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No. 22011/5/86-Estt.(D)  
Government of India  
Ministry of Personnel, Public Grievances  
and Pensions  
Department of Personnel and Training

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New Delhi, dated the 10th April, 1989

OFFICE MEMORANDUM

Subject : Departmental Promotion Committees and related matters - Consolidated instructions on

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The undersigned is directed to say that instructions on the constitution and functioning of Departmental Promotion Committees and the procedure to be followed in processing and implementing the recommendations of D.P.C. were issued in a consolidated form, vide this Department's OM No. 22011/6/75-Estt.(D), dated 30th December, 1976. Instructions have also been issued subsequently clarifying/modifying certain aspects of the procedure. The various instructions have been updated and consolidated in the form of "Guide Lines on Departmental Promotion Committees" a copy of which is forwarded herewith.

  
(S.K. PARTHASARATHY)  
JOINT SECRETARY TO THE GOVT.  
OF INDIA

To

All the Ministries/Departments of the Govt. of India.

/TS/



No. 22011/5/91-Estt(D)  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
.....

New Delhi, dated the 27th March, 97

/OFFICE MEMORANDUM/

Subject:- PROCEDURE TO BE OBSERVED BY DEPARTMENTAL  
PROMOTION COMMITTEES.

The undersigned is directed to refer to the instructions contained in paras 2.1.1, 2.2.2, 2.3.1(i), 2.3.2(i) (ii) & (iii) of this Department's O.M. No. 22011/5/86-Estt(D) dated 10.3.89 and to make the changes in the aforementioned paragraphs :-

I. Para 2.1.1 :

SELECTION METHOD.

The word 'selection' appearing in the first line of the above paragraph may be substituted by the word 'Selection-cum-Seniority' & 'Selection by Merit'.

II. Para 2.2.2 of O.M. dated 10.3.89 may be substituted as under :-

" In case of each officer, an overall grading should be given. The grading shall be one among (i) outstanding (ii) Very Good (iii) Good (iv) Average (v) Unfit, excepting cases covered under Para 2.3.1 (iii)".

III. (i), (ii), (iii) & (iv) of para 2.3.1 of O.M. 10.3.89 may be substituted as under:-

SELECTION-CUM-SENIORITY AND SELECTION BY MERIT

(i) Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts a benchmark grade would be determined for each category of posts.

For all Group-C, Group-B and Group-A posts (upto and excluding the level of Rs. 3700-5000) the benchmark mark would be 'Good' and will be filled by the method of Selection-cum-Seniority as indicated in sub-para (iii).

(ii) In respect of posts which are in the level of Rs. 3700-5000 and above, the benchmark grade should be 'Very Good' and will be filled by the method of Selection by Merit as indicated in sub-para (v).

contd...

(iii) Each Departmental Promotion Committee considering the suitability of officers for promotion to posts for which the bench mark has been determined as 'Good' would grade the officers as 'Good', 'Average' and 'Unfit' only. Only those officers who obtain the grading of 'Good' will be included in the panel in the order of their seniority in the lower grade subject to availability of vacancies.

(iv) Notwithstanding the provisions mentioned above, in the case of promotions made for induction to Group A posts/services from lower groups, while the bench mark would continue to be 'Good', the DPC shall grade the officers as 'Outstanding', 'Very Good', 'Good', 'Average' and 'Unfit' as the case may be and the officers will be arranged according to the grading obtained, placing the 'Outstanding' officers on top followed by those grade as 'Very Good' and so on in the select panel upto the number of vacancies, with the officers having the same grading maintaining their inter-se-seniority in the feeder grade.

#### SELECTION BY MERIT

(v) In respect of services/posts for which the bench mark has been determined to be 'Very Good', each DPC would grade the officers as 'Outstanding', 'Very Good', 'Good', 'Average' & 'Unfit' as the case may be. However, only those officers who are graded as 'Very Good' ~~XXXXXXXX~~ and above will be included in the select panel, by placing the officers graded as 'Outstanding' on top followed by those graded as 'Very Good', subject to availability of vacancies, with the officers with the same grading maintaining their inter-se-seniority in the feeder grade.

(vi) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.

(vii) Where sufficient number of officers with the required bench mark grade are not available within the zone of consideration, officers with the required bench mark will be placed on the panel and for the unfilled vacancies the appointing authority should hold a fresh DPC by considering the required number of officers beyond the original zone of consideration.

IV.

Para 2.3.2(i): the word 'Selections' appearing in line 1 of the above paragraph may be substituted by the words 'Selection-cum-seniority' and 'Selection by Merit'.

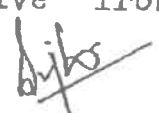
Para 2.3.2(ii) & Para 2.3.2 (iii):- the word 'Selection' appearing in line 1 of the above two paragraphs may be substituted by the words 'Selection-cum-Seniority'."

2. Consequently, the provisions contained in some of the paragraphs of this Department's O.M. No. 22011/5/86-Estt(D) dated 10.4.1989 circulating the consolidated guidelines on DPC procedure would require a number of changes and these are indicated in the Annexure.

contd. ...

3. Ministry of Finance, etc are requested to take note of the above decision and take immediate steps to amend the recruitment rules for the various posts which were hitherto filled by the method of 'Selection' and substitute the word 'Selection' in the column pertaining to method of promotion to either 'Selection-cum-Seniority' or 'Selection by Merit' as per the above revised instructions.

4. These orders shall be effective from 15th April, 1997.

  
(K.K. Jha)  
Director(Estt)

To

All Ministries/Departments of the Government of India (Secretary by name)

copy to:-

1. Ministry of Railways, New Delhi
2. Department of Atomic Energy, New Delhi
3. Department of Electronics, New Delhi
4. Department of Space, New Delhi
5. Union Public Service Commission with reference to their letter No. 10/1/88-AUC dt. 5.2.1997.  
Dholpur House, New Delhi.
6. Staff Selection Commission, New Delhi
7. Lok Sabha Secretariat, New Delhi
8. Rajya Sabha Secretariat, New Delhi
9. President's Secretariat, New Delhi
10. Comptroller & Auditor General of India, New Delhi.
11. All attached offices under the Ministry of Personnel, Public Grievances & Pensions.
12. All Officers and Sections in the Department of Personnel and Training.
13. 100 spare copies for Estt(D).

ANNEXURE.

MODIFICATIONS REQUIRED TO BE MADE IN THE PROVISIONS OF  
THIS DEPARTMENT'S O.M. NO. 22011/5/86-ESTT(D) DATED  
10.4.89.

1. Para I(a): the word 'Selection' may be replaced by the word 'Selection-cum-seniority' and 'Selection by Merit'.
2. Para 2.2: the word 'Selection' wherever appearing may be substituted by the word 'Selection-cum-Seniority' & 'Selection by Merit'.
3. Para 5 : the word 'Selection' appearing in line 6 of this para may be substituted by the word 'Selection-cum-seniority' & 'Selection by Merit'.
4. Para 6.1.1: the word 'Selection' appearing in line 1, may be substituted by the words 'Selection-cum-seniority' & 'Selection by Merit'.
5. Para 6.2.2: may be substituted by para-II of the main office memorandum of which this is the enclosure.
6. Para 6.3.1: may be substituted by para-III of the main office memorandum of which this is the enclosure.
7. Para 6.3.2(i):- the word 'Selections' appearing in line 1 of the above paragraph may be substituted by the words 'Selection-cum-seniority' and 'Selection by Merit'.
8. Para 6.3.2(ii) & 6.3.2(iii): the word 'Selection' appearing in line 1 of the above two paragraphs may be substituted by the words 'Selection-cum-Seniority'.