

KNOW-THY

D.P.C.

**SYSTEM AND
PROCEDURE**

(Revised)

By
S.K. Bansal

August 2002

IT CONTAINS

Systems & Procedures of conducting DPCs for induction in Gp. 'A', for promotions to Sr. Scale (adhoc) and for promotion to grade Rs. 8000-13500 (Gp. 'B') for Accounts officers, including Vacancy Calculations and latest Modified system of DPC with no super-session.



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-: A FEW WORDS :-

Two things are very important for Gp. 'B' officers i.e. the pay scale and their induction in Gp. 'A'. For both of these Gp. 'B' officers are struggling intensively since decades, but with no success yet. If the minutes of formal meetings with the Board are perused, It shall be evident that both of these subject are the prime discussion subjects. Every meeting starting with explanations for the defects and delays in DPCs and ending with promise by the administration for every endeavour to be made by them to avoid the said defects and delays. The position however - Since decades - is almost same without any visible improvement yet.

The experience Speaks that success in the DPC related matters is eluding because of lack of adequate knowledge about the system/procedure of DPC among Gp. 'B' officers as a whole including important office bearers. In fact, the number of persons knowing about this can be counted on fingers, What is more, even high officials in Rly Board and Zonal railways - connected with management and Establishment cadres even, are least informed and have shallow knowledge about the system of DPCs, except few officers directly involved and dealing with the subject in particular. All this enabled some officials to manipulate the DPC systems and procedures according to their whims, since no resistance could be offered to them from any corner for lack of knowledge.

'Knowledge is the key to success', is an important proverb. It has, therefore, been thought that the system/procedure of DPC be penned down, in easy to understand way, for the sake of adequate information and education to Gp. 'B' officers in general, so as to prepare them to contribute much more in their struggle against continued injustice to them, in respect with their career development.

Though, meanwhile, on the insistence of the Federation, the administration has also come out with a notification on the subject (dt.7-7-97 annexure I) but the same is not considered adequately informative or educative, and hence, the decision to bring out this booklet. However, it is not intended to replace the existing rules on the subject of DPC. This booklet, therefore, should be taken as an attempt to provide additional information and education only. To make it more broad based, the DPC System of **promotion to grade Rs. 8000-13500** from grade Rs. 7500-12000 Gp. 'B' (only **Accounts Department**, for the present) and the system of **promotion to Sr. Scale (ad hoc)** have also been discussed & explained in this.

I would like to bring for record that but for the inspiration and guidance of Sh. S.K. Khanna, our respected leader and Sh. K. Hasan, Secy. General of the Federation's contribution in making many useful suggestions and corrections, It would not have been possible to bring out this booklet in this form.

Any suggestion to improve the information and the booklet shall be accepted with gratitudes. If appreciated, we shall come out with similar booklets on various other subjects too. I am sure that acquiring knowledge of these systems, shall enable Gp. 'B' Officers to wage a relentless struggle against injustice, in a better way.



S. K. BANSAL

President IRPOF
16, March, 2001

PREFACE TO 2nd EDITION

It is heartening to mention that this booklet "**Know-thy DPC - System and Procedure**" has been received by Gp. 'B' officers and others with much appreciation and has been accepted as very educative as also much informative. This is the reason that the second edition is before you, so early.

Another reason of bringing out this edition, is that in Feb. 2002, DoP&T has revised / modified the system of DPC completely, making it totally different to earlier system, where in there is no supersession now, If the officers obtain fixed & already decided bench-marking. 2-3 annexures have also been added to the book. In addition, as suggested by Sh. K. Hasan many others, the sequence and format of the book has been modified completely. In this the D.P.C. system for induction in Gp.'A' has been brought first.

I am sure that the revised edition shall be appreciated by the Gp. 'B' officers very much. Still, if there are any suggestions, the same shall be accepted with heartfelt thanks.



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New Delhi
10th Aug., 2002

KNOW - THY - DPC SYSTEM AND PROCEDURE (REVISED)

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OTHER PUBLICATIONS

1. **Step-to-Struggle**

containing Important letters, Notifications of Board/DOPT regarding Gazetted Officers, specially for promotee officers.

2. **'Everything on Cadre'**

containing all information on Cadre, Stagnation, Promotions, Vacancy Calculations, Career Planning etc. etc. **Presentation by Board, Presentation by Federation** and various letters written by Federation.

3. **Seniority Lists of Gp.'B'
Promotee officers of
N.Rly. as on 1.4.2002**

And

4. **Pension Rules**
(in English & Hindi)

By Sh. P.K. Yadav,
Asstt. Personnel Officer, JD

Available at

Room no. 301, Annexe-I
Baroda House
New Delhi - 110001

All Zonal General Secretary
Indian Railways
IRPOF

KNOW D.P.C. THY SYSTEM AND PROCEDURE

1. WHAT IS D.P.C.

D.P.C. stands for '**Departmental Promotion Committee**'. The D.P.C. is constituted, whenever promotions are due for any grade in any cadre, whether Gp. 'D' or 'A', helper Khalasi or General Manager or even C.R.B. For every stage only the status and parameters of D.P.C. are different. As far as Gp. 'B' officers are concerned, D.P.C. is done, presently at three stages, viz :-

- (i) Induction of Gp. 'B' officers to Gp. 'A'.
- (ii) Promotion from assistant officer Gp. 'B' to Sr. Scale (Adhoc).
- (iii) Promotion of Gp. 'B' officers grade Rs. 7500-12000 to grade Rs. 8000-13500 (Gp. 'B') - in Accounts Deptt. only.

The procedure for all these D.P.Cs is not known to many and every Gp. 'B' officer, hence discussion in detail, on this, is intended through this note.

2. D.P.C. PROCEDURE FOR INDUCTION FROM GP. 'B' TO GP. 'A'

It is a known fact, that practically there is only one pay scale available for Gp. 'B' officers (except accounts deptt.), Their induction in Gp. 'A', therefore, is the only path available for their career progression, hence it is vital and very important for Gp. 'B' officers. Every Gp. 'B' officer, therefore, looks for their induction in Gp. 'A' eagerly. The present eligibility period, is 3 yrs. regular service only, but the average waiting period being spent by Gp. 'B' officers before their induction in Gp. 'A' is above 10 yrs. which is rising steadily, year wise year, (presently in the range of 11-12 yrs.) and as per the extent indications with the existing circumstances, the same is likely to be in the range of 15-16 yrs. within next 3-4 years (if adequate remedial measures are not taken by the administration).

