

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/07/2024/DPAR/CCD(2)

Puducherry, dated 07.06.2024

**CIRCULAR**

Sub: Public Services – Model Note for DPC conveyed  
by UPSC – Communicated.

Ref: F.No.10/2/2024-PD (C&P) of the UPSC, New  
Delhi dt. 24.06.2024.

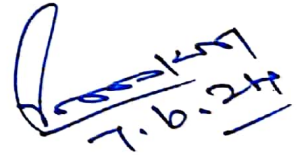
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With a view to expedite finalization of DPC cases, the UPSC has communicated a **Model Note for DPC** (Annexure-I) and a **Statement containing information related to Eligible Officers**, viz., Numerical grading of APARs, VC status, Penalty status, Deputation period, etc. (Annexure-II) with a request to use this Model Note and Statement sheet while sending DPC proposals to the Commission.

2. All the Heads of Departments/ Cadre Controlling Authorities are therefore requested to ensure that the above instructions are strictly complied with while sending DPC proposal to the UPSC.

3. It is further advised that the Model Note and Statement sheet may be adopted for all DPCs conducted at the level of Secretary/Chief Secretary so as to ensure uniformity.

//BY ORDER//



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As above.

To

1. All Secretariat Departments/Heads of Departments/Cadre Controlling Authorities
2. The Collector, Puducherry/Karaikal
3. The Regional Administrator, Mahe/Yanam

Copy to:

1. The Development Commissioner/ Commissioners-cum-Secretaries / Secretaries/  
Special Secretary to Government, Puducherry.
2. The P.S. to Chief Secretary, Puducherry.

**MODEL NOTE FOR DPCs**

**1. Introduction**

The instant proposal is for convening DPC/Review DPC/Supplementary DPC for promotion to the post of \_\_\_\_\_ in pay scale \_\_\_\_\_ in the Ministry/Department of \_\_\_\_\_ for the vacancy year \_\_\_\_\_.

**2. Detail of last DPC**

2.1 The last DPC for considering promotion to the grade/post was held on \_\_\_\_\_. The recommendations of the DPC as contained in the Minutes of the DPC received vide Commission's letter No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully implemented and all the officers recommended for promotion have been promoted. In case any of the officers recommended by the previous DPC has not been promoted then the reasons for his non promotion should be indicated here itself.

**3. Sanctioned Strength:**

3.1 The total number of sanctioned post(s) in the grade of (nomenclature & scale of pay of post) is \_\_\_\_\_ as per RRs. The sanctioned strength has been increased/decreased to \_\_\_\_\_ vide order/notification dated \_\_\_\_\_ ( if the Sanctioned strength has been increased or decreased.)

**4. Total Vacancies:**

4.1 The present proposal is for filling up \_\_\_\_\_ number of vacancies (existing vacancies: \_\_\_\_\_; & anticipated vacancies: \_\_\_\_\_). The date and manner of occurrence of the vacancies is indicated in **Annexure-I**.

**5. Reason for Supplementary/Review DPC, if any:**

**6. Provisions of Recruitment/Service Rules.**

6.1 In terms of the existing notified Recruitment Rules for the post (~~Copy enclosed~~ **Annexure-II**), the mode of recruitment is ..... (specify the mode of recruitment as provided for in column 11 of the RRs)..... All the vacancies as mentioned above fall under promotion quota. For promotion, ..... (specify here the eligibility criteria laid down in Col.12 of the RRs)..... It is certified that the proposal for Promotion has been considered as per the existing/prevailing RRs at the time of Vacancy Year for which the suitability of the candidates are being examined.

**OR**

6.1 Promotion involved in this case is from Group 'B' to Group 'A'. In terms of the existing notified Recruitment Rules for the post (**Copy enclosed Annexure-II**), the mode of recruitment is ..... (specify the mode of recruitment as provided for in column 11 of the RRs)..... For promotion, .... (specify here the eligibility criteria for promotion as per RRs).... The vacancies as mentioned above have been worked out on the basis of **vacancy based recruitment roster in terms of the guidelines as clarified in the DOPT OM No.AB-14017/2/1997-Estt.(RR) Pt. dated 19.1.2007 and reservation for SC/ST has been worked**



out on the basis of post based reservation roster and the vacancies earmarked for PwBDs category have been worked out as per DoPT OM No.36012/1/2020-Estt.(Res-II) dated 17.05.2022, as amended from time to time. Accordingly out of \_\_\_\_\_ vacancies, \_\_\_\_\_ fall on unreserved point, \_\_\_\_\_ vacancies are reserved for Scheduled Caste, ..... for Scheduled Tribes including ..... vacancies for PwBDs categories or (reservation of PwBDs in Promotion has been exempted vide notification dated \_\_\_\_\_ as per DoPT OM No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022, as amended from time to time). A Certificate from the Liaison Officer for SC/ST/PwBDs, certifying that the reservation of vacancies as above has been verified and found to be in order, is enclosed (Annexure-III).

