



नासिन, जोनल केंपस, कानपुर

Compilation of
RULE/CIRCULAR/ORDER
on
Departmental Promotion Committee
(DPC)

LAST UPDATED ON 10.05.2019



(P. K. Katiyar)

*In this Compilation, attempts have been made to compile circulars related to **Departmental Promotion Committee (DPC)**. Main idea behind this compilation is to provide access to all the available circulars related to the subject at one place so as to assist the officers in their day to day administrative functioning. It is expected that it will help the new entrants into the service as well as the serving officers.*

*Though all efforts have been made to make this document error free, but it is quite possible that some errors might have crept into the document. If you notice any errors, the same may be brought to the notice to the **NACIN, Zonal Campus, Kanpur** on the Email address: nacin.kanpur@gov.in.*







The matter in this Compilation is based on a number of sources including Government as well as non-Government websites. The purpose is primarily education and training. It is not our intention to infringe any copyrights. However, if anybody has any issue with regard to any of the material used in this Compilation, the same may kindly be brought to my notice on the email address mentioned above.








Disclaimer: *The contents of this compilation are based on a number of sources including Government as well as non-Government websites. All efforts have been made to ensure the correctness of the contents however the users are requested to carefully reverify the circulars from authentic sources before using.*









(P. K. Katiyar)








Additional Director General










Compilation of Rules/Circular/Order on Departmental Promotion Committee








S. No.	Date	File Number	Subject	Remarks
2019				
1.	25/02/2019		Treatment of period of Leave towards minimum residency period for in-situ promotion under Modified Flexible Complimenting Scheme (MFCS)  view/download	
2018				
1.	15/11/2018	22011/3/2013-Estt/ (D)	Promotion of Government servants found fit by review DPC after retirement-procedure and guidelines to be followed  view/download	Found fit by review DPC after retirement
2.	02/07/2018	28020/3/2018-Estt.(C)	Master Circular on Probation, Confirmation in Central Services (Seeking comments/views)  view/download	Probation, Confirmation
3.	25/04-03/05/2018		Declaring DoPT's OM No/ AB/14017/39/3009-Estt(RR) dated 2/4/2012 as non est (NFU to Organized Group 'A' Services)  view/download	
4.	23/03/2018	22011/4/2013-Estt (D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs - Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs - regarding  view/download	DPC Procedure Model Calendar of DPCs
2017				
1.	06/11/2017		Non-Functional upgradation for officers of Organized Group 'A' Services in PB-3/ PB-4 and HAG  view/download	









S. No.	Date	File Number	Subject	Remarks
2.	08/05/2017	22011/4/2013-Estt/(D)	Procedure to be observed by the DPCs-Model Calendar for DPCs-Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs-regarding  view/download	DPC Procedure Model Calendar of DPCs
3.	19/01/2017		Instructions on sealed cover procedure-where Govt/ servant has been acquitted but appealis contemplated/pending-clarification reg  view/download	Sealed Cover Procedure
2016				
1.	06/12/2016		CCS (CCA) Rules, 1965-Clarification regarding effect of warning, censure, etc/ on promotion  view/download	Vigilance Clearance for Promotion Effect of Penalties
2.	21/11/2016	22011/4/2007-Estt/ (D)	Guidelines for treatment of effect of penalties on promotion - role of DPC  view/download	Sealed Cover Procedure Effect of Penalties
3.	27/10/2016	22011/1/2011-Estt (D)	Timely and advance action in convening of Departmental Promotion Committee meeting in terms of Model Calendar-reg  view/download	Model Calendar of DPCs
4.	25/01/2016	22011/3/2013-Estt/ (D)	Promotion of Govt/ servants exonerated after retirement-Procedure and Guidelines to be followed-Regarding  view/download	Promotion on Exoneration After Retirement
2015				
1.	23/11/2015		Promotion of Govt/ servants exonerated after retirement - Procedure and Guidelines to be followed - comments solicited  view/download	Sealed Cover Procedure Promotion on Exoneration After Retirement
2.	25/06/2015	22038/1/2015-	Review of instructions on	









