
110.	22/11/1975	1/3/69-Estt(D)	Policy to be followed in case where persons refuse promotion to a higher grade View/download Personnition of the	
111.	18/07/1972	6/12/71- Estt/(D)	Recognition of the examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi as equivalent to various educational qualifications	

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