

North Block, New Delhi 110001  
October 13, 1998

**OFFICE MEMORANDUM**

**Subject: - Procedure to be observed by the Departmental Promotion Committees (DPCs) - MODEL CALENDAR FOR DPCs and related matters - clarification -**

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The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated September 8, 1998 on the subject noted above. In paragraph 4 of the said Office Memorandum, it has been provided that the Joint Secretary(Administration) of the Ministry/Department concerned would certify that the information and documents have been furnished to the UPSC in accordance with the check lists prescribed by the Department of Personnel and Training *vide* its Office Memorandum No.22011/5/86-Estt(D) dated April 10, 1989 read with Office Memorandum No.22011/6/86-Estt(D) dated May 30, 1986 . In order to clarify the position further, the following sentence may be added at the end of paragraph 4 of the Office Memorandum under reference:-

*"In cases where the Joint Secretary(Administration) is not concerned with the post(s) for which reference is being made to the UPSC, the required certificate shall be granted by the Joint Secretary/Additional Secretary concerned".*

2. All Ministries/Departments of the Government of India are requested to take a note of the above clarification.

3. Hindi version will follow.

  
(K.K. JHA)

DIRECTOR(Establishment)

To

All Ministries/Departments of the Government of India.

Copy to:-

- (i) Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi.
- (ii) Establishment Officer's Division, Department of Personnel and Training, New Delhi.
- (iii) Establishment (B) Section, Department of Personnel and Training, New Delhi.
- (iv) Establishment (D) Section, Department of Personnel and Training, New Delhi. -- (300 copies).