S. No.	Date	File Number	Subject	Remarks
		Estt/D	appointment to Non Functional Selection Grade of Organized Group A Central Services - regarding  view/download	
3.	23/04/2015	22011/1/2011-Estt(D)	Timely and advance action in convening of DPC meeting in terms of Model Calendar-regarding  view/download	Model Calendar of DPCs
4.	30/01/2015	22011/2/2014-Estt/D	Procedure for conduct of supplementary DPC  view/download	Supplementary DPC
5.	28/01/2015	22011/4/2013-Estt/(D)	Review of Model Calendar for the Departmental Promotion Committees (DPCs) being conducted by the Ministries/Departments  view/download	Model Calendar of DPCs
2014				
1.	14/11/2014	22011/1/2014-Estt/(D)	Inclusion of eligible officers who are due to retire before the likely date of vacancies, in the panel of promotion-Regarding  view/download	
2.	30/07/2014	14017/32/13-Estt.(RR)	Treatment of period of Leave towards minimum residency period for in situ promotion under Flexible Complementing Scheme  view/download	
3.	28/05/2014	22011/6/2013-Estt(D)	Eligibility of officers to be considered for promotion by DPC - Fixing of Crucial Date - Regarding  view/download	
4.	09/05/2014	22011/5/2013-Estt/D	Procedure to be followed by Departmental Promotion Committees (DPCs) - Assessment of entries and grading in ACRs/APARs - regarding  view/download	DPC Procedure Assessment of Entries/Gradings by DPC








S. No.	Date	File Number	Subject	Remarks
5.	28/04/2014	22011/4/2007-Estt/ (D)	Guidelines on treatment of effect of penalties on promotion - role of Departmental Promotion Committee  view/download	Vigilance Clearance for Promotion Effect of Penalties
6.	23/01/2014	22034/4/2012-Estt/(D-II)	Comprehensive review of instructions pertaining to vigilance clearance for promotion—clarifications - regarding  view/download	Vigilance Clearance for Promotion
2013				
1.	13/12/2013	22011/1/2011-Estt(D)	Furnishing of DPC proposals to the UPSC and preparation of approved select panels for promotion in a time bound manner as laid down in the Model Calendar for DPCs  view/download	
2.	06/12/2013	14021/1/2012-Estt/(D)	Recognition of certificates/qualifications awarded by Board of Higher Secondary Education, Delhi etc/ for purpose of employment in the Central Govt/ - Regarding  view/download	
3.	03/10/2013	14034/1/2013-Estt.(D)	Consolidated instructions on incentives for sportspersons - regarding  view/download	Sports
4.	06/03/2013	14021/1/2012-Estt/D	Recognition of certificates /qualifications awarded by Rajasthan State Open School, Jaipur and AP Open Schooling Society for the purpose of employment in Central Government Offices  view/download	
2012				
1.	30/11/2012		Provisions relating to pro forma promotion  view/download	







S. No.	Date	File Number	Subject	Remarks
2.	02/11/2012	22034/4/2012-Estt(D)	Comprehensive review of instructions pertaining to vigilance clearance for promotion - regarding  view/download	Vigilance Clearance for Promotion
3.	28/09/2012	21011/1/2010-Estt.A	ACRs with below benchmark grading considered in past DPCs - regarding  view/download	ACR with below benchmark
4.	06/08/2012	22011/1/2011-Estt(D)	Furnishing DPC proposal to UPSC in a time-bound manner as laid down in the O/M/ dated 24/3/2011  view/download	
5.	26/07/2012	14034/1/2012-Estt/(D)	Out of turn promotion for sportspersons  view/download	Sports person
2011				
1.	29/04/2011	14017/37/2008-Estt.(RR)	Amendment to RRs for scientific posts as per Modified FCS based on 6th CPC recommendations  view/download	
2.	25/03/2011	22011/1/2011-Estt/(D)	Nomination of JS level officer as designated authority for timely holding of DPCs-regarding  view/download	
3.	24/03/2011	22011/3/2011-Estt(D)	Receipt of incomplete or deficient DPC proposals from the Ministries/Departments- Regarding  view/download	
4.	11/03/2011	22011/1/2011-Estt/(D)	Procedure to be observed by the DPCs - Model Calendar for DPCs and related matters - Regarding  view/download	DPC Procedure Model Calendar of DPCs
5.	18/01/2011	AB14017/61/2008-Estt.(RR)/Pt	Qualifying service for promotion to SAG/HAG Grades in organised Group 'A' Engg / Services-regarding  view/download	