Despite the D.P.C. being so important, most of Gp. 'B' officers are not in the know of the procedure adopted for conducting the D.P.C. for their induction to Gp. 'A'. Hence an attempt has been made to out line the same in very simple and informative way herein, under.

2.1 General

In all, there are about 15000 officers, which include about 2600(+) medical officers and 300(+) R.P.F. officers, meaning there-by that there are about 12000 officers belonging to 8 departments (organised) and misc-categories staff including RDSO/Rly. Bd. And allied deptts. The grade wise number of officers excluding medical and R.P.F. as on 1.11.2000 was as under :-

	No.	DR	Promotees
Members	7+3	10	-
	(Secy.R.B., D.G. RPF & D.G. Health)		
General Mgrs.	46	46	- (including AMs)
AGMs/PHODs	105	105	
SAGs	810	790	20
SG	1780	1610	170
JA	450	161	223 + 66 JAO
SS	2794	598	630+1566
			(SS Adhoc Gp.'B')
JS	602(LR)	593	-
Gp. 'B'	4901	-	5000
	11588	3913	1109 Gp. 'A'
			1566 Sr. Scale (Adhoc) Gp.'B'
			5000 others
Total			7675
		33.8%	66.2%

Accordingly, though the Gp. 'B' officers constitute about 66.2% of the total officers on Indian Railways, the number of promotee officers in Gp. 'A' is only 1109 (as on 1.11.2000) which is 12.6%

of the total Gp. 'A' posts on Indian Railway (and 18% of the Gp. 'A' officers working), though the quota fixed for promotees in Gp. 'A' is 50:50.

2.2 The reasons of such a meagre percentage of promotee officers in Gp. 'A' are :-

- (i) Non - filling up vacancies as these accrue, but are filled as per their requirement otherwise and other defects in vacancy calculations.
- (ii) Excessive delay in conduction of D.P.Cs. resulting in induction of Gp. 'B' officers in Gp. 'A' at later stage of their age, which result in excessive retirements from officers inducted from Gp. 'B' cadre.

2.3 However, it is not intended to continue this discussion on this aspect further, for the present, as this opportunity shall be used some times later. Here we wish to discuss the D.P.C. systems in general.

The system of D.P.C. for Gp. 'B' officers induction in Gp. 'A' earlier, was not properly laid down at all. On the insistance of the promotee officers federation, the Rly. Board administration recently issued a notification on the subject. The said notification E(G)97/1/5 dt. 7.7.97 therefore, is enclosed herewith for ready reference as **annexure-1**. Though this notification has given the procedure of D.P.C. for Gp. 'B' officer's induction in Gp. 'A', through this papers of us, it is intended to clarify this procedure further for general understanding.

3.0 PROCEDURE IN GENERAL

3.1 Eligibility

All Gp. 'B' officers working in Gp. 'B', after completion of regular service of 3 years in the grade, including those working in Sr. Scale (ad hoc) or grade Rs. 8000-13500 (in accounts deptt.) as per their seniority in Gp. 'B', are eligible for consideration for induction in Gp. 'A'. It is clarified that their working in Sr. Scale (ad hoc) or in grade Rs. 8000-13500, does not give them any extra weightage. Even if somebody is not working in these stages, but is senior to those working in these stages shall be

considered first for induction in Gp. 'A', meaning thereby, that the criteria for consideration is the original seniority of Gp. 'B' only.

3.2 Vacancy Calculation

The procedure of D.P.C. is always, initiated from vacancy calculation. The vacancy calculation on Indian Railways for the induction of promotee officers to Gp. 'A' has all along been different than the normal vacancy calculations for any other cadre. It has been observed that the basic reason for adopting a different system for vacancy calculation for this, is that the administration has always tried to keep the number of vacancies as low as possible. This is to provide satisfactory level of career progression for directly recruited Gp. 'A' officers. It is a historical fact, that for ensuring satisfactory career progression for directly recruited officers, it is essential to have as less recruitment as possible for them. On the contrary, as already discussed in this note, the only way to provide adequate career progression for Gp. 'B' is to provide them as many vacancies as possible. Since quota for recruitment is presently linked with vacancies, the administration has been adopting, various procedures for calculation of vacancies. Since all these systems of calculation of vacancies are not natural/normal systems, there had been dissatisfaction in one cadre or the other on the system adopted. Hence the system had been under modifications very frequently.

3.2.1 The quota for induction of Gp. 'B' officers in Gp. 'A' had been 25% of vacancies upto 1953-54, when, the then Rly. Minister announced its enhancement to 33.3% in his budget speech in 1953-54. In 1978, this quota was increased to 40% and w.e.f. 1997 this was further increased to 50%. Therefore present quota for direct recruits and promotees in Gp. 'A' is 50 : 50 . Based on these percentages and keeping in view the time involved, and if the quota is properly implemented, then the number of Gp. 'B' officers in Gp. 'A' should have been in the range of 40 to 50% say about 45%. Unfortunately the number today is only 1109 (out of a total of 8791 posts in Gp. 'A') constituting about 12.6% only. It is clear indication of the fact, the procedure of recruitment in officers cadre, had all along been defective and needs to be looked into, for remedial measures.

In this context, it is worthwhile to mention that though the quota was increased, but still the vacancies were got reduced over the years. The number of vacancies calculated for the last few years are given as under :

1990	-	198	1993	-	136
1991	-	181	1994	-	98
1992	-	173	1995	-	100

All this reduction in vacancies (though the formula was modified for increasing the number) was effected without changing the formula of calculation of vacancies, and is indicative of the fact that how manipulative the vacancy calculations is on Railways, but only for vacancies from Gp. 'B' to Gp. 'A'.

3.2.2 It is worth mentioning here that though in - as far back as - Feb. 1944, it was decided by the Rly. administration that the Quota of Gp. 'B' officer's should be 35% w.e.f. 1.4.1947 and that also in posts, but upto 1954, it was only 25% and that this was increased to 33.3% in 1954 and to 40% in 1978 only. What is more, **even today, the Quota is in vacancies only and not in posts.** This is indicative of the extent to which administration can go to deny the benefits even decided by them selves. Another example is the decision by the Rlys. Board to give the grade Rs. 8,000-13,500 to the extent of 80%. This decision was taken on 22.10.1992, but even today Gp. 'B' Offices are striving for the same. As regards the quota in posts, the administration is still dithering on the issue, though it was planned to give in the year 1947, and even the IV Pay Commission recommended that the quota should be in posts and not in vacancies. Still the Govt. did not accept this recommendations.

