

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

* * *

No.A.49011/64/2026/DPAR/CCD(2)

Puducherry, dt 31.07.2026

I.D. NOTE

Sub: Public Service – UPSC instructions on submission of DPC proposals through DPC portal - Reg.

Ref: 1. Letter No.A.49011/64/2026/DPAR/CCD-2 dated 17.07.2026 of Department of Personnel and Administrative Reform, Puducherry.
2. Letter F.No.11/28/2023-PD(C&P) dated 10.07.2026 and 16.07.2026 of Deputy Secretary, UPSC, New Delhi.

- - -

Kind reference is invited to the letters referred above regarding UPSC instructions on submission of DPC proposal through the “Online DPC Portal”.

2. As required by the Deputy Secretary (Promotion and Deputation Branch), Union Public Service Commission, this Department has furnished the details of Proposal Submitting Officers to UPSC, vide reference first cited, for the creation of User Id in DPC portal, for submission of DPC Proposal.

3. The UPSC has, now, requested to communicate the instructions regarding pre-requirement formalities/prerequisites for online submission of DPC proposals through the “Online DPC Portal” to the concerned Departments of this administration. It has also informed that the Online DPC Portal be accessed through the URL <https://www.upsdpc.gov.in/> using the login credentials shared/being shared with the official email address of the Proposal Submitting Officers of the respective Departments.

4. Therefore, all the Heads of Departments/Secretariat Departments of this Administration are requested to complete the required pre-requirement formalities/prerequisites, before submission of DPC proposals through the “Online DPC Portal”.

5. It is further informed that, in case of any difficulties/issues appearing at the time of online submission of the DPC proposals, Thiru Sandeep, NeGD [Mob: 8800738030], may be contacted.

/BY ORDER/



(S. MURUGESAN)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To:

All Secretariat Departments / Heads of Departments.

Copy to

1. The Development Commissioner/ Commissioner-cum-Secretary/ Secretaries to Government, Puducherry.
2. The Commissioner-cum-Secretary to Lt. Governor, Puducherry.
3. Stock file/C.R.B

GOVERNMENT OF PUDUCHERRY
DEPT. OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
CHIEF SECRETARIAT, GOUBERT AVENUE, PUDUCHERRY - 605001
Phone: (0413) 2233346, 2233278; Fax: 0413 - 2336447

No.A.49011/64/2026/DPAR/CCD-2

Dated: 17.07.2026

To

Shri S.S.Negi,
Deputy Secretary,
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi - 110 069.

Sir,

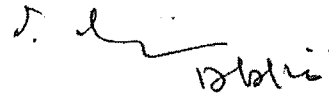
Sub: Details of the Proposal Submitting Officers to UPSC
for the creation of User Id in DPC portal -Furnished-
Reg.

Ref: Letter F.No.11/28/2023-PD(C&P) dated 10.07.2026
of Deputy Secretary, UPSC, New Delhi.

- - -

I am directed to refer to your letter cited on the subject mentioned above and to furnish herewith the details of Proposal Submitting Officers of the primary departments of this administration for creation of User Id by the UPSC, enabling the departments to access the UPSC "Online DPC Portal" and upload DPC proposal for Promotion.

Yours faithfully,



(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT

Encl: Annexure

Annexure

Details of Proposal Submitting Officers

Sl. No.	Name of the Ministry/ Department	Name of the officer	Designation	Official Email id of the officer	Mobile No.
1	Agriculture and Animal Husbandry	P. Sundararajan	Joint Secretary to Govt.	usagri@py.gov.in	9941510418
2	State Tax	Ratnaghosh Kishor Chaure	Joint Secretary to Govt.	jcctax@py.gov.in	9400560011
3	School Education	F. P. Verbina Jayaraj	Under Secretary to Govt.	usedn2@py.gov.in	9443493364
4	Home	Hiran	Under Secretary to Govt.	jshome@py.gov.in	9442069407
5	Labour	S. Sandirakumar an	Under Secretary to Govt.	dlc@py.gov.in	9751999515
6	DP&AR, Town and country planning	S. Murugesan	Under Secretary to Govt.	usgad@py.gov.in	9442891518
7	Port, Public Works Dept. and Science and Technology	S. Balassoundary	Under Secretary to Govt.	usworks@py.gov.in	9442262871
8	Power (Electricity Dept.)	Candane @ Sivaradjane	Under Secretary to Govt.	jsworks@py.gov.in	9443217340
9	Health	V. Soumya	Under Secretary to Govt.	ushealth@py.gov.in	9894523357
10	Higher Education	C. Malathy	Under Secretary to Govt.	usedn1@py.gov.in	9894241122

