

No.22011/9/98-Estt(D)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)New Delhi 110001  
December 14, 2000**OFFICE MEMORANDUM****Subject: - Procedure to be observed by the Departmental Promotion Committees (DPCs) - Model Calendar for DPCs.**

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated September 8, 1998 prescribing a **Model Calendar for DPCs** in order to ensure that DPCs are convened in advance and approved select panels are prepared well before commencement of the relevant vacancy years. All Ministries/Departments were also requested *vide* D.O. letter of even number dated March 29, 2000 of Secretary (Personnel) for strict compliance of the instructions so as to achieve the desired objectives of timely convening of DPCs/preparation of approved select panels within the prescribed time-frame. Despite repeated communications to this effect, some of the Ministries/Departments are yet to implement these instructions. Non-adherence to the prescribed time-frame is resulting in continued delay in convening DPCs. The UPSC has, on several occasions in the past, brought this not-so-satisfactory position to the notice of the Department of Personnel and Training. This is indeed a matter of serious concern for the Government. Hence, all concerned authorities are once again counselled to ensure adherence to the Model Calendar which has been devised as a system-improvement measure. In case of non-adherence to the prescribed time-frame, steps should be taken to fix responsibility for the lapse in this regard.

2. Ministries/Departments are requested to give wide circulation to these instructions to ensure strict adherence to the time-schedule prescribed as per the Model Calendar for DPCs.

  
( K.K. JHA )

DIRECTOR(Establishment)

**All Ministries/Departments of the Government of India**

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Audit General of India, New Delhi.
7. The Union Public Service Commission, New Delhi with reference to their letter No.F.11/62/2000-AU(C) dated 22.11.2000.
8. The Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. All Officers and Sections in the Department of Personnel and Training
11. Establishment(D) Section, DoP&T (50 copies)