

No. 22011/1/2021-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
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North Block, New Delhi  
Dated : 27.08.2021

**OFFICE MEMORANDUM**


Subject : Timely and advance action in convening of Departmental Promotion Committee meeting in terms of Model Calendar-regarding.

The undersigned is directed to state that with a view to having the approved select panels for promotion ready in advance in a time-bound manner, this Department has been impressing upon adherence of time schedule for convening meetings of DPCs. The Cadre Controlling Authorities are accordingly required to follow the Model Calendars for DPC issued in OM No. 22011/4/2013-Estt.(D) dated 08.05.2017, so as to ensure that the panel is ready in time, and is utilized, as and when the vacancies arise during the course of the vacancy year.

2. Cabinet Secretariat has drawn attention to the observations of the Department related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice, that there has been an inordinate delay in the constitution of the DPC and that delay in holding of DPCs results in deprivation of timely promotion to the eligible candidates. It has also been brought to the notice that Ministries/Departments were not submitting DPC proposals to UPSC on time, causing delay in timely convening of DPCs meetings.

3. The objective of timely promotions of officers can be achieved through strict adherence to the timelines prescribed in the Model Calendar for submission of DPC proposals.

4. Accordingly, all the Ministries/Departments are, therefore, once again requested to ensure strict compliance of instructions in order to achieve the desired objectives of timely convening of DPCs/preparation of approved select panels within the prescribed time frame.

  
(A. Bhattacharya)  
Deputy Secretary  
Tel. No. 23094072

To

All Ministries/Departments of the Government of India.

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
9. The Staff Selection Commission, New Delhi.
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.



(R.K. Sinha)

Under Secretary  
Tel. No. 23040340