J. L.
10/10/12

F.No.11/28/2023-PD(C&P)
Union Public Service Commission
(Promotion and Deputation Branch)

New Delhi, 10th July 2026

To
The Secretary

(as per list attached)

Subject: *Online submission of DPC proposals regarding*

Sir/Madam,

I am directed to refer to the subject cited above and to state that the Union Public Service Commission (UPSC) has decided to roll out- **"Online DPC Portal"** for submission of DPC proposals. This **"Online Portal"** will replace the existing offline procedure of submission of DPC proposals.

2. It has been, therefore, decided that, henceforth, the DPC proposals will be submitted online which **at present** can be accessed at <https://upsc-dpc.negd.in> The Login ID and password are being shared individually on the email address of the person responsible for submission of DPC proposals i.e Under Secretary/ Deputy Director shall be termed as Proposal Submitting Officer (PSO) of the cadre controlling authority on the portal. The PSO should have Government email id (as for Parichay login) and Aadhar Card. The name of the PSO should be as mentioned in his Aadhar Card.

3. All User Ministries/ Departments are requested to access the **"Online DPC Portal"** for submission of DPC proposals using the said credentials. In case of any difficulties / issues appearing at the time of online submission of the DPC proposal, the following officers may be contacted:

- i. Sh. Y.V. Ramana, Consultant (IT), UPSC
Mob. No. – 9868933278
- ii. Sh. Sandeep, NeGD
Mob. No. 8800738030

4. The formalities/ prerequisites required to be completed before online submission of the proposal in the Module are annexed herewith. (Annexure-I)

5. It is also requested that all the concerned officers of the subordinate/ attached offices may also be apprised of the above.

6. Any subsequent changes/ new developments relating to the aforesaid **"Online DPC Portal"** will be communicated in due course.



(S.S. Negi)

Deputy Secretary

Tel: 011-23070689

Annexure-I

Pre-requirement formalities/prerequisites for online submission of proposals :

1. User ID/Password of Proposal Submitting Officer (PSO) of the Ministry/Department will be provided by the Commission.
- 2(i). The PSO should have a valid Digital Signature Certificate (DSC) dongle for signing of documents and its integration with the Department's system. (SOP enclosed for ready reference in **Annexure - II**).
- 2(ii). Alternatively, the PSO can use e-signature (Adhar based) to sign the documents (SOP enclosed for ready reference in **Annexure - III**).
3. The APARs of the Officers, who submit through the SPARROW system, shall be uploaded in **ZIP** folder. (SOP for uploading of APARs is enclosed for ready reference in **Annexure - IV**).
4. Otherwise, scanned copies of the APARs in clear and legible PDF format to be uploaded, if APARs are not available on SPARROW.
5. Documents as per the checklist (**Annexure – V**) for uploading (wherever applicable).

How to register your DSC

A short guide to setting up your DSC USB token and registering it on the DPC Portal.

What is a DSC?

A Digital Signature Certificate (DSC) is your secure online identity. On this portal, you use a DSC USB token to sign checklist documents so they cannot be tampered with later.

Things you need before you begin

A DSC USB token from a licensed CA (e.g., eMudhra, Pantasign).

Your DSC token PIN, given to you by the CA.

A Windows or Linux laptop where you can install software (admin rights).

Latest Google Chrome or Microsoft Edge.

Note — which DSCs and tokens work here

- ☒ Any Class 3 DSC (Individual or Organisation) from a CCA-India licensed CA — eMudhra, Sify, Capricorn, (n)Code, NSDL/Protean, IDRBT, Pantasign, and 18 others.
- ☒ Most hardware USB tokens — ePass, Watchdata Proxkey, Aladdin/SafeNet, Trustkey, mToken, InnaIT.
- ☒ Class 2 DSCs, soft (file-based) DSCs, and DSCs from non-Indian CAs — blocked by CCA compliance.
- ☒ Expired or revoked DSCs — auto-rejected at registration.

