

No.22011/9/98-Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi 110001
June 16, 2000

OFFICE MEMORANDUM

Subject:-Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs - Relevant year up to which ACRs are to be considered.

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated September 8, 1998 prescribing a **Model Calendar for DPCs** in order to ensure that DPCs are convened in advance and approved select panels are prepared well before commencement of the relevant vacancy years. All Ministries/Departments were also requested *vide* D.O. letter of even number dated March 29, 2000 of Secretary (Personnel) for strict compliance of the instructions so as to achieve the desired objectives of timely convening of DPCs/preparation of approved select panels within the prescribed time-frame. Despite repeated communications to this effect, some of the Ministries/Departments are yet to implement these instructions. Non-adherence to the prescribed time-frame is resulting in continued delay in convening DPCs. The UPSC has, on several occasions in the past, brought this not-so-satisfactory position to the notice of the Department of Personnel and Training. This is indeed a matter of serious concern for the Government. Hence, all concerned authorities are once again counselled to adhere to the Model Calendar which has been devised as a system - improvement measure.

In regard to operation of the Model Calendar for DPCs, a doubt has been raised by certain quarters as to the question of the relevant year up to which ACRs are required to be considered by the DPCs. In this connection, it is once again clarified that only such ACRs should be considered which became available during the year immediately preceding the vacancy/panel years even if DPCs are held later than the schedule prescribed in the Model Calendar. In other words, for the vacancy/panel year 2000-2001, ACRs up to the year 1998-99 are required to be considered irrespective of the date of convening of DPC.



(K.K. JHA)

DIRECTOR(Establishment)

All Ministries/Departments of the Government of India

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1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. Rajya Sabha Secretariat, New Delhi.
4. The Lok Sabha Secretariat, New Delhi.
5. The Comptroller and Audit General of India, New Delhi.
6. The Union Public Service Commission, New Delhi with reference to their letter No.F.10/1/98-AU(C) dated 17.5.2000.
7. The Staff Selection Commission, New Delhi.
8. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
9. All Officers and Sections in the Department of Personnel and Training.
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