

No.6/13/2013-PER/DR-P/ 3137  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220  
e-mail : pers-dd@nic.in

Dated : 10 / 02 / 2015.

**READ : Circular No.6/13/2013-PER/DR-P/2887 dated 20-12-2013**

**C I R C U L A R**

**Sub: Proposals for Promotion**

In partial modification of the Circular quoted in the preamble above, the Proforma annexed with the **Annexure-II** of the circular is amended for promotion as per annexed **Annexure - IIA & IIB** attached with this circular.

2. The years for which the ACR/APAR need to be assessed by DPC for promotion is explained in DoPT OM No.22011/7/98-Estt. (D) dated 06-10-2000, the relevant paragraph of which is re-produced below :

*“The DPC should assess the suitability of the employees for promotion on the basis of their Service Records and **with particular reference to the CRs for five preceding years irrespective of the qualifying service prescribed in the Service / Recruitment Rules.** ..... (If more than one CR have been written for a particular year, all the CRs for the relevant years shall be considered together as the CR for one year.)”*

3. DoPT vide its O.M. No. 22011/9/98-Estt(D) dated 6<sup>th</sup> June, 2000 has further clarified that only such ACRs should be considered which became **available** during the year immediately preceding the vacancy/panel years even if DPCs are held later than the schedule prescribed in the Model Calendar. In other words, for the vacancy/panel year 2000-2001, ACRs up to the year 1998-99 are required to be considered irrespective of the date of convening of DPC.

4. In view of the position explained as in para 2 and 3 above, all Departments may observe that ACRs/APARs of five years that became **available** during the year immediately preceding the vacancy year is to be considered, irrespective of the date of DPC.

5. It is further decided that all departments shall henceforth put up the draft **Agenda Note** in the model format as annexed herewith as **Annexure -III** & draft minutes of the meeting in the model format annexed as **Annexure - IV** for **Promotion**. All documents (Recruitment Rules, Seniority List, Roster Register, etc.) as required in the annexed formats must be placed in the file on the correspondence side duly referenced. These are Model Formats and could be modified based on specific facts of individual case. The DoPT guidelines for considering officers / officials in the normal zone of consideration / extended zone of consideration is annexed as **Annexure-V**.

6. It may be noted that only **availability** of ACR/APARs may be indicated in Annexure IIB. The actual grading should not be indicated here. A separate statement of grading may be prepared and brought by the Head of Office along with ACR Dossier at the time of DPC meeting.

7. The approved Agenda Note along with other papers may be tied to a file cover at correspondence side and given page number. The page number shall be similar in all Agenda Notes and shall be forwarded to all the members of the DPC along with the Meeting Notice.

8. All Heads of Offices must invariably ensure that their proposals are submitted as per the formats annexed herewith and proposals which are not in the annexed formats shall be returned forthwith to the concerned departments.

9. The recommendations of the DPC, vide its approved minutes are then required to be processed for approval of the Appointing Authority. Consequent to such approval, the Department may issue a Promotion Order as per the model format at **Annexure-VI**.

10. The formats annexed herewith are for Promotion to **Group 'B' & 'C' (including Multi Tasking Staff) posts only**. The department shall continue to prepare proposals in the format prescribed by UPSC for all Direct Recruitments / Promotions to Group 'A' posts.

Encl : **Annexure – IIA, IIB, III, IV, V & VI.**

  
(P. Lalchhuanga)  
Special Secretary (Pers.)

To,  
All Heads of Offices,  
Daman / Diu.

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu.
2. The Collector, Diu with a request to circulate to all the Heads of Offices in Diu District.
3. The Additional Secretary (Pers.), Secretariat, DNH to issue similar circular to Departments / Offices in Dadra & Nagar Haveli.