Install Java 8 (JRE) — required for DSC

The whole DSC setup runs on Java. Install **Java 8 (JRE)** before you begin — without it the DSC bridge will not start and the portal cannot read your token.

⬇ Download Java 8

Plug in your DSC USB token

Insert the DSC USB token into a free USB port on your laptop. Wait a few seconds — a small light on the token usually turns on.

Install the DSC token driver

Your DSC token also needs a small driver from the Certifying Authority that issued it. Without the driver, your laptop cannot read the token.

Download the driver for your token model and follow the on-screen instructions:

⬇ Download token driver

Not sure which driver you need?

⬇ Download driver detector tool

Install the NICDSign 2.0 bridge

The NICDSign bridge is a small program that runs on your own laptop and lets the portal talk to your DSC token safely. Without it, the portal cannot read your token.

Pick the installer that matches your operating system, run it, and follow the platform-specific setup guide.



Windows

[⬇ Download installer](#) · [📄 Setup guide](#)



Linux

[⬇ Download installer](#) · [📄 Setup guide](#)



macOS

[⬇ Download installer](#) · [📄 Setup guide](#)



Install the NICDSign root CA certificate

This step is **mandatory**. Inside the NICDSign installation folder you will find a small certificate file (the NICDSign root CA). Your browser must trust this certificate to talk to the bridge — without it, the portal will not be able to read your token.

On **Windows**: open the NICDSign install folder (e.g. C:\Program Files\NICDSign\), double-click the root CA file, choose **Install Certificate** → **Local Machine** → place it in **Trusted Root Certification Authorities**, then restart your browser.

On **Linux**: copy the root CA file to /usr/local/share/ca-certificates/ and run `sudo update-ca-certificates`, then restart your browser.



Start the bridge and check it is running

After installing, launch **NICDSign** from the Start Menu (Windows) or your applications launcher (Linux). You should see a small NICDSign icon in the system tray. Keep it running for the entire registration.



Trust the bridge the first time

The first time the portal connects to the bridge, your browser may show a security warning because the bridge runs locally. This is expected and safe.

In **Chrome** or **Microsoft Edge**, click *Advanced* → *Proceed to 127.0.0.1*. You only need to do this once per browser.



Come back here and click Register New DSC

With your token plugged in and the bridge running, return to this screen and click the **Register New DSC** button. The portal will ask the bridge to read your certificate.



Verify your email with OTP

The portal will send a 6-digit OTP to your registered email. Open your inbox, copy the code, and enter it on the verification screen to continue. The OTP expires in a few minutes — request a fresh one if it lapses.



Enter your token PIN when asked

A small window will pop up asking for your DSC token PIN. Enter the PIN given to you by the CA. Your PIN is checked on your laptop only — it is never sent to the portal.



Confirm certificate details

The portal will show your certificate details — the holder name, the issuer, and the valid-from / valid-until dates. Check that everything looks correct, then click **Confirm & Register**.



You are all set

Your DSC status will change to **Active** on this tab. From now on you can sign checklist documents with the same token. You only need to register once.

Common problems



The portal says the bridge is not detected

Make sure the NICDSign program is open and shows in your system tray. If it is, refresh this page. If it still fails, restart NICDSign and try again. Some firewalls or VPNs block local connections — turn them off briefly to test.



My browser shows a certificate warning

This is expected the first time. The bridge runs on your own laptop using a local certificate. In Chrome or Edge, click **Advanced** → **Proceed to 127.0.0.1**. You only need to do this once per browser.



My token PIN is locked

Most DSC tokens lock after a few wrong PIN attempts. The portal cannot reset this. Contact the Certifying Authority that issued your token to unlock or reset the PIN.

After uploading the document, click the 'eSign document' button. The system will securely redirect you to the NIC E-Sign Gateway to proceed with the UIDAI Aadhaar verification.

