

**GOVERNMENT OF TELANGNA
GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**

U.O. Note No.5369/Ser.D/A1/2022

Dated:20.09.2022

Sub:- DPC - Convening the meetings of the DPCs for Heads of Departments (Non-Cadre) and Additional/Joint Secretary to Government (Non-Cadre) level posts and also for 3rd and above level Gazetted posts in the State - Certain instructions - Issued - Reg.

-:oOo:-

The panel year 2021-22 for convening the meetings of the DPCs is expired by 31.8.2022 and the panel year 2022-23 commenced on 1.9.2022. Therefore, it is felt necessary to issue certain instructions/important points that are required to be followed/noted by the Departments of Secretariat, while furnishing DPC proposals to General Administration (Services) Department during the panel year 2022-23. Accordingly, the following important instructions/guidelines are issued.

2. Preparation of panels for the panel year 2022-23:- The panel year 2022-23 commenced on 1.9.2022. The idea of having a panel is to give promotion to people as and when they become eligible and vacancy arises. They are, therefore, advised to send proposals for Head of Department (Non -Cadre) and Additional / Joint Secretary to Government (Non-cadre) level posts; and for 3rd and above level Gazetted posts, as the case may be, in the State, for the panel year 2022-23 for convening the meetings of the DPCs.

3. Proposals should be sent in full shape:- The proposals received from certain departments were either in incomplete shape or defective, despite of clear orders/instructions and hence, the General Administration (Services) Department was compelled to return such proposals to the respective departments for rectification. As a result, causing delay in convening the meetings of the DPCs. Therefore, the Departments are advised to furnish proposals in complete shape along with check list as attached.

4. Updating the ACRs:- One of the reasons attributed for not submitting DPC proposals by the departments concerned is that non-availability of ACRs of the candidates for latest year (2021-22 in this case) as on the date of commencement of the panel year, despite the rules / orders that ACRs of the candidates are to be initiated in the month of April of the preceding financial year by the Reporting Officers every year and finalized by December. Therefore, the departments are advised to ensure that the ACRs upto last year are kept ready well in advance before the panel year commences. The departments shall furnish the ACRs of the candidates, in original, for the last five years i.e. 2017-18 to 2021-22 along with proposals and for equal number of previous years if these are not available.

5. The following points shall be kept in mind while preparing Note for Departmental Promotion Committee:-

(a) The qualifying date for the panel year 2022-23 is 1.9.2022; and the vacancies for the panel year shall be the vacancies those are existing as on 1.9.2022 and those that will arise from 1.9.2022 to 31.8.2023 only, in terms of rule 6 of the General Rules. The vacancy position is to be sent to General Administration (Services) Department along with the proposals. If vacancies are not available for the panel year 2022-23, the appointing authority has to take action as per 4th proviso to rule 6(b) of General Rules. Retirement vacancies, those are arising on 31.8.2023 shall not be taken into consideration for the current panel year 2022-23 and such vacancies shall be taken into consideration for the next panel year i.e. 2023-24. They shall also mention the reasons for arising vacancies.

(b) Note for DPC, proforma, Seniority List of the Officers etc, shall be as prescribed in the G.O.Ms.No.187, GAD, dt:25.4.1985; and Court Orders/GOs/References, if any, and the decision taken by the department thereon shall be indicated at appropriate place in the proposals.

- (c) Particulars of disciplinary cases against the officers viz. charges, criminal cases, charge sheets, penalties etc. and Court Orders/GOs/References, if any, thereon, latest stage of the case and decision taken by the department thereon shall clearly be indicated at appropriate place in the proposal;
- (d) In certain cases, Courts are issuing directions suspending or setting aside the disciplinary proceedings/penalties against the officers in the zone of consideration or issuing directions to consider the names of the charged officers without reference to charge memoranda/penalty orders, for promotions. In such cases, the Spl.Chief Secy./Prl.Secy./Secy. to Govt. concerned has to specifically state whether the department have gone in appeal or filed stay vacation petition etc., and the department have to take a stand whether to consider such cases or not, before sending proposal to General Administration (Services) Department.
- (e) ACRs of all the officers who come within the zone of consideration, including the officers facing charges or involved in disciplinary cases etc. for the years from 2017-18 to 2021-22 with counter signature and official stamp of the competent authority, shall be furnished along with the proposals. In respect of the officers on long leave, available ACRs along with Non-Initiation Certificate for the leave period shall be furnished. The ACRs of the officers from the year 2017-18 shall be in the proforma updated in G.O.Ms.No.580, GA (Ser.C) Department, dt:12.10.2011 i.e, with the dates of submission of Annual Property Returns by them and counter signature with official stamp of the competent authority;
- (f) The department has to furnish the details, such as, cadre strength, working strength and persons working on deputation in the same cadre, the reasons therefor and whether the Finance Department have agreed therefor etc. The orders permitting the officers to work on deputation shall be enclosed to the proposals. The department has to specify whether the officers working on deputation are approved probationers or not;
- (g) Zone of consideration for promotion shall be 1:3. The stipulation of zone of consideration shall not be applicable to the SC/ST candidates in respect of the posts whose total cadre strength is more than five;
- (h) The proposals shall be in the name of the Special Chief Secretary/ Principal Secretary/Secretary to Government of the administrative department concerned and shall be attested by an officer not below the rank of Deputy Secretary to Government with official stamp;
- (i) Statement showing the vacancy position with justification and dates of arising vacancies, keeping in view of the G.O.Ms.No.154, SW (ROR) Dept., dt:30.7.2008, shall be enclosed to the proposal;
- (j) Statement showing the details relating to disciplinary cases/criminal cases/charges/charge sheets/penalties, pending / imposed on all the officers, who come within the zone of consideration, shall be enclosed to the proposal;
- (k) Copy of the proceedings of the previous panel and extracts of Roster Point Register in respect of previous panel, for the posts for which rule of reservation is applicable; and a statement showing complete information on Rule of Reservation, shall be enclosed to the proposal;
- (l) In spite of clear instructions / guidelines, certain departments are sending proposals to the G.A (Ser) Department at the fag end / last week /day of panel year. The G A (Ser) Department is not in a position to examine the said proposals at last minute and cannot process as per the DPC guidelines, leading to dissatisfaction in candidates.

