

No.6/2/2013-CS.I  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi  
Dated the 31<sup>st</sup> January, 2014

**OFFICE MEMORANDUM**

**Subject : Zone of Consideration for inclusion in Select List of Section Officers' Grade of CSS for the years 2009/2010/2011 against Seniority Quota-Regarding**

The undersigned is directed to refer to Department of Personnel and Training's OM of even number dated 25<sup>th</sup> September, 2013 vide which Zone of Consideration for inclusion in Select List of Section Officers' Grade of CSS for the years 2009/2010/2011 against Seniority Quota was issued. All the cadre units were requested to conduct the DPC in respect of all the officers covered in the zone and intimate their fitness or otherwise to Department of Personnel and Training by 15<sup>th</sup> October, 2013. A reminder was also issued on 31<sup>st</sup> January, 2014 to all the cadre units to expedite DPCs. However, till date information has been received from few cadre units only.

2. Some Doubts have been raised by cadre units on some of the issues pertaining to Select List of Section Officers' Grade of CSS for the years 2009/2010/2011 against Seniority Quota. Also, some discrepancies have been found in the information furnished by some of the cadre units. The clarification on these issues is as under:

**Issue 1: Whether DPC is to be conducted in respect of officers not clear from Vigilance angle.**

**Clarification:** As per DOPTs OM No 22011/5/86-Estt(D) dated 10<sup>th</sup> April, 1989 (Consolidated Guidelines on DPC), DPC in all such cases should be held and sealed cover procedure should be adopted as laid down in the O.M.

**Issue 2: Whether DPC is to be conducted in respect of officers who are in the zone of promotion but have retired/taken VRS/expired/resigned from service as on date before conduct of DPC**

**Clarification:** As per DOPTs OM No 22011/4/98-Estt(D) dated 12<sup>th</sup> October, 1998, DPC in respect of such officers should be held but as they have retired/left the service before the conduct of DPC, their order/notification for promotion need not be issued. Many Ministries/Departments have issued notification/orders in respect of such officers, which is not as per the OM mentioned above. Such Ministries/Departments are requested to issue necessary corrigendum in this regard. Only the fitness of these employees is to be informed to CS.I Division for finalization of Select List.

**Issue 3: What should be the date of effect of promotion in respect of persons included in the zone of promotion for inclusion in the Select List of Section Officers' Grade of CSS for the years 2009/2010/2011 against Seniority Quota**

**Clarification:** Promotion orders/notification should be issued from prospective effect only not prior to the date of DPC. Many Ministries/Departments have issued promotion order w.e.f. 1.7.2009, 1.7.2010 and 1.7.2010 for the respective Select Lists, which is not as per DPC guidelines. Such Ministries/Departments are requested to issue necessary corrigendum in this regard.

**Issue 4: If a person whose name appeared in the zone of promotion for inclusion in the Select List of Section Officers' Grade of CSS for the years 2009/2010/2011 against Seniority Quota had retired from a deputation post. Who will conduct the DPC in such cases - borrowing department or parent department?**

**Clarification:** DPC in such cases is to be conducted by the parent department.

**Issue 5: What is the action on the part of Ministries/Departments if they found an officer in the zone who has already left the service prior to the crucial date i.e. 1.7.2009, 1.7.2010 and 1.7.2010 for the respective Select Lists?**

**Clarification:** The concerned Ministry/Department will forward the name of such officers to CS.I Division, DOPT so that necessary corrections may be carried out in the Select List. One such instance has come to the notice of this department that notification has been issued in respect of person for the Select List Year 2011 who had taken VRS w. e. f. 1-4-2011 i.e. prior to the crucial date of promotion. The mistake may be rectified by issuing of a corrigendum.

**Issue 6: Many Ministries/Departments have not conducted DPCs in respect of many persons on the pretext that ACRs for these officers are incomplete**

**Clarification:** Ministry/Departments may refer to para 6.2.1 of DOPTs OM No 22011/5/86-Estt(D) dated 10<sup>th</sup> April, 1989 (Consolidated Guidelines on DPC).



(Vidyadhar Jha)

Under Secretary to the Govt. Of India

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To,  
All the Cadre Units of CSS