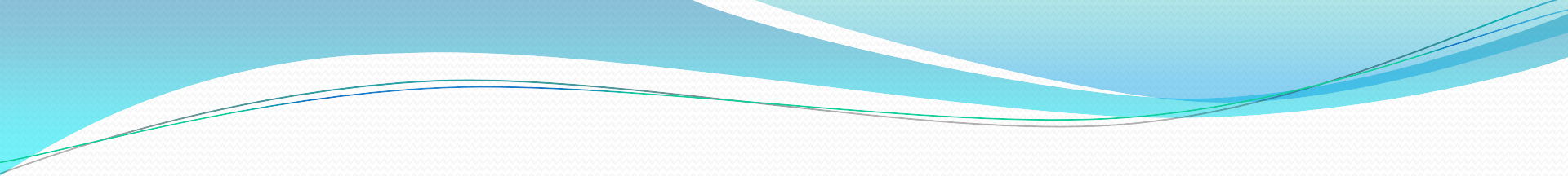




DPC PROCEDURE
GUIDELINES &
PREPARATION OF SELECT PANEL



DPC PROCEDURE and GUIDELINES

DPC and DCC

NEED and FUNCTIONS

- **To consider suitability of a candidate in an objective and impartial manner;**
- **for promotion by selection as well as seniority subject to fitness;**
- **for confirmation**;**
- **clearance of probation**.**

[For these functions, it is called Departmental Confirmation Committee (DCC)]**

COMPOSITION

- **Consists of Chairman and Members of appropriate and sufficiently higher rank;**
- **One member from a Department not connected with the one from which promotions are considered;**
- **UPSC associated when promotion by selection to Group 'A';**
- **UPSC not associated in non-selection;**
- **SC/ST and Minority/Lady members;**

DPC MEETINGS

- **At regular intervals – beginning of the year;**
- **DPC need not be delayed when review of RR is being contemplated;**
- **Held every year for each category of posts so that select panel is available in advance;**
- **Annual meetings dispensed with if no vacancy is available;**
- **DPC for a vacancy year to be held well before the commencement of vacancy year;**

DETERMINATION OF VACANCIES

- **Financial year-wise if the APAR are written financial year-wise;**
- **Calendar year-wise if APAR are written calendar year-wise;**
- **Regular vacancies for more than one year are to be taken up for preparation of select list.**
- **Short term vacancies of less than 1 year not considered;**
- **Vacancies indicated year-wise;**
- **Chain vacancies should also be considered;**

DETERMINATION OF VACANCIES

VACANCIES, OF MORE THAN ONE YEAR INCLUDED, IF CAUSED BY:

- **Death;**
- **Retirement;**
- **Resignation;**
- **Regular long term promotion;**
- **Long term deputation of more than 1 year;**
- **Creation of additional posts.**

DETERMINATION of ELIGIBILITY

- **As per service rules if prescribed;**
- **In other cases:**
 - **1st April of the vacancy year if vacancies are calculated financial year-wise;**
 - **1st January of the vacancy year if vacancies are calculated calendar year-wise;**

CONSIDERATION OF OFFICIALS

- Officials on deputation/study leave are to be considered for promotion;
- Officials having lien are to be considered;
- Reserved category officials to be considered if vacancies are reserved as per procedure;
- Retired employees who would have been considered if the DPC was held in time are to be considered**;

(**No right to actual promotion)

SUPPLEMENTARY DPC

- **Supplementary DPC held for vacancies occurring due to death, VRS, new creations etc . not foreseen at the time of DPC;**
- **ZOC shall be – vacancies considered in original DPC + additional vacancies arising subsequently;**
- **Eligibility list would exclude officials already assessed by original DPC as ‘Fit’, ‘Unfit’ or placed in ‘Sealed cover’;**
- **Officials already empanelled or placed in extended panel not promoted for non-availability of vacancies need not be re-assessed;**
- **They may be promoted against additional vacancies;**

REVIEW DPC

- **If DPC has not taken material facts into consideration, such as:**
 - **Eligible persons not considered/omitted;**
 - **Ineligible persons considered;**
 - **Revision of seniority list with retrospective effect;**
 - **Procedural irregularity;**
 - **Adverse remarks expunged/toned down later.**

REVIEW DPC

➤ SCOPE OF REVIEW DPC:

- To consider only those eligible on the date of the original DPC;
- No. of vacancies, zone of consideration etc pertaining to the original DPC not changed;
- Review DPC to consider APAR of those periods relevant to the original DPC;
- APAR of subsequent period not considered;
- The aim is to correct the mistake.

DPC – SEALED COVER PROCEDURE

- **PROCEDURE WHEN OFFICERS ARE UNDER CLOUD**
- **DPC informed of –**
 - **Officers placed under suspension;**
 - **Officers in respect of whom, charge-sheet issued & inquiry pending;**
 - **Officers in respect of whom prosecution for a criminal charge is pending.**

DPC – SEALED COVER PROCEDURE

➤ ACTION BY DPC:

- Findings kept in 'sealed cover';
- 'sealed cover' opened only when disciplinary action is complete;
- Promotion of another person in 'officiating capacity';
- Same procedure by subsequent DPC if the position remains same;
- If suspension, issued charge sheet, criminal prosecution after DPC findings, it is deemed to be in 'sealed cover.'
- Cannot be resorted to by the Review DPC.

