



मुख्य कार्यालय / HEAD OFFICE
कर्मचारी भविष्य निधि संगठन /
Employees Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय भारत सरकार)



(Ministry of Labour and Employment, Govt of India)

भविष्य निधि भवन/BHAVISHYANIDHI BHAWAN

14 भीकाएजी कामा प्लेस नई दिल्ली /14 BHIKAJI CAMA PLACE, NEW DELHI-110066

www.epfindia.gov.in:www.epfindia.nic.in

No. A-45011/Misc.Matter/2022/HRM-VIII/5180

Dated: 29 JAN 2022

To,

All ACC Zones/Director (PDNASS)
All Regional PF Commissioners-in-charge of
Regional Offices/Zonal Training Institutes
Regional PF Commissioner (ASD), Head Office.

Subject: Adherence to Model Calendar for Departmental Promotion Committees (DPCs) as prescribed by DoP&T-reg.

Madam/Sir,

With reference to the above cited subject, kindly refer to the DoPT Circular No. 22011/4/2013—Estt (D) dated 08.05.2017 on “Procedure to be observed by the Departmental Promotion Committee (DPCs) — Model Calendar for DPCs — Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs — regarding.” and UPSC Circular No. 11/14/2021-AUC dated 29.12.2021 (Copies enclosed). In this regard, it has come to notice that timely DPC meetings in adherence to Model Calendar for DPCs as prescribed by DoPT is not being followed in Regional Offices/Zonal Offices for various cadres such as Section Supervisor, EO/AO, SSA, MTS, SCD etc.

2. This is generating lots of grievances and further it has demoralising effect on officials in addition to leading to various litigations in various legal forums.

3. Keeping in view of the above, it is directed to ensure timely DPCs as per aforementioned DoP&T circular dated 08.05.2017 and accordingly it be ensured that DPC is conducted between the months of May to October. Further, where the Appointing Authority is CPFC, the recommendations of DPC is required to be sent to Head Office in the month of November/December for approval. To ensure the above deadlines, following steps may be taken immediately:

- Seniority List across the cadres maintained at Regional Offices/Zonal Offices be updated by 15th March.
- APAR work in r/o officials under respective jurisdictions be completed by 30th November as per schedule prescribed by DoPT O.M. No No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 on “Preparation and maintenance of Annual Performance Assessment Reports (APAR)”.
- The requisition for VCC be sent timely to Head Office 45 days in advance for cases where vigilance clearance is issued by Vigilance Directorate and DAR Section, Head Office.
- It should be ensured that all the officers and officials file AIPR timely by 31st January as per DoPT O.M. No. 11013/7/2014-Estt.A-III dated 05.01.2016.

4. Accordingly, Zonal ACCs are requested to kindly ensure strict compliance of this circular and monitor the same.

Enclosures: As above.

Yours faithfully,



(Uma Mandal)

Additional Central P.F. Commissioner (HRM)

Copy to (Through EPFO Website):

1. PS to Central P.F. Commissioner.
2. PPS to FA & CAO /CVO /Additional CPFCs (Hqrs.) /Director (PDNASS).
3. All Additional CPFCs.
4. All Officers In-Charge, RPFC-I, Zonal Offices/Regional Offices/PDNASS/ZTIs/NDC.
5. All Officers in Head Office.
6. All Dy. Dir (Vig.)/All Dy. Dir (Audit)
7. Hindi Section for Hindi version.
8. ACR/GIS Section, Head Office/Guard File.



(Shahid Iqbal)

Regional P.F. Commissioner-II (HRM)

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
23rd July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

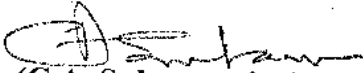
- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

Annexure-IGuidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

Annexure II**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
<p>i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.</p> <p>ii) Strategic planning ability</p> <p>iii) Decision making ability</p> <p>iv) Coordination ability</p> <p>v) Ability to motivate and develop subordinates</p> <p>Overall Grading on functional competency</p>			

Annexure-III

**Time schedule for preparation/completion of APAR
(Reporting year- Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	 21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

F. No. 11013/7/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel & Training
Establishment Division

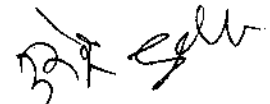
North Block, New Delhi – 110001

Dated 5th January, 2016

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 – Submission of Declaration of Immovable Property Returns by the Government servants – regarding.

