

No. 22011/3/2007-Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions.
(Department of Personnel and Training)

North Block, New Delhi
Dated 18th February 2008

OFFICE MEMORANDUM

Subject:- DPC Guidelines – Benchmark prescription for promotion at the level for JS and above – Revised Guidelines.

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The undersigned is directed to invite reference to Department of Personnel and Training (DoPT) Officer Memorandum No.35034/7/97 dated February 8.2.2002 which contains instructions on 'Benchmark' for assessment of performance and the manner in which select panel has to be arranged on the basis of inter-se seniority, subject to achievement of benchmark, for promotion to various levels of post/grade. Attention is also invited to the DOPT OM No./ 22011/5/86-Estt (D) dated April 10, 1989 [as amended by OM No. 22011/5/91-Estt (D) dated March 27, 1997], which contains instructions on Departmental Promotion Committees (DPCs) and related matter.

2. While considering a proposal of the Department of Revenue, the ACC has observed that the benchmark of 'Very Good', in terms of instructions issued by the Department of Personnel and Training, is applicable to all promotions at the level of Deputy Secretary and above. A natural corollary is that the benchmark prescription is adhered to rigorously as one goes up higher the ladder. Therefore, at the joint Secretary and Additional Secretary level, the requirement should be of meeting the 'Very Good' benchmark without fail.

3. The observations of the ACC have been examined in consultation with the UPSC. In order to ensure greater selectivity at higher level of administration, the DPC may ensure that for the promotion to the scale of Rs. 18,400-22,400 and above, the prescribed benchmark of 'Very Good' is invariably met in all ACRs of five years under consideration. **The DPC, in terms of guidelines of this Department, is required to make its own assessment on the basis of entries in the CRs and not be guided merely**

by the overall grading. In cases where the assessment by DPCs are apparently not in line with the grades in the ACRs, the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion

4. The instructions contained in this Office Memorandum shall come into force from the panel year 2008-09. Ministries/Departments are requested to give wide circulation to these revised instructions for general guidance in the matter.


(Smita Kumar)

Director(Establishment)

To

All Ministries/Departments of the Government of India.

Copy to:-

1. The President's Secretariat, New Delhi. *Vice-President Sect.*
2. The Prime Minister's Office, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi.
5. The Registrar General, Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.
8. Secretary, Union Public Service Commission, New Delhi
9. Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for SCs, New Delhi.
12. National Commission for STs, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi
15. Establishment Officer & A.S.
16. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi.
17. EO(ACC), DoPT w.r.t. demi-official letter No. 18./16/2007-EO(SM-II) dated 13.7.2007.
18. All Officers and Sections in the Department of Personnel and Training.
19. All Officers and Sections in the Department of Personnel and Training.
20. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T
21. Establishment (D) Section (**200 copies**).
22. Facilitation Center, DoP&T(**20 copies**).