15.5 **Departmental Promotion Committees**: As mentioned in para 15.4, Departmental Promotion Committees shall judge the suitability of Officers for promotion.

15.5.1 **Consideration by Departmental Promotion Committees**: All cases for regular promotions are to be first considered by the Departmental Promotion Committees (D.P.Cs.), which have to be constituted for categorywise posts. The D.P.C. is to be guided by the instructions as issued from time to time and the office is required to place complete and correct information before the D.P.C. The D.P.C. has to take care that:

(i) Every person eligible for promotion as per the relevant Promotion Rules and in the field of choice is considered for promotion;

(ii) The standard for promotion i.e. qualifications, service in the feeder category as prescribed in the Promotion Rules are strictly adhered to and only eligible persons are considered.

(iii) A uniform standard is followed for making assessment of all the persons.

(iv) The proceedings of the D.P.C. and the select-lists are prepared strictly in accordance with the instructions on the subject.

(v) Instructions relating to reservations, sealed cover procedure in respect of Government servants facing departmental/criminal proceedings and recommendation for their ad-hoc promotion, wherever permissible, are kept in view while preparing the select lists.

15.5.2 **Constitution of Departmental Promotion Committees**: Members included in Departmental Promotion Committees for Group 'A' and 'B' posts should be at least one level above the post to which promotion is to be made.

The Departmental Promotion Committee to consider and recommend the names of officials for promotion/confirmation in respect of various services/posts up to the lowest rung of Group ‘A’ consists of

(i) Joint Secretary/Director (in-charge of Administration) as the Chairperson

(ii) Two Members to be nominated by the Secretary-General from officers of the rank of Director/Deputy Secretary/Under Secretary, one of whom belonging to SC/ST category.

The names of officers in case of promotion within Group ‘A’ are recommended by the Secretary-General.

15.5.3 **Information/Papers to be placed before the Departmental Promotion Committee**: The following papers are to be placed before the Departmental Promotion Committee:

(i) Memorandum indicating the following information:

   (a) Year-wise break up of vacancies for previous years and vacancies anticipated for 12 months (January-December);
(b) Feeder category from which promotion is to be made, with requirement of service, qualifications and other requisites of eligibility;

(c) Seniority position of eligible incumbents;

(d) Names of incumbents against whom disciplinary/criminal proceedings are pending;

(e) Names of incumbents against whom any penalty has been imposed with nature of penalty date of imposition of penalty and period if any;

(f) Reservations position;

(g) Statement indicating position regarding Vigilance Clearance Certificate in respect of promotion to gazetted posts;

(h) Statement indicating position regarding integrity certificate.

(ii) Updated copy of the Recruitment and Promotion Rules;

(iii) Upto date Seniority list(s) of the feeder category (ies) indicating whether incumbents are eligible to the considered and if not reasons therefor. Indication of the incumbents belonging to Scheduled Castes/Scheduled Tribes should also be given;

(iv) Folder of Vigilance Clearance Certificates of those being considered for gazetted posts;

(v) Folder of Integrity Certificate of those being considered;

(vi) Completed Annual Confidential Report dossiers of those being considered.

15.5.4 Frequency at which D.P.C. should meet: The D.P.C. is convened at regular annual intervals not only to fill up existing vacant posts but also to draw panels which could be utilized for making promotions against the vacancies likely to occur during the course of the year. The meeting of the DPC is normally conducted in the month of December each year. The DPC assesses the suitability of employees for promotion on the basis of their CRs for five preceding years. For unanticipated vacancies and new posts, DPC should be held within 3 months in the form of a review DPC for the entire year, so that the inter se seniority is properly determined.

15.5.5 Method of calculating vacancies and Zone of Consideration: For holding meetings of the Departmental Promotion Committee, the precise number of vacancies for which select-list is to be prepared has to be worked out. For calculating the number of vacancies in the current year, all vacancies anticipated during the next 12 months from 1st January to 31st December shall be taken into account and should include only the existing vacancies (duly sanctioned and not merely budgeted) and anticipated retirements and promotions. Short-term temporary vacancies should not be taken into account for preparing panels.

