

भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,  
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,  
मुंबई / Mumbai - 400 001  
इ-मेल / Email: [sectcord@dae.gov.in](mailto:sectcord@dae.gov.in)  
022-22862661

No. 24/3/2021-SCS/E-File/12283

Dated: - 13-10-2021

**पृष्ठांकन / ENDORSEMENT**

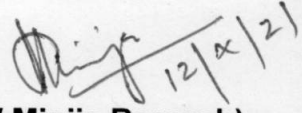
विषय /: **Timely and advance action in convening of Departmental  
Subject: Promotion Committee meeting in terms of Model  
Calendar - regarding**

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उपरोक्त विषय पर कार्मिक एवं प्रशिक्षण विभाग, नई दिल्ली से प्राप्त दिनांक 27/08/2021 के कार्यालय ज्ञापन संख्या 22011/1/2021-Estt. (D) की एक प्रति सूचना और आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Office Memorandum No.22011/1/2021-Estt. (D) dated 27/08/2021 received from Department of Personnel & Training, New Delhi on the above-mentioned subject is forwarded for information and necessary action.

संलग्न / Encl : 2 Pages.

  
(मिनिजा रमेश / Minija Ramesh)  
अनुभाग अधिकारी (एस. सी. एस) / Section Officer (S.C.S)  
022-22862661

**All Administrative Heads of Constituent Units/PSUs/Aided Institutions of DAE.**

**प्रतिलिपि / Copy also to:**

- All Officers and Section in DAE – Through DARPAN Portal
- E-File: 24/3/2021-SCS/E-File – for digital Filing
- Staff Side
- GF-. 52 & 9 / SCS-DAE

No. 22011/1/2021-Estt.(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
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North Block, New Delhi  
Dated : 27.08.2021

**OFFICE MEMORANDUM**

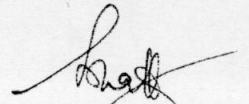
Subject : Timely and advance action in convening of Departmental Promotion Committee meeting in terms of Model Calendar-regarding.

The undersigned is directed to state that with a view to having the approved select panels for promotion ready in advance in a time-bound manner, this Department has been impressing upon adherence of time schedule for convening meetings of DPCs. The Cadre Controlling Authorities are accordingly required to follow the Model Calendars for DPC issued in OM No. 22011/4/2013-Estt.(D) dated 08.05.2017, so as to ensure that the panel is ready in time, and is utilized, as and when the vacancies arise during the course of the vacancy year.

2. Cabinet Secretariat has drawn attention to the observations of the Department related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice, that there has been an inordinate delay in the constitution of the DPC and that delay in holding of DPCs results in deprivation of timely promotion to the eligible candidates. It has also been brought to the notice that Ministries/Departments were not submitting DPC proposals to UPSC on time, causing delay in timely convening of DPCs meetings.

3. The objective of timely promotions of officers can be achieved through strict adherence to the timelines prescribed in the Model Calendar for submission of DPC proposals.

4. Accordingly, all the Ministries/Departments are, therefore, once again requested to ensure strict compliance of instructions in order to achieve the desired objectives of timely convening of DPCs/preparation of approved select panels within the prescribed time frame.



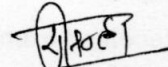
(A. Bhattacharya)  
Deputy Secretary  
Tel. No. 23094072

To

All Ministries/Departments of the Government of India.

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment (D) Section, DoP&T (10 copies)
13. NIC for updation on the website.



(R.K. Sinha)

Under Secretary  
Tel. No. 23040340