

Dated 15<sup>th</sup> May, 2007

OFFICE MEMORANDUM

Subject: - Determination of regular vacancies for holding DPC- Inclusion of vacancy arising out of deputation for drawing up of select list for promotion.

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The undersigned is directed to refer to para 4.1 of guidelines on Departmental Promotion Committee, circulated vide this Ministry's O.M. No. No.22011/5/86-Estt (D) dated 10<sup>th</sup> April 1998, which provides that "it is essential that the number of vacancies in respect of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long-term promotion and deputation or from creation of additional posts on a long term. As regards vacancies arising out of deputation, only those cases of deputation for periods exceeding one year should be taken into account, due note, however, being kept also of the number of the deputationists likely to return to the cadre and who have to be provided for. Purely short-term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training etc. should not be taken into account for the purpose of preparation of a panel. In cases where there has been delay in holding DPCs for a year or more, vacancies should be indicated year- wise separately".

2. It has been brought to the notice of this Ministry that the Ministries/Departments are not following the above guidelines in right spirit thereby resorting to appointment of officers on promotion against deputation vacancies without ensuring that vacancies would be available for the existing deputationist(s) on return.

3. The matter has been examined in consultation with the U.P.S.C. and it has been decided to reiterate the above guidelines for strict compliance and also to ensure that vacancies arising on account of deputation for more than one year will be taken to the recruitment roster for regular appointment, only after ensuring that clear vacancies will be available for deputationists on return. Purely short-term, vacancies created as a result of officers proceeding on leave or on deputation for a shorter period, training etc. will not be taken into account for the preparation of regular panel under any circumstances.

  
(Smita Kumar)  
Director(Estt)

To

All Ministries/Departments of Government of India.

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi.
5. The Registrar General, Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. Union Public Service Commission, New Delhi with reference to UPSC letter no. F.10/7/2002-AUC dated 6<sup>th</sup> November, 2006.
9. Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for SCs, New Delhi.
12. National Commission for STs, New Delhi.
13. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi
14. Establishment Officer & A.S.
15. National Commission for OBCs, New Delhi.
16. All Officers and Sections in the Department of Personnel and Training.
17. Facilitation Center, DoP&T(**20 copies**).
18. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T
19. Establishment (D) Section (**50 copies**).

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