ANNEXURE IIA

STATEMENT SHOWING CANDIDATES IN ZONE OF CONSIDERATION WITH AVAILABILITY OF VIGILANCE CLEARANCE CERTIFICATE / WORK PERFORMANCE - INTEGRITY CERTIFICATE / MAJOR - MINOR PENALTY

(1) Sr. No.	(2) Name of Officer / Official in the normal zone of consideration / extended zone of consideration	(3) Whether appointed on Regular / Adhoc basis	(4) Category (SC/ST/PH/UR)	(5) Date of Appointment	(6) Whether clear from Vigilance Angle			(7) Work Performance / Integrity Certificate	(8) Statement of imposition of Major / Minor Penalty during last 10 years
					Yes / No	Mention Page No. on which VCC placed in the file	Mention Page No. on which the Certificate placed in file		
						/C	/C	/C	

**STATEMENT SHOWING AVAILABILITY OF ACR - APAR**

Sr. No.	Name of Officer / Official in the normal zone of consideration / extended zone of consideration	Year of vacancy against which proposed to be promoted	Year for which ACR / APAR required	Years for which ACR / APAR Available*
(1)	(2)	(3)	(4)	(5)

- Do not indicate the Grading here.

**ANNEXURE – III**

**AGENDA NOTE (Model Format)**

There are \_\_\_\_\_ sanctioned posts of \_\_\_\_\_ in the Pay Band of Rs. \_\_\_\_\_, Grade Pay of Rs. \_\_\_\_\_ (in Group '\_\_\_\_') in the Department of \_\_\_\_\_ in the UT Administration of \_\_\_\_\_, of which \_\_\_\_\_ posts are currently vacant as per details tabulated below :

Sr. No.	Date of Vacancy	Reason for Vacancy (Resignation / Voluntary Retirement / Superannuation / Dismissal / Removal from Service / Regular Promotion / Ad-hoc Promotion / Newly Created Post, etc.)

2. The Recruitment Rules for the post of \_\_\_\_\_ were notified vide Notification No. \_\_\_\_\_ dated \_\_\_\_\_ (**Annexure-A**), as per which the post is to be filled up by promotion of \_\_\_\_\_ <Mention here feeder grade, years of qualifying service, qualification required etc.

[Example :

Assistant Engineer with 3 years regular service in the case of degree holders; or with 8 years regular service in the grade in the case of diploma holders.

3. As per the Reservation Roster approved by Director (Social Welfare), the vacant posts falls at roster points tabulated below (**Annexure-B**):

Sr. No.	Year of Vacancy	Roster Point	Category

4. The Seniority List for the feeder grade post of \_\_\_\_\_ was published on \_\_\_\_\_ <date> and is at **Annexure-C**. The status of seniority of the officers / officials in the feeder grade within the zone of consideration is tabulated below :

Sr. No.	Name of officers / officials	Category	Date of regular appointment to the feeder grade post	Whether eligible for promotion as per RR? If not, please indicate the reasons thereof

5. A statement indicating the Vigilance Clearance Certificate / Integrity Certificate / Statement indicating Imposition of Major / Minor Penalty and of Availability of APARs of the officers / officials in the zone of consideration is at **Annexure– D & E** respectively.

6. The DPC may consider the promotion of eligible officers / officials to the post of \_\_\_\_\_.

**Name, Designation &Signature of Head of Office**

**ANNEXURE - IV**

**MINUTES OF THE MEETING HELD IN THE CHAMBER OF THE**  
**<DESIGNATION OF THE CHAIRMAN OF**  
**DPC>, CHAIRMAN OF THE DEPARTMENTAL PROMOTION COMMITTEE ON**  
**<DATE> AT <TIME> FOR FILLING UP THE POST OF**  
**\_\_\_\_\_ , UT Administration of \_\_\_\_\_**

**(Model Format)**

The Departmental Promotion Committee consisting of :

- |    |                                     |     |          |
|----|-------------------------------------|-----|----------|
| 1. | Shri / Smt. _____<br>_____<br>_____ | ... | Chairman |
| 2. | Shri / Smt. _____<br>_____<br>_____ | ... | Member   |
| 3. | Shri / Smt. _____<br>_____<br>_____ | ... | Member   |
| 4. | Shri / Smt. _____<br>_____<br>_____ | ... | Member   |
| 5. | Shri / Smt. _____<br>_____<br>_____ | ... | Member   |

met in the chamber of the \_\_\_\_\_, <Designation of the  
 Chairman of DPC> Daman & Diu and DNH for filling up the vacant post of  
 \_\_\_\_\_ by promotion on \_\_\_\_\_ <Date of Meeting>

The Agenda Note was circulated to all the DPC members vide letter  
 No. \_\_\_\_\_ dated \_\_\_\_\_.