S. No.	Date	File Number	Subject	Remarks
2010				
1.	23/02/2010	42012/13/2007-Estt/(D)	Recognition of Certificates-Qualifications issued by State Madarsa Education Board for the purpose of employment under the Central Government.  view/download	
2008				
1.	20/08/2008	22011/3/2008-Estt/(D)	Selection of candidates on direct recruitment basis - Consideration of CRs for selection of candidates - instructions regarding.  view/download	
2.	18/02/2008	22011/3/2007-Estt(D)	DPC Guidelines - Benchmark prescription for promotion at the level for JS and above - Revised Guidelines  view/download	
2007				
1.	15/05/2007	22034/1/2006-Estt(D)	Determination of regular vacancies for holding DPC - Inclusion of vacancy arising out of deputation for drawing up of select list for promotion  view/download	
2.	11/04/2007	22034/3/2007-Estt(D)	DPC guidelines - Appeal(Civil) No/ 689/2007(arising out of SLP(C) No 2410/2007 in the matter of UOI & Anr vs S/K/Goel & Ors - Judgement dated 12/2/2007 of Supreme Court of India  view/download	
2006				
1.	21/09/2006	22011/9/98-Estt-(D)	Procedure to be observed by the Departmental Promotion Committee (DPCs)- Model Calendar for DPCs and related matters  view/download	DPC Procedure Model Calendar of DPCs
2.	25/10/1977, 03/05/1993, 30/5/1995, 30/10/2003, 24/02/2006		Creation/Continuation/Revi val of Posts  view/download	







S. No.	Date	File Number	Subject	Remarks
3.	06/01/2006	22011/2/2002-Estt(D)	DPC Guidelines - Review of size of zone of consideration  view/download	Zone of consideration
2005				
1.	27/10/2005	22011/1/2005-Estt(D)	Crucial date for determining eligibility in cases where no qualifying service is prescribed in the Recruitment Rules for promotion to the next higher post-regarding  view/download	Crucial date where no qualifying service is prescribed
2.	19/09/2005	22011/4/2005-Estt(D)	Selection of candidates on direct recruitment basis - Consideration of CRs for selection of candidates - instructions regarding  view/download	
3.	15/09/2005	35034/7/97-Estt(D)	No supersession in promotion- Review of Recruitment Rules  view/download	
4.	16/02/2005	35035/7/97-Estt(D)	DPC Guidelines - No supersession in promotions - regarding  view/download	
2004				
1.	15/12/2004	22034/5/2004-Estt (D)	Promotion of persons is undergoing a penalty - clarification regarding  view/download	Persons undergoing a penalty
2.	25/10/2004	22012/1/99-Estt(D)	Cases of persons whose conduct is under investigation or against whom a charge sheet is pending - consideration for promotion - clarification regarding  view/download	
3.	04/08/2004	20034/5/2002-Estt(D)	Promotion-validity of panel in the case of those who are on long leave  view/download	
4.	20/04/2004	22012/1/99-Estt(D)	Departmental Promotion Committee (DPC)	Checklist of papers to be submitted to









S. No.	Date	File Number	Subject	Remarks
			Guidelines - Modified check-list of papers/information to be submitted for consideration by DPC  view/download	DPC
2003				
1.	14/08/2003	22011/3/98-Estt(D)	Eligibility of officers to be considered for promotion by DPC Fixing of crucial date of -Clarification regarding  view/download	Crucial date
2.	16/06/2003	22011/2/2003-Estt(D)	Requirement of minimum residual service before retirement for promotion to posts which require approval of the ACC-Review of  view/download	
3.	08/01/2003	22038/1/2002-Estt(D)	Non-Functional Selection Grade in Organised Group A Services - Application of sealed cover procedure  view/download	
2002				
1.	21/11/2002	22011/2/99-Estt(A)	Instructions on sealed cover procedure Applicability to review DPC clarification regarding  view/download	Sealed Cover Procedure
2.	15/11/2002	22011/1/02_Estt(D)	Zone of consideration for promotion to 'Selection' posts-Clarification regarding  view/download	
3.	16/04/2002	22012/1/2001-Estt(D)	Consideration of retired employees for promotion  view/download	
4.	08/02/2002	35034/7/97-Estt(D)	Procedure to be observed by departmental promotion committees(DPCs)-No supersession  view/download	
5.	08/02/2002	35034/7/97-Estt(D)	Procedure to be observed by Departmental	