The undersigned is directed to refer to the Office Memorandum of even number dated the 26th October, 2015 on the above subject and to say that the Annual Property Returns required to be filed under the Central Civil Services (Conduct) Rules, 1964 for the year 2015 which is required to be filed by the 31st January, 2016, may be filed in the forms prescribed under the CCS (Conduct) Rules, 1964. It is reiterated that the returns are required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D', in terms of Rule 18(4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.



(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
- ✓ 15. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
16. Hindi Section, DoP&T

No. 22011/4/2013–Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi,
8th May, 2017

OFFICE MEMORANDUM

Sub: Procedure to be observed by the Departmental Promotion Committees (DPCs) – Model Calendar for DPCs – Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs – regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training OM of even number dated 8th September, 1998 prescribing a 'Model Calendar' for DPCs in order to ensure that DPCs are convened in advance and approved select panels are ready on the date of commencement of the relevant vacancy year and that the last date for sending complete proposal to the UPSC is 15 July (in ACC cases) and 31 July (in non-ACC cases) of the year preceding the vacancy year.

2. Reference is further invited to the Department of Personnel and Training OM of even number dated 16th June, 2000 wherein it was prescribed/clarified that only such ACRs (now APARs) should be considered which became available during the year immediately preceding the vacancy/panel year irrespective of the date of convening of the DPC. In other words, for the vacancy/panel year 2000-01, it was prescribed that ACRs (now APARs) up to the year 1998-99 (five years preceding T – 1st year) are required to be considered. Accordingly, for the vacancy year 2017-18, APARs up to the year 2015-16 are required to be considered.

3. Reference is also invited to the Department of Personnel and Training OM No. 22011/1/2005- Estt(A)-(Pt-II) dated 23rd July, 2009 on the subject 'Preparation and Maintenance of APARs' wherein a time schedule for preparation/completion of APAR has been prescribed. As per this schedule, entire APAR process is to be completed by 30th November of the year following the completion of time period of APAR year.

4. As per the extant instructions, say for vacancy year 2017-18, complete proposal to the UPSC has to be sent by 15 July, 2016 (in ACC cases) and 31 July, 2016 (in non-ACC cases) with APARs up to the year 2015-16. However, the entire process of recording APAR for the year 2015-16 is complete by 30th November, 2016 only. After the issue of guidelines regarding time schedule for completion of APAR, the time lines make it practically impossible to make the last APAR (the APAR of the year immediately preceding T-1th year) available for DPCs, i.e., the APAR for the year 2015-16 does not attain finality and thus may not be available before sending proposal for DPC for vacancy year 2017-18. In this background, the instructions regarding the procedure for convening DPCs have been reviewed in consultation with UPSC.

5. In order to streamline the process of timely convening of DPCs, it has been now decided that henceforth, the following changes may be effected in the DPC procedure in partial modification of this Department OM No. 22011/5/86-Estt.(D) dated 10.4.89, OM No. 22011/9/98-Estt.(D) dated 16.6.2000, OM No. 22011/9/98-Estt.(D) dated 8.9.98 and OM No. 22011/6/2013- Estt.(D) dated 28.5.2014(crucial date of eligibility):-

- (i) The vacancy year may be shifted to Calendar Year from the year 2018 onwards, wherever the financial year based vacancy year being followed now.
- (ii) The crucial date of eligibility will be 1st of January of the Vacancy year w.e.f 2019.
- (iii) The APARs for five years preceding T-2nd year may be taken as reckoning APARs, i.e. for the vacancy year 2019 (January 2019 to December, 2019), the reckoning APARs shall be 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.
- (iv) The year of 2018 being the transitional year, the vacancy period shall be from 1st April 2018 to 31st December, 2018. The reckoning APARs for this vacancy year shall be 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12. The crucial date of eligibility shall be 1st April, 2018 for the transitional year.