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Step 2: Compliance Checklist

- ☐ 1. Completion Certificate
- ☐ 2. Recruitment Rules
- ☐ 3. Relaxation
- ☐ 4. DPC Proforma
- ☐ 5. Seniority List
- ☐ 6. Eligibility List

1. Whether certificate from the designated officer (Joint Secretary/Additional Secretary or equivalent) that the proposal is complete as per DoP&T Check-List has been enclosed *

eSign required

PDF to sign

Completion Certificate *

1.pdf

eSign document

Back

Save as Draft

Next

Page 1 of 1

Rows per page: 50

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New Proposal

Deficiency Raised 00

Actions

View Edit

Check for updates

newsgateway.nic.in/secure/trackproposals/trackproposals.htm

Digit India
Power To Empower

NIC
एनआईसी
National
Informatics
Centre

NIC E-Sign Gateway

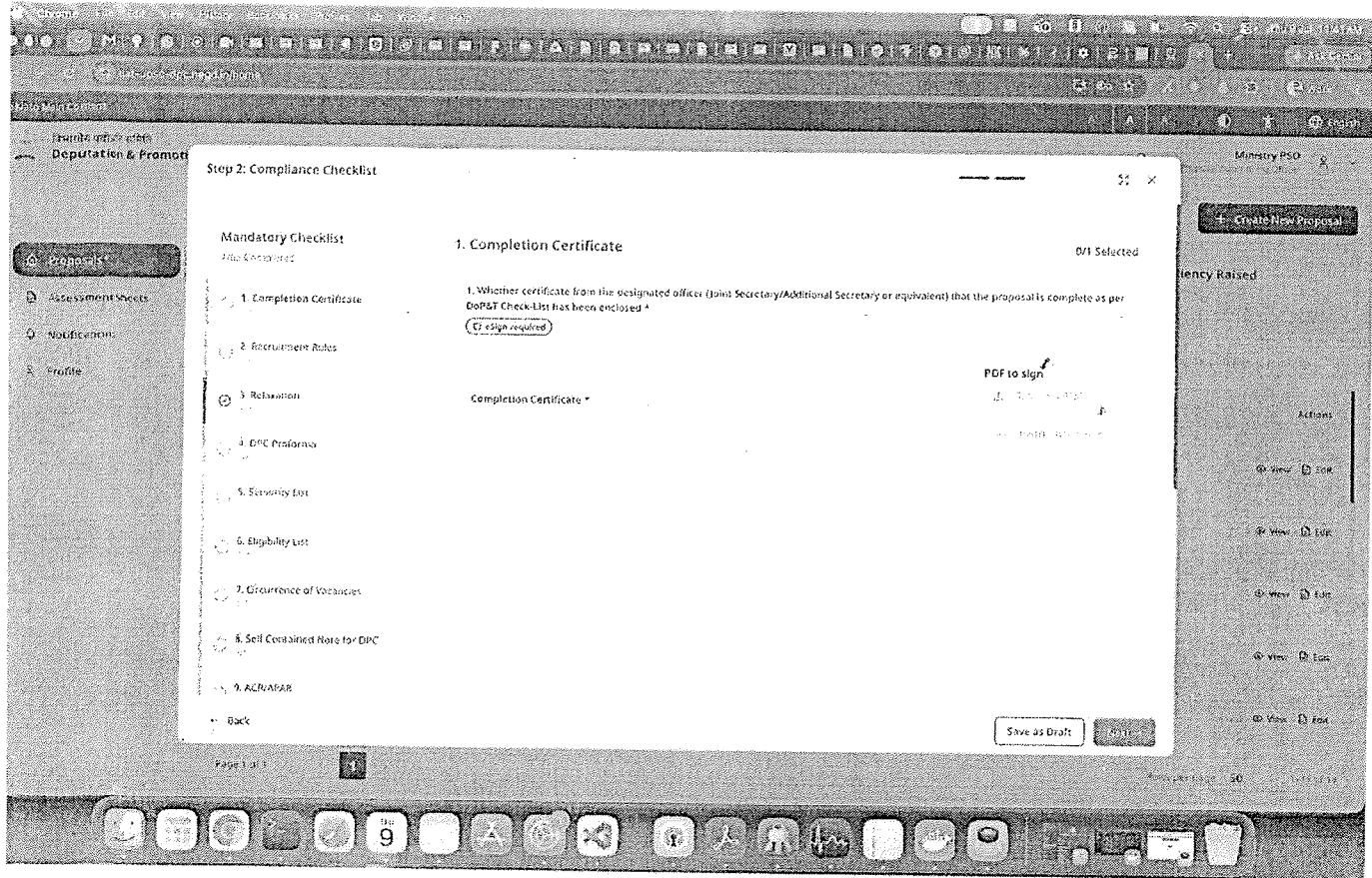
Redirecting to client application. Please Wait...