2. It was informed by \_\_\_\_\_ <Designation of Head of Office> that there are  
 \_\_\_\_\_ <Number> sanctioned posts of <Name of Post> \_\_\_\_\_ in the  
 Pay Band of Rs. \_\_\_\_\_, Grade Pay of Rs. \_\_\_\_\_ (in  
 Group '\_\_\_\_') in the Department of \_\_\_\_\_ in the UT  
 Administration of \_\_\_\_\_, of which \_\_\_\_\_ posts are currently  
 vacant as per details tabulated below :

Sr. No.	Date of Vacancy	Reason for Vacancy (Resignation / Voluntary Retirement / Superannuation / Dismissal / Removal from Service / Regular Promotion / Ad-hoc Promotion / Newly Created Post, etc.)

3. \_\_\_\_\_, <Designation of Head of Office> further informed that the Recruitment Rules for the post of \_\_\_\_\_ were notified vide Notification No. \_\_\_\_\_ dated \_\_\_\_\_, as per which the post is to be filled up by promotion of \_\_\_\_\_ <Mention here the feeder grade, years of qualifying service required, qualifications required, etc.>

4. As per the Reservation Roster approved by Director (Social Welfare), the vacant posts falls at roster points tabulated below :

Sr. No.	Year of Vacancy	Roster Point	Category

5. The status of eligibility of the officers / officials in the feeder grade within the zone of consideration as explained in the agenda note circulated is tabulated below:

Sr. No.	Name of officers / officials	Category	Date of regular appointment to the feeder grade post	Whether eligible for promotion as per RR? If not, please indicate the reasons thereof

6. The DPC perused the year wise eligibility of the employees according to number of vacancies and zone of consideration and assessed the available ACRs / APARs / Integrity & Vigilance Clearance and Statement of Imposition of Major / Minor Penalty and recommends the promotion of following officers / officials to the post of \_\_\_\_\_.

**Select List for Promotion**

Sr. No.	Name	Against the Vacancy Year	Roster Point	Post reserved for	Category of Officer / Official	Remarks
1						
2						
3						

7. The Committee also recommends to keep a panel for anticipated vacancies during current financial year as well as against refusal of promotion for Reserved / Unreserved Posts from the date of DPC. The following are kept in panel as per Seniority List.



**Waitlist Panel for Promotion**

<b>Sr. No.</b>	<b>Name</b>	<b>Category of Officer / Official</b>
1		
2		
3		

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Chairman)

**ANNEXURE-V**

**DoPT guidelines for considering officers / officials in the normal zone of consideration / extended zone of consideration.**

No. of vacancies	Normal size of zone of consideration	Extended zone of consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies plus 4.	5 times no. of vacancy.
X (x = no. of vacancy)	(i) 5x for x=1 (ii) 2x + 4 for 1<x≤10; (iii) 1.5x + 3 or 24 whichever is more, for x > 10.	5x

- i) For vacancies upto [and including] 10, existing provisions relating to normal size of zone of consideration will continue to be applicable;
- ii) For vacancies exceeding 10, the normal size of zone of consideration will be one and half times the number of vacancies, rounded off to next higher integer, plus three but shall not be less than the size of zone of consideration for ten vacancies;
- iii) The existing size of extended zone of consideration for SC/ST officers, viz. five times the total number of vacancies, will continue to be applicable.

No. [Mention the File No.]  
Administration of  
Daman & Diu / Dadra and Nagar Haveli, UT  
[Mention your department Name]  
[Address]  
[e-mail id: Mention department mail id]

Date : \_\_\_/\_\_\_/201

**ORDER**

On the recommendations of the Departmental Promotion Committee, the <Designation of Appointing Authority> / Appointing Authority, U.Ts of Daman & Diu and Dadra & Nagar Haveli is hereby pleased to promote the following <Name of feeder cadre post> to the post of <Name of the promotional post> on Regular Basis, in <Mention Pay Band> with Grade Pay of <Mention Grade Pay> with immediate effect.

Sr. No.	Name of Official(s)	Category	Present place of posting

2. This issues with the approval of the <Designation of the Appointing Authority> / Appointing Authority, D&D and D&NH vide diary No. \_\_\_\_\_ dated \_\_\_\_\_.

(Name of the Officer)  
Deputy Secretary < concerned  
Department>

To,

1. All concerned.
2. The Director of Accounts, Daman / DNH [as the case may be].
3. Office copy /Guard file.