7. Seniority List with addition & deletion to the last seniority list:

7.1 An authenticated copy of the Seniority List of the officers in the feeder grade, duly circulated to all the concerned officers, is enclosed along with the circular at Annexure-IV. The list of changes, i.e., additions in/deletions from the Seniority List, which was placed before the last DPC, has also been enclosed.

8. Zone of consideration and Eligibility list:

8.1 The crucial date of determining the eligibility of the officers for the promotion to the instant post is \_\_\_\_\_.

8.2 The zone of consideration, in terms of the revised guidelines as contained in DOP&T OM No 22011/2/2002-Esst.(D) dated 6th January,2006, as amended from time to time, is \_\_\_\_\_.

8.3 Accordingly, the eligibility list/year -wise eligibility list prepared taking into consideration the DoPT guidelines related to reservation in promotion **including persons with benchmark disability falling under each of the categories viz (a), (b), (c) & (d) & (e)**, Educational Qualification and details of mandatory training with completion date as stipulated in the existing RRs, is enclosed at Annexure-V. The certificates of Educational Qualification and Training as stipulated for promotion in the RRs, have been enclosed in the instant DPC proposal. It is also pointed out that the officers at S.L. Nos. ...., .... & .... and are on deputation outside the cadre and the officers at S.L.Nos....., .... &..... have refused promotion on earlier occasions, and are under debarment for promotion, the officers at S.L. Nos. ...., ..... & ..... have retired/are retiring within the vacancy year. It is, therefore, requested that an extended panel may please be provided in the event of these officers being recommended for promotion. Copies of orders relieving the officers for deputation outside the cadre/debarment for promotion are enclosed.

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Notes :

1. No Provision for Extended Panel for vacancy arising out of Retirement of officers during a particular Vacancy Year effective from Vacancy Year 2024 i.e. 01.01.2024 onwards as per DoPT OM No.22011/1/2023-PP (D—Promotion) dated 12.02.2024.
2. The Commission recommends an extended panel only if the remaining period of deputation of an officer outside the cadre is more than a year as on the date of the DPC.

9. **Vigilance clearance**

9.1 The Vigilance Clearance Certificate in respect of the eligible officers is enclosed at **Annexure-VII**.

10. **Statement of Penalties:**

10.1 The Statement of Penalties imposed on the officers falling in the Eligibility List(s) is enclosed at **Annexure VIII**. A copy of the Penalty Order has been placed in the CR dossier of the officers concerned at the appropriate place.

11. **Integrity status of officers**

11.1 It is certified that the Integrity in the relevant column of the APARs of all officers included in the eligibility list has been reported by the Reporting Officer concerned.

12. **Statement relating to availability of APARs and its disclosures.**

12.1 The complete & upto-date Character Roll/ APAR dossiers of all the eligible officers are enclosed. Year-wise availability of CRs/APARs in respect of each officer is placed at **Annexure-X**. Necessary "**Certificate for Non-Initiation**" of the missing Report, wherever applicable, has been kept in the dossier. Similarly, "**No Review**" Certificate, wherever applicable, has been appended on the APAR itself. Where the officers had made any representation against entries in the Confidential Report for the year prior to 2009-10 in terms of DoP&T's OM dated 14.05.2009, a copy of Speaking Order vide which the representation has been disposed of is enclosed. (OR Since no speaking order has been issued on the representation of the officer against grading in CR, a copy of File Noting containing the decision of the Competent Authority is enclosed)

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Notes :

1. The DOP&T guidelines as contained in their OM F.No.22034/4/2012 -Estt. (D) dated 02.11.2012 may please be referred to. **Vigilance Clearance can be withheld only if any of the three circumstances mentioned in the OM is attracted in the case of an officer.** Vigilance clearance cannot be withheld on the ground that Disciplinary Proceedings are contemplated against an officer.
2. The Penalty Statement should specify that no penalty has been imposed on the officer during the last 10 years or should cover all the penalties imposed during last 10 years whichever is applicable. In case an officer has not completed 10 years of Govt. Service, the certificate should mention the years completed by the officers as also the date of his joining Govt. Service.
3. The Ministries/Departments are required to send the complete & up-to-date dossiers of all the eligible officers. However, in case it is not possible (reason should be given) to send the complete & up-to-date dossier, it should be ensured that APARs for sufficient number of years are furnished to enable the DPCs to go back in the assessment matrix to take into account 5 years APARs to assess each officer falling in the zone of consideration/ eligibility list.

