PROCEDURE TO BE OBSERVED BY DEPARTMENTAL
PROMOTION COMMITTEES.

The undersigned is directed to refer to the
instructions contained in paras 2.1.1, 2.2.2, 2.3.1(i), 2.3.2(ii) and (iii) of this Department's O.M. No. 22011/5/86-Att(D)
dated 10.3.89 and to make the changes in the aforementioned paragraphs:

I. Para 2.1.1:

SELECTION METHOD.

The word 'selection' appearing in the first
line of the above paragraph may be substituted
by the word 'Selection-cum-Seniority' & 'Selection
by Merit'.

II. Para 2.2.2 of O.M. dated 10.3.89 may be substituted
as under:

"In case of each officer, an overall grading would
be given. The grading shall be one among (i) outstanding (ii) Very Good (iii) Good (iv) Average
(v) Unfit, excepting cases covered under Para
2.3.1 (iii)"

III. (i),(ii),(iii) & (iv) of para 2.3.1 of O.M.
10.3.89 may be substituted as under:

SELECTION-CUM-SENIORITY AND SELECTION BY MERIT

(i) Having regard to the levels of the posts to
which promotions are to be made, the nature and
importance of duties attached to the posts a bench
mark grade would be determined for each category &
posts.

For all Group-C, Group-B and Group-A posts (upto
and excluding the level of Rs. 3700-5000) the bench
mark would be 'Good' and will be filled by the
method of Selection-cum-Seniority as indicated in
sub-para (iii).

(ii) In respect of posts which are in the level
of Rs. 3700-5000 and above, the bench mark grade
should be 'Very Good' and will be filled by the
method of Selection by Merit as indicated in sub-
para (iv).

contd...
(iii) Each Departmental Promotion Committee considering the suitability of officers for promotion to posts for which the bench mark has been determined as 'good' would grade the officers as 'good' 'Average' and 'Unfit' only. Only those officers who obtain the grading of 'good' will be included in the panel in the order of their seniority in the lower grade subject to availability of vacancies.

(iv) Notwithstanding the provisions mentioned above, in the case of promotions made for induction to Group A posts/services from lower groups, while the bench mark would continue to be 'good', the DPC shall grade the officers as 'Outstanding', 'Very Good', 'Good', 'Average' and 'Unfit' as the case may be and the officers will be arranged according to the grading obtained, placing the 'Outstanding' officers on top followed by those graded as 'Very Good' and so on in the select panel upto the number of vacancies, with the officers having the same grading maintaining their inter-se seniority in the feeder grade.

SELECTION BY MERIT

(v) In respect of services/posts for which the bench mark has been determined to be 'Very Good', each DPC would grade the officers as 'Outstanding', 'Very Good', 'Good', 'Average' and 'Unfit' as the case may be. However, only those officers who are graded as 'Very Good' XXXXXXX and above will be included in the select panel, by placing the officers graded as 'Outstanding' on top followed by those graded as 'Very Good', subject to availability of vacancies, with the officers with the same grading maintaining their inter-se seniority in the feeder grade.

(vi) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.

(vii) Where sufficient number of officers with the required bench mark grade are not available within the zone of consideration, officers with the required bench mark will be placed on the panel and for the unfilled vacancies the appointing authority should hold a fresh DPC by considering the required number of officers beyond the original zone of consideration.

IV.

Para 2.3.2(i): the word 'Selections' appearing in line 1 of the above paragraph may be substituted by the words 'Selection-cum-seniority' and 'Selection by Merit'.

Para 2.3.2(ii) & Para 2.3.2 (iii): the word 'Selection' appearing in line 1 of the above two paragraphs may be substituted by the words 'Selection-cum-Seniority'.

Consequently, the provisions contained in some of the paragraphs of this Department's O.M. No. 22011/5/86-Estt(D) dated 10.4.1989 circulating the consolidated guidelines on DPC procedure would require a number of changes and these are indicated in the Annexure.

contd...
3. Ministry of Finance, etc are requested to take note of the above decision and take immediate steps to amend the recruitment rules for the various posts which were hitherto filled by the method of 'Selection' and substitute the word 'Selection' in the column pertaining to method of promotion to either 'Selection-cum-Seniority' or 'Selection by Merit' as per the above revised instructions.

4. These orders shall be effective from 15th April, 1997.

(K.K. Jha)
Director(Estt)

To

All Ministries/Departments of the Government of India (Secretary by name)

copy to:-

1. Ministry of Railways, New Delhi
2. Department of Atomic Energy, New Delhi
3. Department of Electronics, New Delhi
4. Department of Space, New Delhi
5. Union Public Service Commission with reference to their Dholpur House, New Delhi.
6. Staff Selection Commission, New Delhi
7. Lok Sabha Secretariat, New Delhi
8. Rajya Sabha Secretariat, New Delhi
9. President's Secretariat, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances & Pensions.
12. All Officers and Sections in the Department of Personnel and Training.
13. 100 spare copies for Estt(D).
ANNEXURE.

MODIFICATIONS REQUIRED TO BE MADE IN THE PROVISIONS OF THIS DEPARTMENT'S O.M. NO. 22011/5/86-ESTT(D) DATED 10.4.89.

1. Para I(a): the word 'Selection' may be replaced by the word 'Selection-cum-seniority' and 'Selection by Merit'.

2. Para 2.2: the word 'Selection' wherever appearing may be substituted by the word 'Selection-cum-Seniority' & 'Selection by Merit'.

3. Para 5: the word 'Selection' appearing in line-8 of this para may be substituted by the word 'Selection-cum-seniority' & 'Selection by Merit'.

4. Para 6.1.1: the word 'Selection' appearing in line 1 may be substituted by the words 'Selection-cum-seniority' & 'Selection by Merit'.

5. Para 6.2.2: may be substituted by para-II of the main office memorandum of which this is the enclosure.

6. Para 6.3.1: may be substituted by para-III of the main office memorandum of which this is the enclosure.

7. Para 6.3.2(i): the word 'Selections' appearing in line 1 of the above paragraph may be substituted by the words 'Selection-cum-seniority' and 'Selection by Merit'.

8. Para 6.3.2(ii) & 6.3.2(iii): the word 'Selection' appearing in line 1 of the above two paragraphs may be substituted by the words 'Selection-cum-Seniority':