S. No.	Date	File Number	Subject	Remarks
			Promotion Committees (DPCs) - No supersession in 'selection' promotion-Revised Guidelines regarding  view/download	
6.	21/01/2002	20011/1/2001-Estt(Res)	Seniority of SC/ST Government servants on promotion by virtue of rule of reservation/roster  view/download	
2001				
1.	23/05/2001	22012/1/97-Estt(D)	Meeting of Departmental Promotion Committees (DPCs) - furnishing of certificates by the Chairperson/Members  view/download	Certificates by the Chairperson/Members of DPC
2.	18/05/2001	22012/1/99-Estt(D)	Departmental Promotion Committee (DPC) Guidelines - Modified Check-List of papers/information to be submitted for consideration by DPCs  view/download	Check-List of papers/information
3.	18/04/2001	22013/1/2001-Estt(D)	Adjournment of the Departmental Promotion Committee meetings due to lack of quorum - advice regarding  view/download	
2000				
1.	14/12/2000	22011/9/98-Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs  view/download	
2.	06/10/2000	22011/7/98-Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - No/ of Confidential Reports to be considered by the DPCs  view/download	ACR
3.	16/06/2000	22011/9/98-	Procedure to be observed	DPC Procedure









S. No.	Date	File Number	Subject	Remarks
		Estt(D)	by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs - Relevant year up to which ACRs are to be considered  view/download	Model Calendar of DPCs
4.	06/06/2000	22/1/2000-CRD	Grant of Non-Functional Selection Grade to the organized Group A Central Services - increase in percentage ceiling  view/download	
5.	06/06/2000	22/1/2000-CRD	Recommendations of the Fifth Central Pay Commission on scales of pay of posts of Superintending Engineers and Executive Engineers and equivalent in the organized Group A Engineering Service  view/download	
1999				
1.	06/10/1999	22011/9/98-Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPC) - Model Calendar for DPCs - CHAIN VACANCIES - clarification regarding  view/download	DPC Procedure Model Calendar of DPCs
1998				
1.	09/11/1998	1/11/98-CRD	Grant of the Non-Functional Selection Grade in respect of the Organised Group A Services - fixing of crucial date  view/download	
2.	13/10/1998	22011/9/98-Estt/(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs and related matters - clarification  view/download	DPC Procedure Model Calendar of DPCs
3.	12/10/1998	22011/4/98-Estt(D)	Procedure to be followed by the Departmental Promotion Committee	Procedure of DPC for retired employees


S. No.	Date	File Number	Subject	Remarks
			(DPCs) in regard to retired employees  view/download	
4.	17/09/1998	22011/3/98-Estt(D)	Eligibility of officers to be considered for promotion by DPC - Fixing of Crucial Date of  view/download	Crucial date
5.	08/09/1998	22011/9/98-Estt(D)	Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs and related matters  view/download	DPC Procedure Model Calendar of DPCs
6.	04/05/1998	14021/3/97-Estt/ (D)	Equivalence of qualification awarded by Kameshwar Singh Darbhanga Sanskrit University, Darbhanga, Bihar  view/download	
7.	13/04/1998	22013/1/97-Estt/(D)	Procedure to be observed by the Departmental Promotion Committee (DPC) - Holding of Review DPC  view/download	Review DPC
8.	12/01/1998	22012/5/97 - Estt/ (D)	DPC Procedure - Constitution of DPCs in respect of certain categories of cases which required ACC approval - Revised instructions - regarding  view/download	
1997				
1.	27/03/1997	22011/5/91-Estt(D)	PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEES  view/download	DPC Procedure
1996				
1.	09/04/1996	22011/18/87-Estt(D)	Guidelines for preparing extended panel in the case of promotion-reg  view/download	Extended Panel Guidelines

S. No.	Date	File Number	Subject	Remarks
1994				
1.	17/10/1994	22011/9/89/Estt (D)	Calculation of Vacancies for reporting to Departmental Committee-Reg  view/download	Calculation of Vacancies
1992				
1.	14/09/1992	22011/4/91-Estt(A)	Promotion of Govt/ Servants against whom disciplinary /court proceedings are pending or whose conduct is under investigation - Procedure and Guidelines to be followed  view/download	
2.	22/04/1992	22011/1/90-Estt(D)	Zone of Consideration by selection-clarification regarding  view/download	Zone of consideration
3.	04/02/1992	22011/10/84-Estt/(D)	Revision of pay scale/upgradation of the posts - Date of regular appointment of the incumbents to the upgraded post  view/download	
1991				
1.	01/07/1991	22011/4/91-Estt/(D)	Question as to the date from which appointment is to be treated as regular in the case of a Govt/ servant who is already holding a post on adhoc basis and is later selected for regular appointment thereto  view/download	
1990				
1.	22/11/1990	22038/1/88-Estt(D)	Selection Grade in Group A Services - Grant of NBR for NFSG appointments  view/download	
2.	21/11/1990	14021/3/90-Estt/D	Recognition of Examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi, Kameshwar Singh	