For one vacancy, Five Officers are considered. If there are two vacancies, Eight Officers will be considered, the formula being \(2(x)+4\), where ‘x’ stands for number of vacancies. To illustrate the formula, if there are ten vacancies, Twenty Four Officers will be considered for the post, i.e. the zone of consideration is twenty four.

The zone of consideration may be extended to five times the number of vacancies for providing suitable representation to SC/ST
candidates. The intention is to have an extended zone of five times the number of vacancies in all cases where adequate number of SC/ST candidates are not available in the normal zone of a smaller size. For a single vacancy however, the zone will not be extended. The normal zone and the extended zone for vacancies will accordingly be as follows: -

<table>
<thead>
<tr>
<th>No. of Vacancies</th>
<th>Normal Zone</th>
<th>Zone for consideration for SC/ST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If not available in normal Zone</td>
</tr>
<tr>
<td>1.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>4.</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>5 and above</td>
<td>Twice the no. of vacancies+4</td>
<td>5 times the no. of vacancies</td>
</tr>
</tbody>
</table>

15.5.6 Procedure for assessment by selection in D.P.C - All promotion posts in the Secretariat are filled by Selection, i.e., on the basis of selection-cum-seniority and selection by merit. To assess the relative merit of officers:

(i) the Confidential Reports for equal number of years in respect of all officers being considered for a particular post are scrutinised;

(ii) preferably, the Confidential Reports for the years equal to the required qualifying service are perused;

(iii) the overall grading obtained by an officer as recorded in the ACR is not the sole guiding factor but the assessment is on the basis of individual entries in the Confidential Report;

(iv) the members of Departmental Promotion Committee may devise their own method/procedure for objective assessment of suitability of the candidates who are to be considered by them;

(v) in case of each officer, an overall grading from among (i) Outstanding (ii) Very Good, (iii) Good, (iv) Average, (v) Unfit is given. Before making the overall grading, the DPC should take into account major or minor penalties and adverse remarks in the ACRs in the period under consideration;

(vi) in respect of officials under suspension, charge sheet or criminal prosecution the DPC will follow the 'sealed cover' procedure.

(vii) for all Group C, B & A [upto but excluding Rs. 3700-5000 (pre-revised)] the bench mark is ‘Good’ and filled by Selection-cum-Seniority. In respect of posts of and above
the level of Rs. 3700-5000, the bench mark is ‘Very Good’ and filled by selection by merit;

(viii) Officers with 'Outstanding' will be placed at the top of the panel, followed by Officers with 'Very Good' and then by Officers with 'Good' (in case of benchmark of good). Officers having the same grading would maintain their inter-se-seniority of the feeder grade in the final panel.

15.5.7 Giving effect to DPC recommendations- DPC recommendations are advisory in nature and have to be approved by the appointing authority before they are given effect. As soon as proceedings of the DPC are received, the matter should be processed on file for approval/orders, pointing out any lacunae/errors in the proceedings. Where it is proposed to disagree with the DPC recommendations, the reasons should be recorded in detail. In case of Group 'B', 'C' and 'D', the DPC should be first given the reasons/facts and asked to reconsider and a final decision should be taken thereafter.

In respect of Group 'A' Officers where Chairman is the appointing authority, the matter will be submitted for the orders of the Chairman and the orders shall be treated as final. Decisions on the DPC's recommendations should be taken within a time limit of 3 months.

15.5.8 Validity of DPC recommendations- A panel is valid for one year and may be extended by upto 6 months for reasons to be recorded. Steps must be taken to convene the next DPC in the interim and the remaining period of the calendar year from date of convening of the DPC shall be considered for the purpose. After the new DPC has been convened, the old panel should not be operated.