9

User Manual for e-sign Process(DPC)

Annexure-III

1. Upload the valid PDF document into the portal.



Enter your Aadhaar Number and click on the 'Get OTP' button to receive the one-time password on your registered mobile number.

CDAC THE CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

हस्ताक्षर

Ministry of Electronics and Information Technology
Government of India

Application Service

Aadhaar Number	Virtual ID	UID Token
----------------	------------	-----------

Enter your Aadhaar Number

☒ Aadhaar OTP ☐ Aadhaar T-OTP

Get OTP

Enter your Aadhaar OTP

☐ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/ViD/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of signing.

Submit Cancel

View Document Information

ASP Name :

CDAC THE CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Ministry of Electronics and Information Technology

9

Enter the OTP received on your mobile device, and then click the 'Submit' button to complete the digital signing process.

CDAC THE CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

हस्ताक्षर

Ministry of Electronics and Information Technology
Government of India

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

Aadhaar OTP Aadhaar T-OTP

Enter your Aadhaar T-OTP

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/Virtual ID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of e-signing.

Submit Cancel

ASF Name

After a successful submission, the document is electronically signed. The status will update to reflect the completion of this process. Officers can now view the eSigned document at any time by clicking on the 'View' link.

Skip to Main Content

विभागीय पद Deputat

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Step 2: Compliance Checklist

Mandatory Checklist

1/3 Completed

1. Completion Certificate 1/1 Selected

1. Whether certificate from the designated officer (Joint Secretary/Additional Secretary or equivalent) that the proposal is complete as per DoP&T Check-List has been enclosed *

eSign required

Completion Certificate *

3315_1783590080606_1.pdf View Delete

UPLOADED SUCCESSFULLY

Back

Save as Draft

Next

Deficiency Raised 00

New Proposal

Actions

View Edit

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Access of PAR Consideration Through SPARROW

Introduction:

The PAR Consideration Module, developed by NIC and integrated with the SPARROW application, facilitates the promotion and empanelment process. The module enables the Cadre Controlling Authority (CCA) to download bulk dossiers of officers whose empanelment cases are under consideration. These dossiers contain the relevant Performance Appraisal Reports (PARs) and associated records required for evaluation.

The downloaded dossiers can subsequently be uploaded by the Cadre Controlling Authority (CCA) to the UPSC portal for the assessment of eligible officers and the preparation of empanelment recommendations and promotion-related reports in accordance with the prescribed guidelines and procedures.

Steps to access PAR Consideration Module:

Step I: Initiation of PAR Consideration Process

To initiate the PAR consideration process, the Cadre Controlling Authority (CCA) shall log in to the respective SPARROW portal using their official NIC email ID or Government email/Parichay credentials.

Upon successful login, the CCA can access the PAR Consideration module and perform the necessary actions to initiate the empanelment or promotion consideration process for eligible officers. (Refer Fig: 1.0)

