

GOVERNMENT OF MADHYA PRADESH
GENERAL ADMINISTRATION DEPARTMENT

...

MEMORANDUM

No. 2520 /3152-I(iii) Bhopal, dated the 4th. December
13 Agrn. 1889
Nov. 1967

To

All Departments of Government,
Madhya Pradesh.

Subject:- Procedure for placing the cases of promotions
before the Departmental Promotion Committees.

Ref'nce:- This department's memo no. 537/3988-I(iii)/65
dated the 19th March 1966.

In this department's memo cited above,
it was decided that the Chairman of the Public Service
Commission or a Member nominated by the Chairman should
preside over the Departmental Promotion Committees for
such posts, promotion to which is made in consultation with
the Commission. The Commission has brought to the notice
of Government that departments do not always ensure that
the material required for the Committee is made available
to the Commission in sufficient time to enable a proper
consideration of the cases of officers eligible for promotion.
In order to eliminate the avoidable delay in finalising
the deliberations of the Departmental Promotion Committees,
the following procedure is laid down for observance by the
appointing authorities :-

- (1) It is not at all necessary to make any
reference to the Commission to enquire
the name of the Member who will preside
over a particular Committee.
- (2) Under the rules, the meeting is to be
held once a year. Since a large number of
departments have to place cases of promotions
before their departmental promotion committees,
it would be desirable to fix a specific month
in the year, in consultation with the Commission,
for the meetings of their committees. This

.....2)

will enable the Commission also to so arrange their other work and secure that promotion cases are considered well ahead of the dates on which actual promotions may have to be made. As the eligibility of persons for promotions is to be determined with reference to the first day of January of the year in which a meeting is to be held, it should be possible, if some forethought is given to the matter, to have the meetings fixed between January and April in each year.

(30) . Before the Commission is requested to indicate a date or dates for the meeting of the Departmental Promotion Committee, the department concerned should send to the Commission the following information so that proper scrutiny can be made of the material to be considered by the Committee and the Chairman of the Commission or the Member presiding over the Committee can prepare himself for the meeting :-

- (a) The sanctioned strength (permanent and temporary) of the various classes of posts in the department to which promotions are to be made.
- (b) The proportion of posts which under the rules can be filled by promotion and the number of vacancies available for promotion during the year in which the meeting of the Committee is held and the year following that.
- (c) Correct up-to-date seniority list of the persons eligible to be considered for promotion.
- (d) The personal confidential files of all the persons eligible for promotion with the reports brought up-to-date the last day of March prior to the date on which meeting is to be held. These PCFs should reach the Commission at least fifteen clear days before the date of the meeting as the scrutiny of the reports takes time.

(4) Under the rules, it is necessary for the proceedings of the DPC to be considered by Government and then referred to the Commission as a whole for their concurrence. It is noticed that departments do not always send these proceedings with Government comments, if any, for the Commission's concurrence. In the absence of the Commission's concurrence it cannot be said that the recommendations of the DPC have the agreement of the Commission.

2. All Departments are requested to ensure that the above procedure is followed by them in future.

R C Roy
(R C Roy)
Addl. Secretary to Government,
Madhya Pradesh,
General Administration Department.

No. 2521 /3152-I(iii) Dated the 4th. Dec. ~~Nov~~ 1967

Copy forwarded to :-

1. the President, Board of Revenue, M.P. Gwalior,
all Commissioners of Divisions,
all Heads of Departments,
all Collectors,

2. the Secretary, Public Service Commission, M.P., Indore,
for information with reference to the Commission's
demi-official letter no. 496 dated 27-10-67.

ML Chopra
(ML Chopra)
Deputy Secretary to Government.
MADHYA PRADESH.

Bajna
mathai-25-11.