

**No. 22011/4/2013—Estt(D)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi,  
Dated 23<sup>rd</sup> March, 2018


**OFFICE MEMORANDUM**

**Sub: Procedure to be observed by the Departmental Promotion Committees (DPCs) — Model Calendar for DPCs — Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs — regarding.**

The undersigned is directed to invite reference to the Department of Personnel and Training's OM of even number dated 8<sup>th</sup> May, 2017 *vide* which instructions for procedure to be observed by the Departmental Promotion Committees (DPCs) — Model Calendar for DPCs — Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs were issued.

2. A reference has been received whether the OM dated 28.1.2015 and the above mentioned OM dated 8.5.2017 will co-exist. The matter has been examined and it has been decided that the OM dated 8.5.2017 will supercede all the instructions issued on the subject of Model Calendar for Departmental Promotion Committees, including the OM dated 28.1.2015. In other words, the instructions issued *vide* OM dated 8.5.2017 are applicable in all cases, *i.e.*, whether or not it requires DPC to be convened in UPSC or internally within the Departments / Ministries.

3. Ministries/Departments are requested to give wide circulation to these instructions for guidance in the matter and also to ensure strict adherence to the time-schedule prescribed as per the 'Model Calendar' for DPCs.

  
(Rajesh Sharma)  
Under Secretary  
Tel. No. 2304 0340

To

All Ministries/Departments of the Government of India

Copy to:

- (i) The President's Secretariat, New Delhi
- (ii) The Vice- President's Secretariat, New Delhi
- (iii) The Prime Minister's Office, New Delhi
- (iv) The Cabinet Secretariat, New Delhi

- (v) The Rajya Sabha Secretariat, New Delhi
- (vi) The Lok Sabha Secretariat, New Delhi
- (vii) The Controller and Auditor General of India, New Delhi
- (viii) The Secretary, Union Public Service Commission
- (ix) The Secretary, Staff Selection Commission
- (x) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
- (xi) All Officers and Section in the Department of Personnel & Training
- (xii) NIC for uploading on the website under OM's / Orders —\*Establishment —  
\*Promotion