

New Delhi 110001  
October 6, 2000

OFFICE MEMORANDUM

**Subject:-** Procedure to be observed by the Departmental Promotion Committees (DPCs) - Number of Confidential Reports to be considered by the DPCs.

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum No.22011/5/86-Estt(D) dated April 10, 1989 on the subject cited above. Para 6.2.1 of the instructions lay down the procedure to be followed by the DPCs with regard to the Confidential Reports (CRs) to be considered for the assessment of the suitability of the officers in the zone of consideration. Sub-para (b) of the aforesaid para provides that "*the DPC should assess the suitability of the officers for promotion on the basis of their service record and with particular reference to CRs for five preceding years. However, in cases, where the required qualifying service is more than five years, the DPC should see the record with particular reference to the CRs for the years equal to the required qualifying service. (If more than one CR has been written for a particular year, all the CRs for the relevant years shall be considered together as the CR for one year).*"

2. The Fifth Central Pay Commission, in Chapter 21(para 21.18), on 'Performance Appraisal' has, *inter-alia* , recommended as follows:-

*"Normally, the Confidential Reports of the immediately preceding five years alone should be considered by Departmental Promotion Committees to assess the suitability of the employees for career advancement and other benefits, unless reference to reports of earlier years is considered to be absolutely essential."*

The Union Public Service Commission has also been of the view that the DPC should assess only last five CRs in all cases of promotion irrespective of the number of years of qualifying service prescribed in the Recruitment/Service Rules so as to maintain uniformity in the promotion procedure, provide realistic and accurate assessment of recent performance, lighten the burden on the DPCs and also to make its working less cumbersome.

3. The aforesaid recommendation of the Fifth Central Pay Commission has been examined by the Government and it has been decided to accept it. Accordingly, the provisions of para 6.2.1(b), as quoted above, may be substituted by the following:-

*"The DPC should assess the suitability of the employees for promotion on the basis of their service records and with particular reference to the CRs for five preceding years irrespective of the qualifying service prescribed in the Service/Recruitment Rules. The 'preceding five years' for the aforesaid purpose shall be decided as per the guidelines contained in the DoP&T O.M. No.22011/9/98-Estt(D) dated September 8, 1998 which prescribe the Model Calendar for DPC read with O.M. of even number dated June 16, 2000. (If more than one CR have been written for a particular year, all the CRs for the relevant years shall be considered together as the CR for one year)."*

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4. These instructions would be required to be followed by the Departmental Promotion Committees convened on or after November 15, 2000.

5. Ministries/Departments are requested to bring these instructions to the notice of all concerned including their attached/sub-ordinate offices.



(K.K. JHA)

DIRECTOR(Establishment)

To

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. Rajya Sabha Secretariat, New Delhi.
4. The Lok Sabha Secretariat, New Delhi.
5. The Comptroller and Audit General of India, New Delhi.
6. The Union Public Service Commission, New Delhi with reference to their past communications on the subject (20 copies).
7. The Staff Selection Commission, New Delhi.
8. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
9. All Officers and Sections in the Department of Personnel and Training.
10. Establishmeht(D), DoP&T (500 copies)