DPC – SEALED COVER PROCEDURE

➤ IF EXONERATED:

- Due date of promotion determined with reference to position assigned by DPC in the sealed covers and the date of promotion of his next junior;
- If promoted, junior most promoted officer is reverted;
- If exonerated in 1st inquiry but another started after promotion of his junior, the benefit of previous DPC assessment (kept in 'sealed cover') given w. e. f. the date of promotion of his junior;
- Payment of arrears of pay decided by the Competent Authority on case to case basis depending on the facts of the case;

DPC – SEALED COVER PROCEDURE

➤ IF FOUND GUILTY:

- Findings of the 'sealed cover' shall not be acted upon;

➤ Promotion will be considered by next DPC in the normal course;

➤ The penalty imposed will be kept in view;

DPC-YEARWISE PANEL

- **In case DPC not being held in a year, the 1st DPC will follow the following procedure:**
 - **Vacancies will be determined year-wise starting from the earliest year;**
 - **For vacancies of each year, persons who WOULD have been in the ZOC of that year will only be considered;**
 - **APAR relevant to that year will be considered;**
 - **Year-wise select list placing the select list of the earliest above the one for the next year;**
 - **Promotion prospective;**

VALIDITY OF PANEL

- **Validity of panel**
 - **Is the date on which DPC meets; or**
 - **The date of the last meeting;**
 - **In case of UPSC-date of approval.**
- **Normally valid for 1 year in 'selection' posts;**
- **It should cease to be in force on the expiry of 1 year & 6 months or when a fresh panel is prepared, whichever is earlier;**

DPC – MODEL CALANDAR

➤ OBJECTIVES:

- To ensure that DPC meet at regular intervals;
- To ensure that Authorities initiate action well in advance;
- To ensure that panels are available on time to fill up vacancies in time;
- Separate for ACC and non-ACC cases.

MODEL CALANDAR FOR DPC (UPSC NOT ASSOCIATED)

EVENTS	FY BASED VACANCY YEAR (2016-17)	CY BASED VACANCY YEAR (2016)
1. CRUCIAL DATE OF ELIGIBILITY	1ST APRIL, 16	1ST JAN, 16
2. VACANCY CALCULATION, SENIORITY LIST, APAR, VIGILANCE Cl., PENALTY STATEMENT	APR-NOV 2015	JAN -AUG 2015
3. SUBMISSION OF DPC PROPOSAL	DEC 31, 2015	SEP 31, 2015
4. DPC TO BE HELD	JAN-FEB 2016	OCT-NOV 2015
5. SUBMISSION OF MINUTES TO APP. AUTHORITY	MARCH, 15 2016	DEC, 15 2015
6. APPROVAL OF SELECT PANEL BY COMP. AUTHORITY	MARCH, 31 2016	DEC, 31 2015

PAPERS SUBMITTED TO DPC

- **Recruitment Rules;**
- **DPC proforma (for UPSC);**
- **Seniority List;**
- **Eligibility List;**
- **Occurrence of vacancies & reservation;**
- **APARs;**
- **Integrity Certificates;**
- **Vigilance Clearance;**
- **Statement of penalties, if imposed.**



PREPARATION OF SELECT PANEL

RESERVATION IN PROMOTION

PROMOTION

CONDITION APPLICABLE TO CADRES/GRADES
PARTLY FILLED BY DR & PROMOTION

- ❖ **RESERVATION IN PROMOTION APPLICABLE IF ELEMENT OF DIRECT RECRUITMENT IN THE CADRE/GRADE DOES NOT EXCEED 75% -**

RESERVATION IN PROMOTION

**PROMOTION
BY LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION**

[Groups B, C, D]

SC

15%

ST

7½%

RESERVATION IN PROMOTION

PROMOTION

BY SENIORITY SUBJECT TO FITNESS

[Groups A, B, C, D]

SC

15%

ST

7½%

RESERVATION IN PROMOTION

PROMOTION BY SELECTION

[Groups B, C, D and from Group B to the Lowest
Rung of Group A]

SC
15%

ST
7½%

PREPARATION OF SELECT PANEL

PROMOTION BY SELECTION

- Reservation up to lowest rung of group 'a';
- In promotion from lowest rung to posts carrying ultimate salary of rs.18300/ or less;
- No reservation;
- Concession for SC/ST within group 'A'.
- Only to SC/ST within the no. Of vacancies and also in zone of consideration;
- ❑ ST/ST empanelled if not unfit for promotion.
- ❑ Placed in select list as per seniority.

PREPARATION OF SELECT PANEL

PROMOTION BY SELECTION FROM GR. 'C' TO 'B, WITHIN 'B' & FROM 'B' TO LOWEST RUNG OF 'A'

- ❑ Zone of consideration for 1 vacancy is 5, for 2-10 vac ($2n+4$), for > 10 ($1.5n+3$ subject to min 24)
- ❑ SC/ST in zone of consideration considered first;
- ❑ If reqd. SC/ST not available within normal ZOC, ZOC extended to 5 times for SC/ST;
- ❑ 'Benchmark' is 'Good' or 'Very Good';
- ❑ SC/ST considered irrespective of 'benchmark';

PREPARATION OF SELECT PANEL

- ❑ DPC to determine 'benchmark' (grading);
- ❑ Inclusion & placement in the panel as per seniority subject to fulfillment of 'benchmark';
- ❑ Combined panel of general & SC/ST as per seniority/grading;
- ❑ Senior SC/ST assessed as per normal 'benchmark' to be adjusted against UR posts;
- ❑ Promotion in the order of position in the panel;
- ❑ SC/ST officers promoted from earlier panel to rank senior to those promoted from subsequent panel.

PREPARATION OF SELECT PANEL

SENIORITY SUBJECT TO FITNESS

- ❑ Separate lists of general, SC and ST drawn up by splitting the seniority list;
- ❑ DPC to adjudge the fitness of general, SC and ST separately;
- ❑ Take required number from separate list;
- ❑ Merged to form combined select list arranged in order of seniority.
- ❑ Promotion made from the select list as per names in the Select List.



**THANK
YOU**