S. No.	Date	File Number	Subject	Remarks
			Darbhanga Sanskrit University Darbhanga, Sampurnanand Sanskrit Vishwavidyalaya, Varanasi  view/download	
3.	12/10/1990	22011/1/90-Estt(D)	Zone of Consideration for promotion by selection-Revised instructions  view/download	Zone of consideration
4.	30/07/1990	14021/1/90-Estt/(D)	Recognition of the examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi as equivalent to various educational qualification in the general set up of education for purposes of employment under the Central Government  view/download	
5.	11/05/1990	22011/3/88-Estt(D)	Procedure for making promotions and functioning of the Departmental Promotion Committee  view/download	
6.	27/03/1990	22011/5/86-Estt(D)	Procedure to be observed by Department Promotion Committee-Revised guidelines  view/download	DPC Procedure
7.	01/02/1990	22038/1/88-Estt(D)	Non-functional Selection Grade in Group A Services - Guidelines to be followed by Selection Committee  view/download	
1989				
1.	09/10/1989	28038/1/88-Estt(D)	Selection Grade in Group A Services - Guidelines to be followed by the Selection Committee - Instruction on  view/download	
2.	19/07/1989	22011/7/86-Estt/ (D)	Eligibility of officers to be considered for promotion by DPC - fixing of crucial date of  view/download	Crucial date

S. No.	Date	File Number	Subject	Remarks
3.	20/06/1989	22011/5/86-Estt(D)	Procedure to be observed by Departmental Promotion Committees  view/download	DPC Procedure
4.	10/04/1989	22011/5/86-Estt(D)	Departmental Promotion Committees and related matters - Consolidated instructions on  view/download	Consolidated instructions on DPC
5.	10/03/1989	22011/5/86-Estt/ D	Procedure to be Observed by Departmental Promotion Committees  view/download	DPC Procedure
1988				
1.	09/08/1988	18011/2/88-Estt(D)	Erroneous confirmation of Government servants - Revision of instructions on  view/download	
2.	28/03/1988	18011/1/86 Estt(D)	Simplification of confirmation procedure - Delinking of confirmation from the availability of permanent posts  view/download	
1986				
1.	17/11/1986	28034/6/86-Estt (D)	Convening of annual meetings of DPCs - Avoidance of delays in  view/download	
2.	05/06/1986	14034/10/85 Estt(D)	Recruitment of women candidates to Central Civil Services/Posts  view/download	
1983				
1.	08/03/1983	14034/5/81-Estt(D)	Period of training before appointment to be treated as duty for eligibility to sit for departmental examinations  view/download	
1982				
1.	08/02/1982	22011/2/79-Estt(D)	Validity period of list of selected candidate prepared on the basis of direct	

S. No.	Date	File Number	Subject	Remarks
			recruitment/Departmental Competitive Examination  view/download	
1981				
1.	01/10/1981	22034/3/81-Estt(D)	Policy to be followed in case where persons refuse promotions to a higher grade  view/download	
1980				
1.	24/12/1980	22011/3/76-Estt(D)	Principles for Promotion to 'Selection' Posts  view/download	
1979				
1.	04/12/1979	42013/1/79-Estt (D)	Crucial date for determining age limits etc, for competitive examinations held by the UPSC/SSC  view/download	
2.	26/06/1979	15015/1/79-Estt(D)	Medical Examination on first appointment  view/download	
1976				
1.	30/12/1976	22011/6/1975-Estt/D	Procedure for making promotions and functioning of the departmental promotion committees  view/download	
1975				
1.	22/11/1975	1/3/69-Estt(D)	Policy to be followed in case where persons refuse promotion to a higher grade  view/download	
1972				
1.	18/07/1972	6/12/71-Estt/(D)	Recognition of the examinations conducted by Rashtriya Sanskrit Sansthan, New Delhi as equivalent to various educational qualifications in the general set up of education for purposes employment under the Central Government  view/download	

S. No.	Date	File Number	Subject	Remarks
1968				
1.	21/03/1968	12/2/67-Estt(D)	Erroneous Confirmation of Government Servants - Procedure for cancellation - Instructions regarding  view/download	