6. Ministries/Departments are requested to give wide circulation to these instructions for guidance in the matter and also to ensure strict adherence to the time-schedule prescribed as per the 'Model Calendar' for DPCs.

Encl: as above

G. Jayanthi
(Jayanthi. G)
Director(E-I)

To

All Ministries/Departments of the Government of India

Copy to:

- (i) The President's Secretariat, New Delhi
- (ii) The Vice- President's Secretariat, New Delhi
- (iii) The Prime Minister's Office, New Delhi
- (iv) The Cabinet Secretariat, New Delhi
- (v) The Rajya Sabha Secretariat, New Delhi
- (vi) The Lok Sabha Secretariat, New Delhi
- (vii) The Controller and Auditor General of India, New Delhi
- (viii) The Secretary, Union Public Service Commission
- (ix) The Secretary, Staff Selection Commission
- (x) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
- (xi) All Officers and Section in the Department of Personnel & Training
- (xii) NIC for uploading on the website under OM's / Orders —*Establishment —*Promotion; and

**MODEL CALENDAR FOR CONDUCTING DEPARTMENTAL PROMOTION
COMMITTEES(DPCs)**

A. ACC cases:

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar- year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACRs/Integrity Certificates/ Vigilance clearance/Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal to UPSC	April - 15 July 2017	January - 15 April, 2017	January - 15 April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date)	15 July 2017	15 April 2017	15 April 2018
5.	DPC to be held	15 July - November, 2017	15 April - August, 2017	15 April - August, 2018
6.	On receipt of DPC minutes from the UPSC, post-DPC follow-up action by the administrative Ministry/Department.	December, 2017	September, 2017	September, 2018
7.	Approval of the ACC including communication of its approval to the administrative Ministry/ Department.	January - March, 2018	October - December, 2017	October - December, 2018
8.	Last date for getting ready the approved select panel by the	31 March, 2018	31 December, 2017	31 December, 2018

	administrative Ministry/Department.			
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Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

B. Non-ACC cases:

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar-year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACRs/Integrity Certificates/Vigilance clearance/Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal	April - July 2017	January - April, 2017	January - April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the DPC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	31 July 2017	30 April 2017	30 April 2018
5.	DPC to be held	August, 2017 - January, 2018	May - October, 2017	May - October, 2018
6.	On receipt of DPC minutes, post-DPC follow-up action(including approval of the Competent Authority) by the administrative Ministry/Department	February-March, 2018	November-December, 2017	November-December, 2018
7.	Last date for getting ready the approved select panel by the administrative Ministry/Department.	31 March, 2018	31 December, 2017	31 December, 2018

Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

F.No.11/14/2021-AUC
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi- 110069

(11)

New Delhi, dated 29th December, 2021

Subject:- Further Observation (108th Report) on Action Taken on One Hundredth Sixth Report of the Committee on Demands for Grants (2021-22) pertaining to the Ministry of Personnel, Public Grievances and Pensions- Accountability Mechanism in submission of DPC proposal timely to UPSC Regarding.

I am directed to refer to 108th Report on Action Taken on One Hundredth Sixth Report of the Committee on Demands for Grants (2021-22) pertaining to the Ministry of Personnel, Public Grievances and Pensions and to say that the Department-related Parliamentary Standing Committee have made further observation as under:

"3.45 The Committee is appalled to note that Ministries/Departments are not submitting DPC proposals to UPSC on time. The Committee recommends UPSC to emphasize upon all Ministries/Departments to put an accountability mechanism in place and make the concerned authorities answerable for delaying the submission of DPC proposals to UPSC."