Earlier the officers actually working in junior scale and the corresponding number of Gp.'B' officers who should have been working in the junior scale (i.e. equal number because quota being 50:50 was being counted for arriving at cadre strength. However presently this is not being counted as such.

3.2.3 History of Vacancy Calculation

1. Earlier to 1990, the system of calculation of vacancies used to be to take 4% of cadre as vacancies and addl. 1% for annual growth i.e. in all a total of 5% of the cadre, as the vacancies. In the cadre strength, notional strength of Junior Scale was also being counted. Even in 1985 or so, the strength of Junior Scale posts, which was being taken into account, was near about 2500. Today in the year 2000, Board is planning to declare the total number of posts of Junior Scale as 720 or so, though the number of Junior Scale posts, for the purpose of leave/trainee reserves only, is 602 since eighties. But the Rly. Administration seems to be bent upon to take decision on the subject, without taking into count the viewpoint and logics given by this Federation even though the thinkings and arguments of the administration are not logical.

The codal provisions for fixation of cadre are however given in para 111 of Estb. code, the details of which are extracted and given at **annexure - 2** of this booklet.

2. Subsequently however, the administration started calculating the vacancies on the basis of actual intake of direct recruits every year in the ratio of 60:40. This resulted in, not only, reduced induction of Gp. 'B' officers, but also resulted in inordinate delay in DPCs, as the process of DPC used to start only after the direct recruits join the probation period. This resulted in considerable drop in the number of vacancies meant for promotees, in the year 1987, 88 and 89.
3. On protest and representation by this Federation and in order to increase the vacancies for promotees to some extent, administration agreed to include work charged posts also to the cadre strength and in addition

for the application of the correction factor, which used to be applied to the vacancies for direct recruit only, was applied to the vacancies for promotees too.

4. Still subsequently the Rly. Administration further modified the formula for calculation of vacancies and implemented the scheme w.e.f. 1990. The procedure of calculation of vacancies is as under :-

i. **The Vacancies for Annual Growth**

For this purpose one percent of the total cadre of the department from Sr. scale to HAG is taken. It is important that Jr. Scale posts are not counted in cadre strengths. But the number of officers on deputation are counted in the cadre strength.

ii. **Average annual retirement**

Retirement from group 'B' during next 10 years, divided by 10 are taken as average annual retirements.

iii. **Existing Vacancies**

Total no. of group 'B' officers working in Sr. scale on adhoc, **divided by 20** is taken as clear vacancies. Division by 20 was justified as that the clear vacancies available are to be phased over 20 years for filling.

- iv. After calculation of vacancies as above, a correcting factor is applied. The correcting factor is equivalent to total no. of vacancies notified for Gp. 'A' direct recruits during last 5 years divided by no. of direct recruits actually joined during this period.

- v. The total no. of vacancies is then distributed in the ratio of 60:40 (now 50:50) for notification to be sent to the UPSC for recruitment of direct recruits and the balance by induction of Gp. 'B' officers.

Note:- By going through the above, it shall be evident that a totally unique vacancy formula has been adopted. The main aim seems to be to reduce the no. of vacancies any how. It can be said very easily that vacancies have not been derived through a formula, rather formula has been derived from the no. of vacancies the Administration wants to fill in a particular year.

This is due to this reason that no Jr. scale post is counted, while calculating the cadre strength.

Similarly, while calculating the no. of officers to retire, the average of officers retirement during 10 years is taken, which is quite abnormal system of calculation. By calculating the average of 10 years the no. of vacancies is reduced considerably say atleast by 1/3 of actual vacancies.

Same is the case with the no. of clear vacancies. Phasing out clear vacancies for filling over 20 years is nothing but an unacceptable and unheard of vacancy calculation system.

Finally no vacancy is counted in the Jr. scale. As per Board. **"The number of posts in Jr. scale is equivalent to the number of officers actually working in the Jr. scale"**. Hence there shall be no vacancy in Jr. Scale at any time, which is a neat ploy to deny the number of vacancies in Jr. scale. It is due to the fact that cadre for Jr. Scale has not been fixed despite clear codal directives through Establishment code para 111. Normally the no. of officers in Jr. Scale, at any time is approx. 500 to 600. Even if it is assumed that the number of Jr. scale posts is equivalent only to half of the Asstt. Officers Posts, this comes to approx. 2800 posts in Jr. scale. Therefore, there are always approx. 2200 vacancies in Jr. scale.

5. It is evident that the endeavor of the Rly.Bd. is always to reduce the no. of vacancy by any means, and therefore they have evolved this formula to achieve this.

6. Though the formula was revised to solve the grievance of Gp. 'B' officers who demanded to increase the no. of vacancies but 'alas' the formula devised, actually resulted in reduction of the vacancies instead of increasing.
7. The vacancies calculated through this formula were not disclosed, though affidavit was submitted in the court.

3.2.4 Finally, however the Rly.Bd. in its meeting with the Federation in 1996, the then MS and CRB agreed to set aside the formula of vacancy calculation for a small period of 5 years. It was decided that in order to reduce adhocism in Sr. scale, all posts being manned on adhoc basis, be regularized. Since the number at that time was 1250, to regularize these in 5 years, $1250/5$ i.e. 250 vacancies will be filled every year, through induction of Gp. 'B' officers, starting from 1997. Since quota is 50:50, equal number of direct recruits are also recruited.

This has already been implemented for four years i.e. 1997, 1998, 1999 and 2000. Further, discussion are going on for devising a formula for vacancy calculation after 5 yrs.

3.3 Vacancy distribution - Department wise

After vacancy calculation as above, these are distributed among various departments based on many factors including cadre strength. The present distribution of vacancies for one year, is as under :-

No. of Gp. 'B' officers working is Sr. Scale (adhoc) as on 30-9-2000*			
Civil Engg.	=	63	389
Mech. Engg.	=	39	213
Traffic & Comml.	=	34	199
Accounts	=	27	215
S & T	=	22	140

Stores	=	17	97
Personnel	=	17	148
Elect.	=	31	165
		250	1566

**Note : These are clear vacancies even if clear vacancies in Jr. Scale are not counted and other factors of vacancies are not taken into accounts.*

3.4 Distribution of vacancies on Zonal Rlys.

It may be mentioned that the induction in Gp. 'A' is always conducted Rly. wise, and not on all India basis. Hence the vacancies of a particular department, are further distributed over the various Rlys./production units. The distribution of these vacancies is basically in the ratio of cadre strength of the department on each Rly./unit from S. Scale to HAG. For this, sufficiently large rosters have been drawn, for each department separately. SC/ST posts are also part of this allotment.

