

No.22011/3/2011-Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi 110001
March 24, 2011

OFFICE MEMORANDUM

Subject:- Receipt of incomplete/deficient DPC proposals from the
Ministries/Departments – Regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum No. 22011/9/98-Estt(D) 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 as per time schedule prescribed therein. All Ministries/Departments were also requested 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. Need for strict compliance of the instructions was reiterated vide this Department's OM No. 22011/9/98-Estt(D) dated 14.12.2000.

2. The Model Calendar for DPCs as laid down in DoPT's guidelines makes it obligatory on the part of Ministries/Departments to send DPC cases to the UPSC by 15th July(for financial year based vacancies) and 15th April (for calendar year based vacancies) of the year preceding the vacancy year. Despite repeated communications to this effect, these instructions are not being followed by the Ministries/Departments in majority of cases. Delay in holding the DPCs not only affect the manpower planning in various Ministries/Departments but also impedes the career progression across the board and is the main reason for litigation before CAT and various High Courts. The UPSC has recently brought this non-satisfactory position to the notice of this Department. The UPSC has since stopped accepting incomplete proposals w.e.f. 01.08.2010 and have introduced a new procedure under the 'Single Window System' whereby Ministries/Departments are now required to bring their proposals by hand which are scrutinized on the spot by the designated officer of the UPSC. Accordingly, all the Ministries/Departments are requested to send their DPC proposal in future in accordance with the revised Checklist as Annexed.

3. Non-adherence to time frame for DPCs is matter of serious concern to the Government. Hence, all concerned authorities are once again counseled to ensure adherence to the Model Calendar which has been devised as a system-improvement measure. All proposals for DPC would henceforth be sent to UPSC complete in all respects including ACRs duly reviewed as per DoPT's OM No. 21011/1/2010-Estt(A) dated 13.4.2010. In case of non-adherence to the prescribed time-frame, the Joint-Secretary concerned responsible for signing certificate of completeness will be held responsible for the lapse and responsibility shall be fixed accordingly.

4. All the Ministries/Department may complete all the pending DPC proposals in respect of previous years with in a reasonable period of one year i.e. upto 31.3.2012. For the vacancy year 2012-2013 onwards, timeline as prescribed in model calendar for DPC will be adhered to for strict compliance.

5. 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.


(Smita Kumar)
Director(Establishment)

All Ministries/Departments of the Government of India

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-President's Sectt, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.
8. The Secy, Union Public Service Commission, New Delhi with reference to d.o letter No.F.11/18/2009-AU(C) dated 23.12.2010.
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment(D) Section, DoP&T **(50 copies)**
13. NIC for updation on the website

Single Window System – Procedure for scrutiny/processing of the DPC cases

S.No.	Points which can be checked during on the spot scrutiny in Single Window System (SWS)-
1	<i>Recruitment Rules</i>
(a)	Whether Gazette copy of notified Recruitment Rules is enclosed;
(b)	Whether RRs provide association or consultation with UPSC;
(c)	Whether RRs are applicable on the date of occurrence of vacancy (in case where preparation of panels of previous years is involved, whether copies of relevant Recruitment Rules applicable at that time are enclosed);
(d)	Where any relaxation of RRs is involved. If yes, whether copies of notes / correspondence obtaining prior approval of DoP&T is enclosed;
2	<i>Seniority List</i>
(a)	Whether Seniority List duly circulated (alongwith circular) is enclosed
(b)	Whether SL is duly authenticated by an officer not below the rank of Under Secretary;
3	<i>Eligibility List</i>
(a)	Whether separate year wise eligibility list for preparation of year wise panels given, wherever applicable;
(b)	Whether eligibility list(s) are duly authenticated by an officer not below the rank of Under Secretary;
4	<i>Note for DPC</i>
(a)	Whether a self contained note for DPC duly signed by an officer not below the rank of Under Secretary furnished; (a model Note of DPC was circulated to all Ministries/Departments)
5	<i>DPC Proforma</i>
(a)	Whether proforma (duly signed by competent officer) for referring DPC proposals to the UPSC as annexed to the DoP&T OM No. 22011/5/86-Estt(D) dated 10.4.89 is enclosed;

6	Annual Confidential Reports
(a)	Whether a certificate in compliance to DoP&T OM dated 14.5.2009 and 13.4.2010 has been furnished
(b)	Whether year-wise availability statement of ACRs in respect of all eligible officers is enclosed;
7	Vigilance Clearance
(a)	Whether Vigilance Clearance Certificate (VC) duly signed by the competent officer is enclosed;
(b)	Whether VC has been accorded in respect of all eligible officers, specific by name (to be scrutinized on the spot only if the number of officers are less i.e. not more than 15);
8	Integrity Certificate
(a)	Whether Integrity Certificate in prescribed form (as per format provide in paragraph 4.2.5 of the DoP&T Office Memorandum No. 22011/5/86-Estt.(D) dated 10.4.1989) duly signed by an officer of Deputy Secretary rank is enclosed;
(b)	Whether IC has been recorded in respect of all eligible officers, specific by name (to be scrutinized on the spot only if the number of officers are less i.e. not more than 15);
9	Penalties
(a)	Whether statement of penalties for the last 10 years imposed on the eligible officers is enclosed;
10	Miscellaneous
(a)	Whether a certificate from the Liaison Officer (SC/ST) of the Ministry/Department to the effect that the number of posts reserved for SC/ST have been checked by him and found to be an order has been enclosed as per DoP&T OM No. 22012/1/99-Estt(D) dated 20.4.2004
(b)	Whether all the officers recommended by the previous DPCs have been promoted (copy of such orders have been enclosed or not)
(c)	Whether all vacancies reported to previous DPC have been filled.

11	<i>Completion Certificate</i>
(a)	Whether certificate for the designated officer (JS/AS or equivalent) that the proposal is complete as per DoP&T Check List has been enclosed;
12	Miscellaneous
(a)	Whether all documents attached with the proposal have been signed by the competent authority.