OFFICE MEMORANDUM

Subject: - Procedure to be observed by the Departmental Promotion Committees (DPCs) - MODEL CALENDAR FOR DPCs and related matters - clarification -

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated September 8, 1998 on the subject noted above. In paragraph 4 of the said Office Memorandum, it has been provided that the Joint Secretary(Administration) of the Ministry/Department concerned would certify that the information and documents have been furnished to the UPSC in accordance with the check lists prescribed by the Department of Personnel and Training vide its Office Memorandum No.22011/98-Estt(D) dated April 10, 1989 read with Office Memorandum No.22011/6-86-Estt(D) dated May 30, 1986. In order to clarify the position further, the following sentence may be added at the end of paragraph 4 of the Office Memorandum under reference:-

"In cases where the Joint Secretary(Administration) is not concerned with the post(s) for which reference is being made to the UPSC, the required certificate shall be granted by the Joint Secretary/Additional Secretary concerned".

2. All Ministries/Departments of the Government of India are requested to take a note of the above clarification.

3. Hindi version will follow.

(K.K. JHA)
DIRECTOR(Establishment)

To:
All Ministries/Departments of the Government of India.

Copy to:-

(i) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
(ii) Establishment Officer's Division, Department of Personnel and Training, New Delhi.
(iii) Establishment (B) Section, Department of Personnel and Training, New Delhi.
(iv) Establishment (D) Section, Department of Personnel and Training, New Delhi. -- (300 copies).