13. **Court Case.**

13.1 No court case pending against or details of the Court cases pending, relating to the enclosed DPC proposal, is placed at **Annexure-XI**.

14. **Composition of DPC:**

15. **Any other information relevant to the instant proposal:**

16. The DPC Proforma for referring Proposals to UPSC, Checklist duly filed in, alongwith the Certificate of the Joint Secretary to the effect that the proposal is complete in all respects, are also enclosed at **Annexure-XII**. It is requested that the Commission may please convene a meeting of the DPC.

**Signature**  
(Name & Designation of the Officer  
of the level of Under Secretary)



**STATEMENT CONTAINING INFORMATION RELATED TO ELIGIBLE OFFICERS VIZ NUMERICAL GRADING OF APARs, VC STATUS, PENALTY STATUS, DEPUTATION PERIOD ETC.**

DPC/Review DPC/Supplementary DPC for promotion to the post of ..... in the pay scale of ..... in the Ministry/ Department of ..... for the vacancy year ..... as below:

Year	No. of vacancies	Break up of vacancies			
		UR	SC	ST	Vacancies earmarked for PwBD

S.No.	Name of the officer	Date of Birth	Whether SC/ST	Whether belong to PwBD category, if yes, sub-category (if applicable)	Vigilance Clearance in clear terms (i.e. whether withheld or Clear )	Numerical grading of APARs of Five Years					Details of (a) Charge sheet (mention date of issue of charge sheet), (b) Brief details of penalty, if any with date of order (c) VRS/Retirement/ demise details (d) Period of deputation, whichever {a, b, c, d } is/are applicable
						T-6	T-5	T-4	T-3	T-2	
1.											
2.											
3.											
...											
....											

**Note: T** is the Current vacancy Year. ( For example pl. see the enclosed proforma also)

## ILLUSTRATION

Example: For vacancy year( 2023 ), T= 2023; Therefore APAR for the period upto T-2 i.e. 2021 is required as below

S.No.	Name of the officer	Date of Birth	Whether SC/ST	Whether belong to PwBD category, if yes, sub-category (if applicable)	Vigilance Clearance in clear terms (i.e. whether Clear or not Clear )	Numerical grading of APARs of Five Years					Details of (a) Charge sheet (mention date of issue of charge sheet), (b) Brief details of penalty, if any with date of order (c) VRS/ demise details (d) Period of deputation, whichever {a, b, c, d } is/are applicable
						2016-17	2017-18	2018-19	2019-20	2020-21	
1.	ABC	12.06.1975	SC	No	Clear	9.0	NRC* 2015-16- (8.0)	8.2	8.0	8.5	Retired/retiring on 31.03.2023
2.	DEF	15.12.1976	No	Yes	Not Clear	8.5 ** 7.3	7.5	9.3** 8.6	9.0	9.1	Charge sheet issued on 02.06.2022
3.	GHI	16.03.1974	ST	Yes	Clear	7.9	8.1	*NRC 2015-16 (8.6)	8.7	NRC* 2014-15(8.0)	
4.	LMN	02.04.1978	No	No	Clear	7.2	6.9	7.5	7.9	8.0	Retired voluntarily w.e.f. 12.03.2023 vide order dated 12.03.2023
5.	PQR	03.12.1974	No	No	Not Clear	7.1	7.0	7.4	7.3	7.2	Expired on 02.01.2023
6.	TUV	01.01.1973	SC	No	Clear	7.9	8.0	8.2	8.5	8.4	On deputation for three years since 01.04.2022 vide order dated 31.03.2022
7.	XYZ	06.03.1972	No	No	Clear	8.3	8.0	8.4	8.0	8.2	Penalty of reduction of increment by one stage for 03 years Imposed vide order dated 11.06.2022

\*In case of NRC, APAR for the previous year will be required to complete the required APAR matrix for five years.

\*\* When APAR is written in two part of the reporting year grading for each period should be mentioned separately with period.