Subsequently, however, it was observed that as a result of this system of distribution of vacancies, a large variation in the promotion prospects of one railway as compared to other railway takes place in one department only. To avoid these wide variations, amongst various railways, on the instance of this Federation, it was decided that the distribution of the vacancies among various Rlys. will be as under :-

- i. 50% of the vacancies based on the cadre strength as per the above-mentioned roster (initially it was 75%).
- ii. And the balance 50% based on the stagnation existing in the cadre in a particular railway or the railways.

The system of allotting vacancies on the basis of stagnation is that keeping in view the vacancies allotted on clear quota vide (i) above, the stagnation vacancies are distributed so as to ensure that the year of entry in group 'B' for all the officers on all Rlys. at least for coming in Zone of consideration, based on clear vacancies, as also stagnation vacancies, should be almost equal.

In production units, quota is given in mechanical and electrical deptt separately (based on the roster) but in all other deptts. seniority is merged with adjoining zonal railway.

To understand this, the no. of officers available of one of the deptt. in group 'B' zone wise, as based on their entry in Gp. 'B' year-wise is attached herewith as **Annexure-3**. The vacancies against clear vacancies as also the vacancies for stagnation are also indicated there. By this system, it is ensured that the Gp.'B' officers of one railway should not be far ahead of Gp.'B' officers of the other Railway, at least for the Zone of consideration.

4.0 THE ZONE OF CONSIDERATION

After the distribution of vacancies in railways/units, the number of officers for consideration of promotion is decided, for a particular year, in a specified railways/unit. The field of choice of officers is restricted to, as under :-

For 1 Post - 5 officers

For 2 Posts - 8 officers

For 3 Posts - 10 officers

For 4 Posts - 10 officers + twice the number of vacancies in excess of 3 vacancies

In other words it can be said that the formula is

$2x + 4$ (where 'x' is equivalent to number of vacancies) except for one vacancy for which 5 officers only are to be considered.

5.0 ASSESSMENT OF CONFIDENTIAL REPORTS

5.1 After the number of officers to be considered for promotion for each railway/unit is decided as above, the confidential reports for 5 years preceding to the year of vacancies are collected. It is ensured that for all the officers, under consideration, CRs for equal number of years are taken into consideration. If more

than one CR is written for one year, all these CRs should be taken into consideration. All the CRs for one year shall be considered CR for one year only.

5.2 If the CR for a particular year is not available for any reason, then the CR of preceding year should be considered, even if this is also not available then the CR of next preceding year should be considered, even if the same is of lower grade. If even that is not available then all the available CRs should be taken into account.

5.3 No extra weightage is given, if the officer concerned is officiating in higher grade and has earned CRs there.

6.0 CONSTITUTION OF D.P.C.

6.1 Once the vacancies are calculated and distributed department wise and subsequently Railway/unit wise, and the CRs are collected as per the Zone of consideration, the papers are sent to U.P.S.C. for further processing. The D.P.C. consists of

- (i) One Member, U.P.S.C. - nominated by chairman UPSC for D.P.C. of every department 1 separately.
- (ii) One Representative of SC/ST - E.D.G. (Res) Rly. Bd., or the officer of Dy. Secy. level.
- (iii) One representative of Management Services of Rly. Bd. - E.D. -M.P.P. of the Rly. Board or an officer of Dy. Secy. level
- (iv) One representative of The Deptt. of which D.P.C. is to be conducted - Normally the E.D. of the deptt. nominated by the Member/ Addl.Member(cadre controlling officer) of the department.

7.0 PROCEDURE FOR SELECTION

The procedure for selection has recently gone totally different, as replaced by a new system, as per revised guidelines issued by DoP&T, notification F.No. 35034/7/97-Estt(D) dt. 8 Feb., 2002, **(Annexure-4)** where **no supersession is envisaged in selection promotion.** The perusal of the

notification is sufficient to know the full implications of the same as the notification is very clear.

*While, here the procedure is being given as per revised guidelines, still to enable the readers to know, what change has been made, para 9 (9.1 to 9.5 - old) and para 13 (13.1 to 13.4 - old) of old system are placed at **annexure-5** in this booklet.)*

- 7.1 After the DPC is constituted as above, the papers are processed by this committee. It is important to state here that every committee has to frame their own norms for assessment of CRs. While evaluating the CRs thus, the overall grading given in the CRs by his superiors, may not be accepted as such by this committee. In not shell the DPC should not be guided by overall grading recorded in the CRs. Instead it should make its own assessment on the basis of entries in the CRs.
- 7.2 As per the existing system, the mode of selection for promotion from lower Groups to Group 'A' is '**selection by merit**', and the bench-mark prescribed is 'good'. All those officers who obtain the bench mark '**good**' are promoted in the order of merit as per grading obtained. Thus officers getting a superior grading supersede those getting lower grading. In other words, an officers graded as 'outstanding' supersedes those graded as 'very good' and officer graded as 'very good' supersedes officers graded as 'good'. Officer obtaining the same grading are arranged in the select panel in the order of their seniroyty in the grade. The officers who get a grading lower than the prescribed bench-mark (good) are not enpanneled for promotion.
- 7.3 These guidelines have since been raised vide DoP&T notification F.No. 35034/7/97-Estt(D) dt. 08.02.2002 (given as **annexure-4**) where in it has been decided that there should be **no supersession in matter of 'selection (merit) promotion at any level**. Accordingly the procedure of selection has since been modified as per these guidelines.
- 7.4 As per these, the distinction between the 'selection by merit' and '**selection-cum-seniority**' has been dispensed with and mode of promotion in all such cases is now 'selection' only.
- 7.5 '**Bench-mark**' for promotion

The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed bench-mark and

accordingly grade the officers as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e. who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order to their inter-se seniority in the feeder grade. Those officers who are graded 'unfit' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed bench-mark by the DPC.