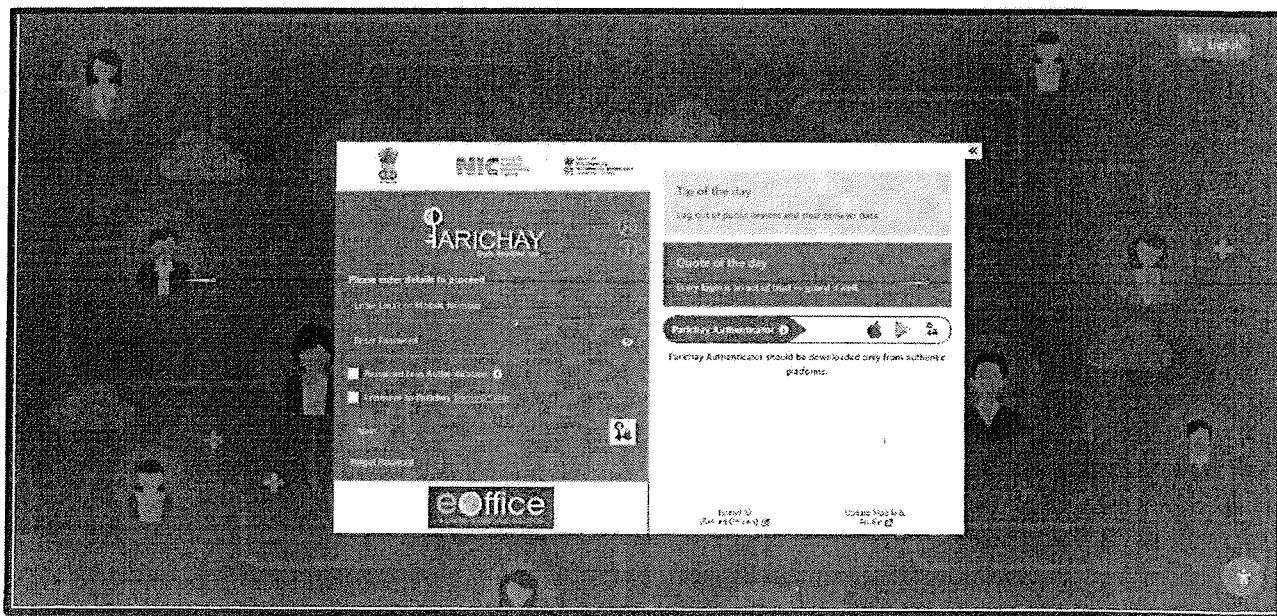


Fig: 1.0

Step II: Creation of UPSC DPC

After logging into the SPARROW portal, the Cadre Controlling Authority (CCA) shall create a UPSC DPC by entering the requisite details, including the **DPC Name, Purpose, DPC Type, Vacancy Year, and Pay Level.**

Upon providing the required information and saving the details, the UPSC DPC record is created in the system. (Refer **Fig: 1.1**)

The screenshot shows the 'People' page in the Office 365 Admin Center. The page is titled 'People' and displays a list of users. The selected user is 'John Doe', who is an 'Employee'. The user's details are shown, including their name, email address, phone number, and organizational role. The user's status is 'Active' and 'Is 2-step verified'. The left sidebar contains navigation links for 'People', 'Groups', 'Apps', 'Reports', 'Settings', and 'My Office 365'. The top navigation bar includes 'Office 365', 'Admin Center', and 'People'.

Fig: 1.1

Step III: Addition of Officers to the Zone of Consideration

After the creation of the DPC, the Cadre Controlling Authority (CCA) shall add the eligible officers belonging to the respective service to the **Zone of Consideration**.

The CCA can select and include the officers whose cases are to be considered for empanelment or promotion under the specified DPC. Once added, the officers become part of the Zone of Consideration and are available for further evaluation. (Refer Fig: 1.2 & Fig: 1.3).

Office Smart Performance Appraisal Report Processing Online Window (SPARROW)

Home > PAR Completion > DPC > DPC

DPC Details

ADD OFFICERS TO ZONE OF CONSIDERATION

EPC Details

EPC Name: [Text Field]

DPC Type: [Dropdown Menu]

Vacancy Year: [Text Field]

Is Active: ☒

Is 7.2 period Active: ☒

Purpose Description 1: [Text Field]

Purpose Description 2: [Text Field]

Applicable Service: [Dropdown Menu]

Pay Level: [Text Field]

Search: [Text Field]

Copy, Print, PDF, CSV, Print 10 rows

Sl No	Officer Name	Present Location	Current Grade	Pay Band	Pay Level	Active
1	UPSC Review	UPSC Review				Active

Showing 1 to 1 of 1 entry

Fig: 1.2

Office Smart Performance Appraisal Report Processing Online Window (SPARROW)

Home > PAR Completion > DPC > Zone of Consideration

Zone of Consideration

Select DPC: [Dropdown Menu]

Employee Search by: [Text Field]

Document Type: [Dropdown Menu]

Employee Name: [Text Field]

Current Grade: [Text Field]

Is Active: ☒ ☐ NOT ACTIVE

Search: [Text Field]

