

New Delhi 110001
May 18, 2001

OFFICE MEMORANDUM

**Subject:-Departmental Promotion Committee (DPC) Guidelines -
Modified Check-List of papers/information to be
submitted for consideration by DPCs.**

The undersigned is directed to invite reference to the Department of Personnel and Training (DoP&T) Office Memorandum (O.M.) No.22012/1/99-Estt(D) dated October 1, 1999 prescribing a modified Check-List of papers/information to be submitted for consideration by Departmental Promotion Committees (DPCs).

2. It has been decided to incorporate the following additional points in the Check-List for information of DPCs:-

- (a) Has the Ministry/Department reviewed the Recruitment Rules which are in force for more than five years as required by the instructions of the DoP&T O.M.No.AB-14017/12/87-Estt(RR) dated 18.3.1988 read with O.M. No.AB-14017/2/97-Estt(RR) dated 25.5.1998.
- (b) If the review of the Recruitment Rules requires amendments, whether the amendments have been notified as per the procedures (copy of the notification to be enclosed).

3. Accordingly, a revised/updated Check-List of papers/information to be submitted for consideration by DPCs is enclosed. The additional points mentioned in paragraph 2 above have been incorporated at (h) and (i) below sub-head "2. Recruitment Rules" in the revised/updated check-list.

4. Ministries/Departments are requested to adopt the revised/updated Check-List and also give it wide circulation so as to bring this to the notice of all concerned. They are also requested to ensure strict adherence to the time-schedule prescribed by the Model Calendar for DPCs circulated vide DoP&T O.M.No.22011/9/98-Estt(D) dated 8.9.1998.

5. Hindi version will follow.



(K.K. JHA)

DIRECTOR(ESTABLISHMENT)

To

All Ministries/Departments of the Government of India

Copy to:-

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 Registrar General, The Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.
8. The Union Public Service Commission, with reference to their letter No. F.2/9/99-RR dated 10.11.2000.
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for SCs/STs, New Delhi.
12. National Commission for OBCs, New Delhi.
13. All Officers and Sections in the Department of Personnel and Training.
14. Facilitation Center, DoP&T(**20 copies**).
15. NIC (DoP&T) for placing this Office Memorandum on the *Website* of DoP&T.
16. Establishment (D) Section (**200 copies**).

CHECK-LIST FOR PROMOTION CASES

[Reference:Annexure-III to DoP&T Office
Memorandum No.22011/5/86-Estt(D)
dated 10.4.1989]

1. COMPLETION CERTIFICATE

Whether certificate from the designated officer (Joint Secretary/ Additional Secretary or equivalent) that the proposal is complete as per DoP&T Check-List has been enclosed.

2. RECRUITMENT RULES

- (a) Whether already notified.
- (b) Whether up-to-date, complete and legible copy enclosed.
- (c) Whether rules are applicable on the date of occurrence of vacancy.
- (d) Does it provide for promotion on selection basis.
- (e) Whether promotion is from Group 'B' to Group 'A'.
- (f) Whether promotion within Group 'A'.
- (g) Whether RRs provide association of UPSC with DPC.
- (h) Has the Ministry/Department reviewed the Recruitment Rules which are in force for more than five years as required by the instructions of the DoP&T O.M.No.AB-14017/12/87-Estt(RR) dated 18.3.1988 read with O.M.No.AB-14017/2/97-Estt(RR) dated 25.5.98.
- (i) If the review of the Recruitment Rules requires amendments, whether the amendments have been notified as per the procedures (copy of the notification to be enclosed).

3. RELAXATION

- (a) Whether any relaxation involved.
- (b) If so, whether DoP&T consulted and a copy of notes/ correspondence exchanged with DoP&T enclosed.

4. **DPC PROFORMA**

- (a) Whether proforma for referring DPC proposals to the UPSC as annexed to the DoP&T Office Memorandum No.22011/5/86-Estt(D) dated 10.4.1989 enclosed.
- (b) Whether signed by competent officer.
- (c) Whether all columns filled properly.
- (d) Whether composition of DPC indicated in proforma is as prescribed in the RRs/administrative orders issued by the Department (copy of order, if applicable, to be enclosed).

5. **SENIORITY LIST**

- (a) Whether complete and up-to-date seniority list of officers in the feeder grade furnished in the proforma as prescribed by the DoP&T Office Memorandum No.22011/5/86-Estt(D) dated 10.4.1989.
- (b) Whether separate seniority lists/combined seniority list of all feeder grades furnished (in case more than one feeder grades exist).
- (c) Whether all the officers who were in position as on the crucial date (including those who have since retired/expired) have been included in the Seniority List.
- (d) Whether the seniority list is certified to have been circulated to all concerned before finalisation.
- (e) Whether duly authenticated by an officer not below Under Secretary rank.
- (f) Whether there is any discrepancy.
- (g) Whether UPSC reference number given under which officers appointed/recommended.
- (h) Whether changes in seniority list since the last DPC have been indicated.