- 7.5.1** Although among those who meet the prescribed bench-mark, inter-se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfilment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.
- 7.6** The bench-mark for promotion from lower Groups to Gp. 'A' shall be 'good' as hitherto.
- 7.7** The guidelines for zone of consideration as are existing should continue to be $2x + 4$. (Twice the number of vacancies plus four). However keeping in view the guidelines of selection as indicated above (para 9.3 to 9.5) the following system shall be adopted.
- 7.8** Based on this, final panel is then made and the names of all the successful officers, so selected Rly./unit wise, are included in the final panel and a select list is prepared and minutes are signed by all members of D.P.C. These names are appended in the list Rly. wise, in alphabetical sequence without affecting the sequence of selections each railway/unit separately.
- 7.9** Some time, a D.P.C. may have to consider the selection for more than 1 years vacancies due to non holding of D.P.C. in any year (s). In such eventuality the vacancies should be calculated for each year separately. Though the D.P.C. for each year may be conducted on the same day or simultaneously, but the D.P.C. shall consider the officers, separately for each year.

While considering the D.P.C. as such, the officers who would have been in the field of choice with reference to the vacancies of each year starting from the earlier year onward, should only be considered, as available on the date of eligibility.

- 7.9.1** For the purpose of evaluating the merit of the officers while preparing the year wise panels, as mentioned above the scrutiny of the record of service of the officers should be limited to records that would have been available had the D.P.C. met at the appropriate time. For instance, for preparing the panel relating to the vacancies for the year 1998, the latest available records of service of the officer upto the period ending March 1998 only should be taken into account and not the subsequent ones.
- 7.9.2** The select list is then prepared by placing the select list of earlier year above the one for the next year and so on. In other words, select list is prepared railway wise and yearwise
- 7.9.3** Earlier, only the officers available in service upto the date of the meeting in the U.P.S.C., used to be considered for the inclusion in panel. There-by officer who retire/resigned/expired before this date used to be ignored for inclusion in the panel. However, as per recent instructions on the subject, by the D.O.P., all those officers who were available in the year for which the DPC is being conducted, should be considered for placements on panel. However, if any officer(s) is/are retiring in the same year, equal number of officers should be placed in shadow panel. If no officer has been placed in shadow panel, the vacancy should be carried forward for next year.

7.10 Provisions relating to SC/ST officers

In promotion by selection to posts/services in the lowest rung in Gp. 'A', selection against the vacancies reserved for SC and ST will be made only from those SC/ST officers who are within the normal zone of consideration. If adequate number of SC/ST are not available within the normal field of choice, it may be extended to five times the number of vacancies and the reserved candidates coming within the extended field of choice should also be considered against the vacancies reserved for them. If SC/ST officer is not available on the railway, reserved vacancy is transferred to other railway where SC/ST officer are available. Preference is given as per stagnation.

'Adequate' number of SC/CT candidate presently mean SC/ST officers equal to the number of vacancies reserved for SC/ST. This some times creates big anomaly i.e. if, suppose, there are two vacancies for SC, and two SC officers are available in normal zone of consideration, this number is taken as adequate. Hence no choice is available with the DPC unlike general candidates where $2x+4$ candidates constitute normal zone of consideration. Hence if unfortunately both these SC candidates are with bad records/performance, they may not be selected and hence SC vacancies shall have to be carried forward. This situation will be there every year till one of these officer retire from consideration. This is not a desirable situation. Hence it is suggested that adequate number should be taken atleast $2x$ of the vacancies reserved for SC community.

7.11 Seal Cover

If due to any reason, the officer concerned is under investigation - at the time of D.P.C. being conducted-the result of the D.P.C. shall be kept in a seal-cover, which shall be opened only when the said investigations/cases are over and the officer concerned is exonerated. Similarly if after the selection, but before the panel is issued, clearance is not given to any officer, the name of the officer shall be kept pending untill he is cleared from DAR/Vigilance deptt., and his integrity certificate is obtained. The fact, merely, if some charges/complaints are being investigated, should not come in the way of his promotion unless chargesheet has been issued, or a definite decision has been taken to issue chargesheet.

8. DATE OF EFFECT OF THE PANEL

- 8.1 The date of signing the minutes to the meeting for DPC or the date of the actual promotion of the officer which ever is later, is reckoned as the date of effect of the panel, which is taken into account the DOITS (date of increment as time scale).
- 8.2 After the receipt of the letter from UPSC, the recommendation of the D.P.C. is submitted to the minister-in-charge of the department concerned for acceptance of the recommendation, who approves it on behalf of President of India.

- 8.3 After approval from the minister in-charge of the department, the panel is finally notified containing the names Rly wise retaining the sequence of the list for each railway separately. This is done only after obtaining DAR/VIG and integrity clearance, provided the earlier clearance had not been obtained within one month.

9.0 **FIXATION OF DATE OF INCREMENT IN TIME SCALE - DOITS**

Next step in this sequence is fixation of DOITS of the Gp. 'B' officers so selected for induction. As already mentioned earlier, the date of effect of entry in Junior Scale (Gp. 'A') is already indicated in the notification issued for induction.

Rly. Board, therefore calls for, certain information about each officer so inducted in Gp. 'A' from zones/units. These informations are as under :-

1. Date of birth of the officer.
 2. Date of promotion (regular) to Gp. 'B'.
 3. Length of regular service in Gp. 'B' in years, months and days as on the date of effect of DPC.
 4. Whether SC, ST, O.B.C. or General.
 5. Rate of Pay in Gp. 'B' (as assistant officer) as on the date of induction in Gp. 'A' (Date of effect).
 6. Date of increment.
 7. What would have been his pay, on fixation in Junior Scale, on the date of effect of the letter.
- 9.1 It has generally been seen that fixation of DOITS, is delayed in most of the cases. One of the major reason is that the last column (para 7 above) information is delayed because of delay in fixation of pay in Junior Scale. The other reason is that in most of the cases, since the officer is working in the Sr. Scale, his pay in Sr. Scale is communicated to the Railway Board, which is wrong. Since the adhoc working in Sr. Scale is for long years, to know the rate of pay and even increment date in Gp. 'B' becomes difficult, hence delayed.

As per the experience, in 99% of the cases, the fixation of pay in Junior Scale, is irrelevant because if the pay in Gp.'B' assistant officers cadre, is substantially higher than Rs. 8000 (lowest of grade 8000-13500)+5 increments i.e. $275 \times 5 = 1375$ i.e. more than Rs. 9375, which normally is in most of the cases, then there is no difficulty in fixing the DOITS.

