

No. 22011/18/87-Estt.(D)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

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New Delhi, the 7-4-1986.

OFFICE MEMORANDUM

Subject:- Guidelines for preparing extended panel in the case of promotion - reg.

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The undersigned is directed to refer to Department of Personnel & Training O.M. No. 22011/5/86-Estt.(D) dated 10.4.89 laying down guidelines on Departmental Promotion Committees. Normally, in the case of promotion, the number of persons recommended in the panel is equal to the number of vacancies reported. However, sometimes DPCs recommend additional vacancies (extended panel) to tide over situations where officers on the select panel are not available for appointment by reason of being on deputation etc. There are at present no clear instructions regarding the guidelines to be followed for preparation of such extended panels. It has been noticed that such extended panels have sometimes been utilised for filling vacancies which have arisen subsequent to the DPC or during currency of the panel. This is an incorrect use of the extended panel.

2. The matter has been examined in consultation with the UPSC and it has been decided that DPCs shall prepare an extended panel only in the following contingencies :-

- i) When persons included in the panel are already on deputation or whose orders of deputation have been issued and will be proceeding on deputation shortly for more than a year or
- ii) When persons included in the panel have refused promotion on earlier occasions and are under debarment for promotions or
- iii) When officers included in the panel are retiring within the same year provided there is no change in the zone of consideration by the expected date of their retirement;

3. It has also been decided that while giving the extended panel, the DPC should stipulate a condition against the additional names to the effect that they will be promoted only in the event of the officer(s) in regular panel not being available for promotion/appointment for the reasons given by the Ministry/Department.

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Ministries/Departments are requested to bring these instructions to the notice of all concerned including their attached and subordinate offices for guidance and strict compliance.

(K.K. Jha)
Director (E).

To

- 1) All Ministries/Departments of the Govt. of India.
- 2) All State Govts./Union Territories.
- 3) C & AG.
- 4) UPSC w.r.t. their letter No: F. 10/19/87-AU-C dt. 17.1.88.
- 5) SSC.
- 6) Lok Sabha Secretariat.
- 7) Rajya Sabha Secretariat.
- 8) Secretary, National Council (JCM).
- 9) All Attached and Sub-ordinate offices of DOP&T.
- 10) All Sections.
- 11) 300 spare copies for Estt. (D).