- (m) Names of the officers, who are already retired on superannuation / promoted, shall not be included in the seniority lists, furnished with the proposal.
- (n) DPC matters purely relates to the administrative department concerned and General Administration (Services) Department. Hence, the same are kept confidential and the proposals shall be sent in sealed cover; and the information relating to the DPC proposals should not be disclosed.
- (o) The Special Chief Secretary/Principal Secretary/Secretary to Government of the administrative department concerned and the Head of the Department concerned are required to attend the meeting of the DPC and no other officer on behalf of member and no supporting staff shall be allowed for the DPC meetings. If the members are unable to attend the meetings, they have to bring the same to the notice of the Chairman of the Committee and take permission for postponement of the scheduled meeting.
- (p) The recommendations of the DPC shall be got approved by the appointing authority concerned and necessary orders to that effect shall be issued in the form of GO, by publishing the same in the State Gazette, preferably within 15 days from the date of receipt of such recommendations, but not later than 31.8.2023. Such panel shall cease to be in force on the afternoon of the 31st December, 2023 or till the panel for the year 2023-24 is prepared, whichever is earlier.

6. The Departments of Secretariat are therefore requested to adhere to the aforesaid instructions strictly and also the instructions issued from time to time in the matter, consult the Heads of Departments, wherever necessary and furnish proposals in Six Sets by U.O. Note in sealed cover to the Special Chief Secretary / Principal Secretary / Secretary / Joint Secretary / Deputy Secretary to Government (Services), GAD, for taking necessary action to place the same before the DPC for preparation of panels for the panel year 2022-23.

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
All the Special Chief Secretaries/Principal Secretaries/Secretaries to Government,
Departments of Secretariat.

Copy to:

The Asst.Secy.to Govt.(Ser.I/Ser.II), GAD.
All Services Sections in GAD.
The GA (Cabinet) Department.
The PS to Chief Secretary to Govt.
The PS to Secretary to Government, GAD.
SF/SCs.

// FORWARDED BY ORDER //


SECTION OFFICER

Check list for scrutiny of proposals for DPC Meeting

Ref: U.O. Note No.

Department, Dated:

1.	Name of the Department	
2.	Head of Department	
3.	Name of the post	
4.	Gazetted Level	i.e. III/IV/V/VI
5.	Chairman of DPC	
6.	Institution included in Schedule IX / X	
7.	Proposal in full shape:	
(A)	Received in (6) sets	Y / N
(B)	Attested by DS / JS / Addl.Secy.	Y / N
(C)	Notes on the proposal	Y / N
(D)	Copy of service rules enclosed	Y / N
(E)	Seniority Lists furnished i) Sy. List of feeder category with SC/ST/DAP particulars ii) Sy. List of promoted category with SC/ST/DAP particulars	Y / N
(F)	Present panel list for DPC is in accordance with seniority list	Y / N
(G)	Whether all Officers above the Sl.No.1 in panel are already promoted (If not, details & reasons) i) Name of the Officer ii) No. in seniority list iii) Reasons for non-promotion iv) Whether vacancies are reserved for seniors (Not promoted)	
(H)	No. of Officers completed minimum service in the seniority list	
(I)	Whether orders in circulation were obtained by the Administrative Department for relaxation of minimum service, if any	
(J)	Sanctioned cadre strength	
(K)	Working strength (Working + Deputation)	
(L)	<u>No. of vacancies:</u> <u>Cause of vacancy</u> i) Retirement () ii) Death () iii) Promotion () iv) Deputation ()	
(M)	ACRs in original for last 5 years	
8.	Details of disciplinary cases / Vigilance clearance / ACB cases / Penalties awarded, if any	
9.	Vigilance Clearance available for all officers in panel	Y / N
10.	Court Orders, if any	
11.	Any other remarks / information	

SIGNATURE OF DS/JS/ADDL.SECY OF CONCERNED
DEPARTMENT