Hence, this Federation has recently, requested the Railway Board to delete this point from their letter. This information may be called only for those officers, who are marginally nearer to Rs. 9375/-.

9.2 The date of increments on Time Scale (DOITS) of the officers placed on the panel, is determined by giving weightage based on.

- a. the year of service connoted by the initial pay on permanent promotion to Gp.'A' service or**
- b. half of the total number of years of continuous/regular service in Gp.'B',**

Whichever is more, subject to a maximum of 5 years, and further subject to the maximum of service rendered by the officer in Gp.'B'.

9.3 The above needs sufficient elaboration. First if half of the service spent is more than 5 years, then there is no need of having the pay particulars, because in that event, in any case, one has to have 5 years weightage.

9.4 Otherwise the pay of the officers is required to be ascertained. Years of service connoted by pay means, that as per the initial pay, how many increments one has earned. This shall indicate the years of service. Since maximum weightage permitted is 5 years, if one has the pay more than equivalent to Rs. 8000+5 increments. i.e. Rs. 9375/- in Jr. Scale on the date of his induction, he shall be entitled to have the weightage of 5 years.

9.5 It has been observed that in most of the cases the weightage earned is 5 years. In such cases the DOITS is ante - dated for 5 years, from the date of effects.

This means, if the notification is, that the following officers are appointed in Jr.Scale w.e.f. 11.4.2000, the DOITS, then will be 11.4.1995. If weightage is less than five years, then the date is decided as per the weightage.

10.0 FIXING SENIORITY

Based on determination of DOITS, these officers are placed below a full batch of Gp.'A' direct recruits, according to DOITS decided. One important aspect of this is that even if one officer of Gp.'A' batch has earlier date of joining than the DOITS of Gp.'B' officers, the whole Gp.'B' batch shall be put below that Gp.'A' batch. For example if in a batch of having 40 officers, the DOITS of even one of the officers is 1.4.1995 though the DOITS of others may be 1.8.95 or even more, then all these 40 officers shall be put above the whole batch of Gp.'B', whose DOITS has been reckoned as 11.4.1995. This is another way of depriving the Gp.'B' officers of their legitimate right.

11.0 FIXING - INTER-SE-SENIORITY OF GP.'B' OFFICERS HAVING SAME DOITS

As detailed above, DOITS for all officers is decided. In most of the cases DOITS of Gp.'B' officers inducted in a batch is generally same, as in most of the cases - say 99% - officers get 5 years weightage and hence same DOITS. In such cases, inter-se-seniority of batch of Gp.'B' is decided as under:-

11.1 Based on the information called for, as mentioned above, the length of regular service in Gp.'B' of each officer so inducted in Gp.'A', is calculated in years, months and even days. Then these are tabulated length of service (Gp. 'B')wise, without affecting the sequence of officers in a particular railway.

11.2 Based on this, inter-se seniority of Gp.'B' officers of a particular batch, having same DOITS is determined and notified. As indicated above this batch is placed below a full batch of Gp.'A' based on DOITS.

11.3 Once it is decided, after determination of DOITS and also their inter-se-seniority as above, and after they are placed below or above of a particular batch, they follow the same career graph as the direct recruits based on this seniority list.

12. D.P.C. FOR PROMOTIONS TO SR. SCALE (ADHOC)

As per administration, Sr. scale is a Gp. 'A' post, hence is to be filled by eligible officers of Gp. 'A'. However traditionally, in the exigencies of work, and in fact due to defects in the recruitment policy in gazetted cadre, the Gp. 'B' officers are being promoted to Sr. Scale. Since they are not yet inducted in Gp. 'A', their promotion to Sr. Scale is considered as adhoc, and they continue to work in Gp. 'B' despite their promotion to Sr. Scale.

The procedure adopted for promotion to Sr. Scale (adhoc), in detail is narrated below.

12.1 Eligibility

For promotion to Sr. Scale (adhoc), all Gp. 'B' assistant officers having completed 3 years regular service in the assistant grade are eligible for consideration.

- (i) On the plea that Sr. Scale is Gp. 'A' post, in some Railways the administration started behaving in some unnatural way, and therefore, when ever a vacancy was created and if regular Gp. 'A' officer with 4 year service was not available, Gp. 'A' officers with even 3 yrs. service (including probation period) were promoted to Sr. Scale on adhoc basis, even though the promotee officers with large experience and longer service in Gp. 'B' were available. This created acute stagnation in Gp. 'B' officers cadre and also frustration.

Meanwhile the Rly. Board vide its letter No. E(GP)/85/1/48 dt. 31.12.85, also played its role and the priorities for promotion to Sr. Scale were laid down as under :

- (i) Gp. 'A' with 4 yrs service in Sr. Scale.
- (ii) Gp. 'A' with 3 yrs service in Jr. Scale.
- (iii) Gp. 'B' with 3 yrs or more regular service in Gp. 'B'.

It was further stipulated that if Gp. 'A' Officer with 4 yrs service becomes available subsequently, then the Gp. 'B' officer

promoted to Sr. Scale on adhoc basis earlier, shall make way for Gp. 'A' and may be reverted. This resulted in lot of halla-gulla in the Railways and many court cases were filed. Gp. 'B' was treated very badly and thus tremendous anguish prevailed in them.

(ii) In the year 1989 however, the Federation raised this question before the then MR on 18.5.89, and on further representations the Railway Board revised the order of priorities for promotion to Sr. Scale vide their letter No. E(GP)/89/1/8 dt. 17.4.90(S.T.S.-Page 65), which were laid down as under :-

- (1) Jr. scale Gp. 'A' officers having completed 4 yrs. service in Jr. Scale, including probation period.
- (2) Gp. 'B' officers, with 6 yrs. or more service in Gp. 'B'.
- (3) Gp. 'A' direct recruit with 3 yrs. service including probation period (this with charge allowance only and not with regular fixation of pay)
- (4) Gp. 'B' officers with 3 yrs. or more regular service.

In addition, there should not be any need of reverting a Gp. 'B' officer promoted to Sr. Scale (adhoc), on availability of eligible Gp. 'A' officer for promotion to Sr. Scale on regular basis, was also a understanding made.

(iii) Two Quotations, one from Rly. Bds. Letter No. E(GP)85/1/48 dt. 18.6.87 (page STS-62) and the other from E(GP)/81/1/48 dt 18.5.89 (Page STS-62-63) are, however worth quoting here.