6. **ELIGIBILITY LIST**

- (a) Whether educational qualifications prescribed for direct recruitment applicable to promotees or otherwise specifically prescribed.
- (b) If so, whether details of educational qualifications of officers given.

- (c) Whether educational qualifications possessed by the officers in the zone of consideration match with those prescribed in RRs.
- (d) Whether separate year-wise eligibility list for preparation of year-wise panels given, wherever applicable.
- (e) Whether all the officers who were in position as on the crucial date (including those who have since retired/expired) have been included in the Seniority List.
- (f) Whether the date of regular appointment to the feeder grade is shown in eligibility list in case eligibility criteria for promotion inter-alia contemplates counting of such service in next below grade.
- (g) Whether the required number of officers in consideration zone (including SC/ST in the extended zone) available.

7. **OCCURRENCE OF VACANCIES**

- (a) Whether date and manner of occurrence of vacancies given.
- (b) Whether details of anticipated vacancies, if any, given.
- (c) Whether copy of order furnished in case of new creation of posts/ proceeding of the incumbent on deputation for more than one year.
- (d) Whether copy of order furnished in case of change of designation, if any, from that given in RRs.
- (e) Whether reservation position as per DoP&T Office Memorandum No.36012/2/96-Estt(Res) dated 2.7.1997 given (for Group 'B' to 'A').

8. **SELF CONTAINED NOTE FOR DPC**

Whether a self-contained Note for DPC duly signed by an officer not below the rank of Under Secretary furnished.

9. **ANNUAL CONFIDENTIAL REPORTS**

- (a) Whether ACRs of officers are written calendar year-wise or financial year-wise.
- (b) Whether ACRs furnished for all eligible officers along with a detailed statement (as per Annexure IV of DoP&T Office Memorandum No.22011/5/86-Estt(D) dated 10.4.1989) in respect of each officer showing year-wise availability of ACRs.

- (c) Whether ACRs are up-to-date with reference to year of panel as prescribed vide DoP&T Office Memorandum No.22011/9/98-Estt(D) dated 8.9.1998 (Model Calendar for DPCs).
- (d) Any incomplete ACRs? Position to be indicated on a separate sheet with reasons for missing/incomplete ACRs.
- (e) Is there any ACR which has not been reviewed/accepted by the Reviewing Officer/Accepting Officer? If so, whether details of such ACRs and reasons for non-review etc have been given.

10. **INTEGRITY CERTIFICATE**

- (a) Whether Integrity Certificate in prescribed form (as per format provided in paragraph 4.2.5 of the DoP&T Office Memorandum No.22011/5/86-Estt(D) dated 10.4.1989) given in respect of the eligible officers.
- (b) Whether recorded by an officer of Deputy Secretary rank.
- (c) Whether recorded for all eligible officers, specific by name.
- (d) Whether a formal certificate given in respect of officers, if any, whose integrity certificate is withheld.

11. **VIGILANCE CLEARANCE**

- (a) Whether Vigilance Clearance in respect of eligible officers given specifically (as required vide DoP&T Office Memorandum No.22011/4/91-Estt(A) dated 14.9.1992).
- (b) Whether names of officers, if any, not clear from vigilance angle given.
- (c) Whether charge-sheet served/prosecution sanction issued on all the officers not clear from vigilance angle.

12. **PENALTIES**

Whether a statement showing major/minor penalties if any imposed upon the eligible officers during last ten year has been enclosed.

13. **PREVIOUS DPC**

- (a) Has UPSC reference number, if any, for previous DPC, given.

- (b) Whether all officers recommended by the previous DPC have been promoted (copy of orders to be enclosed).

[Note:-A fresh panel for the same year/grade during the currency of the previous panel could be prepared in terms of instructions contained in paragraph 6 of the Department of Personnel and Training Office Memorandum No.22011/9/98-Estt(D) dated 8.9.1998 (Model Calendar for DPCs). However, it shall be ensured that officers included in the earlier panel are promoted before officers from the next panel are picked up].

14. **MODEL CALENDAR FOR DPCs**

- (a) Whether the crucial date for determining eligibility has been taken as 1st January as provided in the DoP&T Office Memorandum No.22011/9/98-Estt(D) dated 8.9.1998 read with DoP&T Office Memorandum No.22011/3/98-Estt(D) dated 17.9.1998. (Applicable for vacancies pertaining to the year 1999/1999-2000 onwards).
- (b) Whether the time-schedule for sending the proposal to the UPSC as laid down in the Model Calendar for DPCs adhered to. If not, reasons therefor.

15. **ADDITIONAL POINTS FOR REVIEW DPC**
(if applicable)

- (a) Whether proposal for Review DPC is covered by DoP&T guidelines dated 10.4.1989.
- (b) Whether copy of the court order/judgement on the basis of which Review DPC has been proposed is furnished.
- (c) Whether copy of order (revising the seniority/expunging the adverse remarks etc) necessitating the review has been furnished.
- (d) Whether a detailed Note for DPC giving reasons for review has been furnished.