2. In this regard, instructions have been issued by the Department of Personnel & Training (DoP&T), vide OM No. 22011/4/2013-Estt.(D) dated 08.05.2017 (copy at Annexure-I) revising the Model Calendar for DPCs with a view to ensure timely promotions in Government.
3. However, as of now, a majority of DPC proposals even for VY 2022 are yet to be received, even though the timeline for submitting DPC proposals have already lapsed on 15th April and 30th April, 2021, respectively for ACC and Non-ACC cases.
4. The objective of timely promotions of officers can be achieved only through strict adherence to the time-lines prescribed in the Model Calendar for submission of the DPC proposals. In fact, if DPC proposals are not submitted to the Commission within the prescribed schedule, the objective of issuance of the revised Model Calendar for DPCs would not be achieved. The Commission has been proactively advising the Officers of the Ministries/Departments to expedite submission of DPC proposals conforming to the revised time schedules, as and when they attend DPC meetings at the Commission.



Contd....

5. To enable realization of the objective of timely promotions, all Ministries/Departments are requested to ensure timely submission of DPC Proposals to UPSC so that the availability of select panels can be ensured well before the commencement of the vacancy year.

6. Further, it is also requested to take note of Parliamentary Standing Committee observation to put an accountability mechanism in place and make the concerned authorities answerable for delaying the submission of DPC proposals to UPSC. Accordingly, a suitable mechanism may be adopted to ensure strict compliance to the Model Calendar and action taken report be sent to this end.

Yours sincerely,



(SS Negi)

Under Secretary

Ph. No. 23384136

Encl.:-As above.

To,

The Secretary,

All Ministries/Departments as per list enclosed.

Copy for information to:- DoP&T

No. 22011/4/2013-Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi,
8th May, 2017

OFFICE MEMORANDUM

Sub: Procedure to be observed by the Departmental Promotion Committees (DPCs) – Model Calendar for DPCs – Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs – regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training OM of even number dated 8th September, 1998 prescribing a 'Model Calendar' for DPCs in order to ensure that DPCs are convened in advance and approved select panels are ready on the date of commencement of the relevant vacancy year and that the last date for sending complete proposal to the UPSC is 15 July (in ACC cases) and 31 July (in non-ACC cases) of the year preceding the vacancy year.

2. Reference is further invited to the Department of Personnel and Training OM of even number dated 16th June, 2000 wherein it was prescribed/clarified that only such ACRs (now APARs) should be considered which became available during the year immediately preceding the vacancy/panel year irrespective of the date of convening of the DPC. In other words, for the vacancy/panel year 2000-01, it was prescribed that ACRs (now APARs) up to the year 1998-99 (five years preceding T – 1st year) are required to be considered. Accordingly, for the vacancy year 2017-18, APARs up to the year 2015-16 are required to be considered.

3. Reference is also invited to the Department of Personnel and Training OM No. 22011/1/2005- Estt(A)-(Pt-II) dated 23rd July, 2009 on the subject 'Preparation and Maintenance of APARs' wherein a time schedule for preparation/completion of APAR has been prescribed. As per this schedule, entire APAR process is to be completed by 30th November of the year following the completion of time period of APAR year.

4. As per the extant instructions, say for vacancy year 2017-18, complete proposal to the UPSC has to be sent by 15 July, 2016 (in ACC cases) and 31 July, 2016 (in non-ACC cases) with APARs up to the year 2015-16. However, the entire process of recording APAR for the year 2015-16 is complete by 30th November, 2016 only. After the issue of guidelines regarding time schedule for completion of APAR, the time lines make it practically impossible to make the last APAR (the APAR of the year immediately preceding T-1th year) available for DPCs, i.e., the APAR for the year 2015-16 does not attain finality and thus may not be available before sending proposal for DPC for vacancy year 2017-18. In this background, the instructions regarding the procedure for convening DPCs have been reviewed in consultation with UPSC.