Letter dt. 18.6.87

"-----The Board have decided that vacancies in Sr. Scale may be filled by considering officers, who are eligible and available for such consideration as on the date of occurrence of vacancy. If both Junior Scale officer and Gp. 'B' officer are eligible for consideration as on the date of occurrence of vacancy, the order to be followed for their consideration shall be as indicated in para 3.1 of Boards letter of even number dated 31.12.1985.

(note - this priority was revised vide Boards letter dt. 17.4.90 to bring in Gp. 'B' officers having completed 6 yrs. or more service below Gp. 'A' (4 yrs.) and above Gp. 'A' (3 yrs.)).

Letter dt. 18.5.89

"-----The Board desire that step should be taken to ensure strict compliance with the orders referred to above. It should be ensured that the panels of Gp. 'B' officer for adhoc promotion to Sr. Scale are drawn up regularly so that the officers whose suitability had been assessed are available for promotion, as and when vacancy arises."

12.2 Procedure

Based on the CR available by 30th June of each year and the vacancies available for promotion, the select lists be drawn in the month of July, every year. So that the select list are readily available for any eventuality of promotion to Sr. Scale (adhoc) from promotee's cadre.

12.2.1 Vacancy Calculation

All vacancies existing or likely to exist/created during the year from July of current year to June of next year, keeping in consideration - likely new creations, deputation, leave and training requirements, and also something for unforeseen vacancies, etc. etc., minus the number of Gp. 'A' direct recruit officers completing 4 yrs. service (including 2 yrs. probation period) should be taken care of, during this period, is the number of vacancies.

As detailed above, under para 3.0, in order to ensure that select lists are always available, a liberal view of vacancy calculation, should always be taken, so that a select list is always available. Since this is only a select list and not a panel, therefore, even if a larger list is drawn, it is not going to harm anybody, because if there are any left over in any list, these shall be considered again for new select list in July of the next year, in any case.

It has, however, been seen that administration in many deptts. is very conservative in assessing the vacancies, and therefore it has generally been observed that at times, no select list exists even though the vacancies are available, resulting in keeping the vacancies unfilled, and delaying the promotions of Gp. 'B'.

On the other hand, as per the existing system now, for promotion panels for JA, SG and even for SAG grades, the number of officers put on panel is not based on vacancies available, instead large panels are drawn for which vacancy is not the criteria. Accordingly, now a days, officers of entire one batch are put on panel, irrespective of their number, and irrespective of number of vacancies available. For example, in Mechanical deptt. in the year 2000, a panel of 32 officers was drawn where as the number of vacancies available and to be available was much less. **Same principle, therefore, may be adopted for this select list too.**

On N. Rly. G.M. has decided, that it shall be ensured that a select list of atleast 3 persons (even if there is no vacancy) shall always be available, to ensure timely promotions to Gp. 'B' officers.

12.2.2. Composition of D.P.C.

After vacancies are drawn and calculated, and duly approved by the PHOD concerned, a D.P.C. is nominated, which consists of 3 officers i.e. PHOD of the deptt. CPO and one other member of PHOD/HOD grade preferably of other deptt.. This 3rd officer is generally drawn from the SC/ST community, if there is no SC/ST from the 2 officers i.e. PHOD & CPO, and is nominated in advance by the general manager, for all departments.

12.2.3 Confidential Reports and Placement

The selection is on the basis of confidential reports, for which the reports for the last 5 years are considered. If due to any reason, which is recorded in writing, one or any report is not available, then the CR of preceding year to 5 yrs. may be considered. The bench mark for the selection is 'good'. Based on these CRs, the officers are rated as 'fit' or 'not fit'. All officers who are rated 'fit' are then placed on select list, as per their seniority position.

12.2.4 Accordingly, the select lists are prepared for each deptt. and are available for promotions, on the occurrence of vacancy at any time. Since this is only a select list and not a panel, the same is generally not published and kept ready, in the file, to be used when any vacancy occurs. The promotions are made to Sr. Scale as per the priority as mentioned in above paras.

13. D.P.C. - GP.'B' GRADE Rs. 7500-12000 TO GP.'B' GRADE Rs. 8000-13500 (Accounts Deptt. Only)

In Government departments, for all the classes/grade of employees i.e. Gp.'A', 'C', 'D', number of pay scales are many, which provide satisfactory level of promotion avenues till a person crosses from one group to another group. However for Gp.'B' gazetted officers, there exists only one grade i.e. (presently) grade Rs.7500-12000 (only in Railways). In all, the 5th Pay Commission recommended 34 pay scales (reduced from 51 pay scales existing earlier) - 4 for Gp.'D', 9 for Gp.'C', **1 for Gp.'B' gazetted (in Railways only)** and 20 for Gp.'A'. Though, for Gp.'B' (in Railways), there is only one grade i.e. 7500-12000, but there is one more grade i.e. Rs. 6500-10500 for Gp.'B'. In some cases, and, to the extent of certain percentages, grade Rs. 8000-13500, which otherwise is Gp.'A' entry grade, is also allotted for Gp.'B' officers. In most of the ministries/deptts. the grade for Gp.'B' officers is Rs. 6500-200-10500, which exist for Sr. subordinates too. In Railways however, the grade given is Rs. 7500-250-12000. This Special Grade has been extended only to very few cadres in other departments/ministries.

13.1 In Railways (only for accounts departments) grade Rs. 8000-13500 (which is equivalent to entry grade of Gp.'A'), has also been extended, (to the extent of 80% of the posts of Gp.'B' only. For this purpose a gazetted notification was issued by the Board vide letter number PC-V/97/1/EC/1(Pt.1) dt. 5.2.1998, & 9.2.98, and subsequently vide its letter No. E(GP)98/2/82 dt. 9.2.98, 30.6.99 and 1.7.99 laid down procedure of its implementation on Railways. The same, in nutshell, is as under.

13.1.1 Eligibility

All Gp.'B' officers working in grade Rs. 7500-12000 having 3 yrs. regular service in the grade, are eligible for placement in this grade.

13.1.2 Calculation of Vacancies

- (i) Though, the scheme initially was meant for 80% of the total posts of assistant officers (Gp. 'B') grade Rs. 7500-12000, but subsequently it was modified to 80% of the total number of Gp. 'B' officers on roll, which include the officers working in Sr. Scale (adhoc) also.

- (ii) The vacancies, therefore, shall be 80% of the total no. of officers working in Sr. Scale adhoc, added with the number of Gp. 'B' officers working in grade Rs. 7500-12000 including those on deputation etc. as on 1st January and 1st July of the year.

Note : *Earlier the D.P.C. used to be done only once in a year i.e. 1st Jan.. This has been modified to twice in year i.e. on 1st Jan. & 1st July of the year. Authority - Rly. Board's Gazetted Notification No. GSR No. 433 (E) dt. 18.6.02*

13.1.3 Filling-up Vacancies

- (i) The Accounts officers, who are working in Sr. Scale on adhoc basis - because they are still in Gp. 'B', and have already been found suitable-by virtue of their being promoted to grade Rs. 10000-15200 - will be straightway placed in the higher grade from 1.1.96 or from the date of their completion of 3 yrs. in Gp.'B'. They shall be given the benefit of proforma fixation, if promoted to Sr. Scale on and after 1.1.96.
- (ii) The balance vacancies shall be filled from the list of the eligible officers (having completed 3 yrs. regular service in (Gp.'B') by adopting seniority-cum-fitness. Accordingly for this purpose, all officers having 3 years regular service excluding those who have been promoted to Sr. scale adhoc, shall be considered for placement in this grade.
- (iii) The General Manager will constitute the committee for the purpose, which will consist of FA&CAO, CPO and one other HOD. If none of the members of the committee belong to SC/ST, an officer belonging to SC/ST, not below JAG, may be co-opted as member of the Committee.
- (iv) The same procedure for assessment of suitability, as has been prescribed for adhoc promotion of Group 'B' officers to senior scale, will be adopted by the committee for placement in the higher Group 'B' scale of Rs. 8000-13500, i.e. the committee may assess the fitness of the officer based on his performance as reflected in his confidential reports for the preceding 5 years period.

The Committee would categorise the officers as 'Fit' or 'Not yet Fit' on the basis of overall assessment from the reports and not merely on the basis of grading/fitness assigned in the reports. Those categorised as 'Fit' should be placed in the higher scale of pay in the order of their seniority, upto the number of posts in the higher scale which are required to be filled.

- (v) The recommendations of the Committee will be submitted to the General Manager for approval and placement in the higher scale will be ordered accordingly.
- (vi) The designation of Group 'B' Officers in scale Rs. 7500-12000 will be Assistant Accounts Officers and of those in Scale Rs. 8000-13500 will be Accounts Officers.
- (vii) The pay of the Accounts Officers placed in Scale Rs. 8000-13500, will be fixed in the higher scale w.e.f. 1.1.1996 applying principles of FR 22(C) (Rule 1316 of R-II).
- (viii) For those who are officiating in Senior Scale with Grade, pay may be refixed in Scale Rs. 3000-4500/Rs. 10000-15200, after first fixing the pay in Scale Rs. 8000-13500.
- (ix) Once the Accounts Officers who are placed in the higher scale are absorbed in the Group 'A'/Junior Scale of IRAS (the scale of pay of which is also Rs. 8000-13500), refixation of pay in Senior Scale, if already officiating therein, may not be done.
- (x) The Accounts Officers even after their placement in Scale Rs. 8000-13500 will be classified as Group 'B' only.

13.2 For the Purpose of promotion to Gp. 'A'/Junior scale, no weightage/consideration is given to the fact that the officer is working in grade Rs. 8000-13500 or even in grade Rs. 10000-15200 (Sr. scale-adhoc).

13.3 All this exercise is required to be done every January and July of the year. Also reservations for SC/ST as per normal rules do apply for this promotion too.

13.4 During a meeting with this Federation, few modifications were suggested, viz

- (i) The promotions shall be effected as on 1st January / every year, which shall be based on the CRs of last year.
- (ii) If any officer is completing the 3 years eligible period after 1st Jan. of the year, he may not be considered for the promotions in that year. But when the promotions are considered in the next year (January), he shall be given the grade/promotion from the date of completion of 3 yrs. period in the grade Rs. 7500-12000, if vacancies in grade Rs. 8000-13500 existed at the time of completion of this period. He shall be given due pay arrears for the said period too.

Note :

1. A gazette notification has since been issued in this connection recently vide Rly. Bd's. gazette notification No. PC-V/97/1/EC/1(PT.1) dt 24.1.2001, incorporating few of these suggestions.

2. Second Modification has since been issued vide G.S.R. No. 433(E) dt. 18.6.02 where in promotion shall be effected twice in the year i.e. January & July every year (instead of once in January only). Rly. administration is still being requested to implement the system as is existing in Selection Grade Promotions i.e. granting benefit from the date of vacancy if the officer is eligible on that date, though the benefits may be granted at later date, i.e. January or July.

14.0 CONCLUSION

The effort has been made - to the best of knowledge of the author for putting across the system of D.P.C. and other related matters in a very simple way and language even at the cost of some repetition. One thing is sure that the rules presently laid down are not very friendly for the Gp.'B' officers and at every stage efforts are made to snatch their due rights. Rules are designed to harm them only. The benefit given to them by one hand is snatched with the other. This

should, perhaps, be greatest uniting factor among them. But unfortunately the fact is that, on the first hand, we do not know the details of the rules/systems/procedure, and if we know, we try to get away first with the benefit, and then try for others.

It is matter for deep thinking therefore that how all the procedure and systems which are detrimental to Group 'B' officers are got modified. Naturally this calls for contribution in much depth and in quantity than what we are putting in today.

Is this need a second thought? Perhaps not! then why to wait?

□□□□

Rly. Bd's Notification No. E(G) 97/1/5

Dated : 7.7.97

Sub : Procedure for conducting DPCs - Promotion from Group 'B' to Group 'A'

A number of representations are received in Board's Office regarding promotion of Group 'B' officer to Group 'A'/Jr. Scale of various Services. The representation indicate that the officers are not adequately informed about the DPC Procedure.

A "Note" on the extant procedure for conduct of DPC for promotion from Group 'B' to Group 'A' is enclosed for information and guidance.

ANNEXURE

**DEPARTMENT PROMOTION COMMITTEE PROCEDURE
FOR PROMOTION FROM GROUP 'B' TO GROUP 'A'**

Promotion of Group 'B' officers of Indian Railways to Group 'A' Junior Scale where the Recruitment Rules so provide, is done through Departmental promotion Committees (DPC) which are convened by UPSC.

The following procedure is adopted for conducting DPC.

1. Composition of DPC

Minimum status of the officers who should be Members of the DPC for Group 'A'/Jr. