

OFFICE MEMORANDUM

Subject:-**Meeting of Departmental Promotion Committees (DPCs)**
- **furnishing of certificates by the Chairperson/Members**

The undersigned is directed to invite reference to the Department of Personnel and Training (DoP&T) Office Memorandum No.22011/8/87-Estt(D) dated June 3, 1989 on the subject cited above. These instructions, inter-alia, provide that on considerations of equity and fairness and in order to ensure elimination of every element of bias, such Members of the DPC whose relatives are being considered by the DPC should not take part in its deliberations. Therefore, every **Member** of the DPC is required to furnish a certificate to the Chairman (Chairperson) of the DPC before commencement of the meeting stating that none of his/her close relatives is being considered by the DPC and that he/she is otherwise also not interested in any particular candidate. If any relative of any Member is being considered by the DPC, then the concerned Member is required to be advised to withdraw altogether from the selection process. Instructions further provide that the **Chairman** (Chairperson) of the DPC should also furnish similar information to the Appointing Authority sufficiently in advance so that in the event of the Chairman (Chairperson) not being in a position to participate in the meeting, Appointing Authority can nominate another officer of equivalent rank to function as the Chairman (Chairperson). These extant instructions make a distinction between the Chairperson and Members in regard to the *timing* of furnishing of the aforesaid certificates even though the instructions otherwise cover all the Members of the DPC (including the Chairman).

2. The aforementioned DoP&T guidelines dated June 3, 1989 have been reviewed and it has been decided that while sending the Agenda Papers of the DPC to the **Chairperson** and to the **Members** of the DPC, each one of them may specifically be asked to furnish the information to the Appointing Authority sufficiently in advance stating that none of his/her close relative is being considered by the DPC and that he/she (Chairperson/Members) is otherwise also not interested in any particular candidate. Members of the DPC may also endorse, sufficiently in advance, a copy of such information to the Chairperson of the DPC. In the event of the Chairperson/Members not being in a position to participate in the meeting, this would facilitate making alternate arrangement (as the case may be) in time by nominating officers of equivalent ranks to function as the Chairperson/Members of the DPC, if permissible according to the provisions of the relevant Recruitment Rules.

3. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including their attached and subordinate offices for guidance and compliance.

OFFICE MEMORANDUM



(K.K. JHA)

DIRECTOR(Establishment)

To
All Ministries/Departments of the Government of India

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. Rajya Sabha Secretariat, New Delhi.
4. The Lok Sabha Secretariat, New Delhi.
5. The Secretary, Department of Shipping (Ministry of Surface Transport), Transport Bhavan, Parliament Street, New Delhi with reference to his D.O.No.A-12025/3/94-MA dated August 28, 2000.
6. The Comptroller and Audit General of India, New Delhi.
7. The Union Public Service Commission, New Delhi with reference to their letter No.10/23/2000-AU-C dated April 17, 2000(20 copies).
8. The Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. All Officers and Sections in the Do P&T.
11. Establishment(D), DoP&T (200 copies)
12. Facilitation Centre, DoP&T (20 copies)
13. NIC (DoP&T) for placing the Office Memorandum on the website of DoP&T