5. In order to streamline the process of timely convening of DPCs, it has been now decided that henceforth, the following changes may be effected in the DPC procedure in partial modification of this Department OM No. 22011/5/86-Estt.(D) dated 10.4.89, OM No. 22011/9/98-Estt.(D) dated 16.6.2000, OM No. 22011/9/98-Estt.(D) dated 8.9.98 and OM No. 22011/6/2013- Estt.(D) dated 28.5.2014(crucial date of eligibility):-

- (i) The vacancy year may be shifted to Calendar Year from the year 2018 onwards, wherever the financial year based vacancy year being followed now.
- (ii) The crucial date of eligibility will be 1st of January of the Vacancy year w.e.f 2019.
- (iii) The APARs for five years preceding T-2nd year may be taken as reckoning APARs, i.e. for the vacancy year 2019 (January 2019 to December, 2019), the reckoning APARs shall be 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.
- (iv) The year of 2018 being the transitional year, the vacancy period shall be from 1st April 2018 to 31st December, 2018. The reckoning APARs for this vacancy year shall be 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12. The crucial date of eligibility shall be 1st April, 2018 for the transitional year.

6. Ministries/Departments are requested to give wide circulation to these instructions for guidance in the matter and also to ensure strict adherence to the time-schedule prescribed as per the 'Model Calendar' for DPCs.

Encl: as above

G. Jayanthi
(Jayanthi. G)
Director(E-I)

To

All Ministries/Departments of the Government of India

Copy to:

- (i) The President's Secretariat, New Delhi
- (ii) The Vice- President's Secretariat, New Delhi
- (iii) The Prime Minister's Office, New Delhi
- (iv) The Cabinet Secretariat, New Delhi
- (v) The Rajya Sabha Secretariat, New Delhi
- (vi) The Lok Sabha Secretariat, New Delhi
- (vii) The Controller and Auditor General of India, New Delhi
- (viii) The Secretary, Union Public Service Commission
- (ix) The Secretary, Staff Selection Commission
- (x) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
- (xi) All Officers and Section in the Department of Personnel & Training
- (xii) NIC for uploading on the website under OM's / Orders —*Establishment —*Promotion; and

**MODEL CALENDAR FOR CONDUCTING DEPARTMENTAL PROMOTION
COMMITTEES(DPCs)**

A. ACC cases:

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar- year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACRs/Integrity Certificates/ Vigilance clearance/Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal to UPSC	April - 15 July 2017	January - 15 April, 2017	January - 15 April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date)	15 July 2017	15 April 2017	15 April 2018
5.	DPC to be held	15 July - November, 2017	15 April - August, 2017	15 April - August, 2018
6.	On receipt of DPC minutes from the UPSC, post-DPC follow-up action by the administrative Ministry/Department.	December, 2017	September, 2017	September, 2018
7.	Approval of the ACC including communication of its approval to the administrative Ministry/ Department.	January - March, 2018	October - December, 2017	October - December, 2018
8.	Last date for getting ready the approved select panel by the	31 March, 2018	31 December, 2017	31 December, 2018

administrative Ministry/Department.			
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Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

B. Non-ACC cases:

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar- year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACRs/Integrity Certificates/Vigilance clearance/Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal	April - July 2017	January - April, 2017	January - April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the DPC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	31 July 2017	30 April 2017	30 April 2018
5.	DPC to be held	August, 2017 - January, 2018	May - October, 2017	May - October, 2018
6.	On receipt of DPC minutes, post-DPC follow-up action(including approval of the Competent Authority) by the administrative Ministry/Department	February-March, 2018	November-December, 2017	November-December, 2018
7.	Last date for getting ready the approved select panel by the administrative Ministry/Department.	31 March, 2018	31 December, 2017	31 December, 2018

Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

गुरु पोस्ट

SPEED POST

To

Central Provident Fund Commissioner,
Employees Provident Fund Orgination,
EPFO Head Office, Bhavishya Nidhi Bhawan,
14, Bhikaji Cama Place, New Delhi-110066.

F. No. 11/14/2021-AUC

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