Copy, Print, PDF, CSV, Print 10 rows

Sl No	Officer Name	Present Location	Current Grade	Pay Band	Pay Level	Active
1	DIRECTOR		2000	CENTRAL SERVICES		Active
2	SECTION OFFICER		2000	CENTRAL SERVICES		Active
3	UNDER SECRETARY		2000	CENTRAL SERVICES		Active
4	SECTION OFFICER		2000	CENTRAL SERVICES		Active
5	JOINT SECRETARY		2000	CENTRAL SERVICES		Active
6	UNDER SECRETARY		2000	CENTRAL SERVICES		Active
7	SECTION OFFICER		2000	CENTRAL SERVICES		Active
8	JOINT SECRETARY		2000	CENTRAL SERVICES		Active
9	UNDER SECRETARY		2000	CENTRAL SERVICES		Active
10	SECTION OFFICER		2000	CENTRAL SERVICES		Active

Showing 1 to 10 of 10 entries

Fig: 1.3

Step IV: The Cadre Controlling Authority (CCA) may download the complete APAR dossiers of all officers within the selected zone by clicking the **Download ZIP** button. Upon selection, the system generates and downloads a consolidated ZIP file containing the APAR records and other related documents required for evaluation (Refer Fig. 1.4).

Note: If the CCA identifies any missing APARs, the authority may add the corresponding records for previous years using the 'Add Previous Year' option.



Fig: 1.4

The List of the Documents to be uploaded by the Ministry/Department while submitting the DPC proposal through online portal:-

S.No.	Documents	Contents of the Documents
1.	Covering Letter	A request for convening of the DPC/ Review DPC/ Supplementary DPC (as applicable) for the particular vacancy year.
2.	Note for DPC	Self contained note regarding the various facts of the case to be placed before the DPC/ Review DPC/ Supplementary DPC (as applicable).
3.	Occurrence of Vacancy Statement	A statement including details of all the vacancies to be taken into account for a particular vacancy year. (If any vacancy has occurred on account of promotion, long deputation (i.e. deputation is more than one year), VRS, death...etc., an order to the effect of the same may also be uploaded).
4.	DPC Proforma	A Proforma for referring DPC proposals to the UPSC as per DoPT OM No.22011/5/86-Estt(D) dated 10.4.1989.
5.	Checklist for promotion cases	As per annexure to DPC Proforma.
6.	Recruitments Rules	A legible Copy of the applicable Recruitment Rules applicable on the date of occurrence of vacancies (In case the Recruitment Rules are not legible, a typed copy of the said rules duly authenticated may be uploaded).
7.	Seniority List	A final seniority list duly circulated to all concerned officers in the grade (the copy of the seniority list must be authenticated by an officer not below the rank of Under Secretary). The particulars of changes in the Seniority List Vide Item 8(f) of the DPC Proforma shall also be uploaded along with the seniority list.
8.	Eligibility List	A list with details of all the eligible officers in the zone of consideration.
9.	Vigilance Clearance Certificate	A Certificate in terms of DoPT OM No.22011/4/91-Estt.(A) dated 14-09-1992 and OM

		No.22034/4/2012 -Estt. (D) dated 02-11-2012 duly authenticated by an officer not below the rank of Deputy Secretary is to be uploaded.
10.	Penalty Statement	A statement of penalties imposed, if any, during the last ten years. (In case of a penalty on an officer, a copy of the penalty order may also be uploaded).
11.	APAR availability certificate	A list of APARs falling under the assessment matrix for the last five years (in case of non-availability of a APAR for a particular year, a NRC for the said period may be uploaded and preceding years APARs may be taken into account and uploaded accordingly in lieu of NRC).
12.	APAR Disclosure certificate in terms of DoPT OM dated 14.05.2009	A certificate regarding disclosure of the APARs falling under the assessment matrix for the last five years of all the officers included in the zone of consideration.
13.	APAR certificate in terms of DoPT O.M. dated 13.04.2010	Where ACRs prior to 2008-09 are to be taken into account by the DPC, a certificate in terms of DoPT OM dated 13.04.2010, by following due procedure, may be uploaded. (Wherever applicable)
14.	Numerical gradings of the APARs	Numerical gradings of the APARs falling within the assessment matrix in respect of all the eligible officers in the zone of consideration may be uploaded. The numerical grading should be strictly in consonance with the APARs availability certificate as indicated at Sl. No. 11 above.
15.	Integrity Column Certificate in APAR	A certificate that Reporting Officer has certified the integrity of the officer in the relevant column of the APAR. In case the integrity column in the APAR is black due to any reason, a certificate from the competent authority certifying the integrity of the Officer for that particular APAR may be furnished.
16.	Liaison Officer's Certificate involving reservation for SC/ST	A certificate in terms of DoPT O.M. No. 36012/2/96-Estt.(Res) dated 02.07.1997. The certificate must indicate the number of SC/ST vacancies in a particular Vacancy Year (if vacancies are available for these categories). (Wherever applicable)
17.	Liaison Officer's Certificate involving reservation for PwBD	A certificate in terms of DoPT OM No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022. (Wherever applicable)

18.	Completion Certificate	A certificate that the proposal for convening the DPC for a particular vacancy year is complete in all respects and contains all documents as per the check list duly authenticated by an officer not below the rank of Joint Secretary is to be uploaded.
19.	Training Certificate, if prescribed in RRs for promotion	A certificate, wherever applicable, to the effect that all the officers in the zone of consideration have undergone the requisite training as prescribed in the extant RRs is to be uploaded. (Wherever applicable)
20.	Educational Qualification Certificate, if prescribed in RRs for promotion	A certificate, wherever applicable, to the effect that all the officers in the zone of consideration possess the requisite educational qualification as prescribed in the extant RRs is to be uploaded. (Wherever applicable)
21.	Court Case Certificate	A certificate indicating any court cases pending /judgments delivered by any Court of Law regarding the DPC proposal and whether the same will have a impact on the instant proposal should invariable be uploaded. If any court case is pending, a brief of the same may also be included in the said certificate. It must also be mentioned whether the recommendations of the DPC will be subject to outcome of the said pending court case.
22.	Relaxation in Qualifying Service or Requisite Training or Educational Qualification	A copy of DoPT's prior approval requiring relaxation in any provision of the RRs such as requisite qualifying service or training or educational qualification is to be uploaded. (Wherever applicable)
23.	Copy of Minutes of Last DPC	A copy of the Minutes of the last DPC held for the post along with its implementation i.e. copy of promotion orders is to be uploaded.
24.	Misc.	Any other information or documents, if required, may also be uploaded by the Ministry/Department.

F.No.11/28/2023-PD(C&P)
Union Public Service Commission
(Promotion and Deputation Branch)

OFFICE OF THE CHIEF SECRETARY PUDUCHERRY	
File No:	1602/G
Date:	21/07/2026
22 JUL 2026	

To

New Delhi, 16th July, 2026

The Secretary

(as per list attached)

Secy (Per)

Subject: Online submission of DPC proposals – regarding

Sir/Madam,

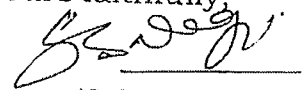
In continuation of this office letter No.11/28/2023-PD(C&P) dated 10th July, 2026, I am directed to say that **"Online DPC Portal"** for submission of DPC proposals has since been rolled out and made operational. The **"Online DPC Portal"** is accessible at <https://www.upsdpc.gov.in/>

3. All User Ministries/Departments are requested to access the **"Online DPC Portal"** for submission of DPC proposals using the URL- <https://www.upsdpc.gov.in/> with the Credentials shared/being shared to the individual email address of their Proposal Submitting Officers (PSO).

4. In case of any difficulties/issues appearing at the time of online submission of the DPC proposals, **Shri Sandeep, NeGD [Mob: 8800738030]** may be contacted.

5. The formalities/prerequisites required to be completed before online submission of the DPC proposals have already been shared as annexure to this office letter No.11/28/2023-PD(C&P) dated 10th July, 2026.

Yours faithfully,



(S.S. Negi)

Deputy Secretary

O/o. THE SECRETARY CHIEF SECRETARIAT, PUDUCHERRY/ PERS / GAD / LAD / VIG TCP / HSG / SS (HOME / CCD)	
Receipt	3251/Secy (Per)
Received on:	22 JUL 2026
Despatched on:	23/07/2026

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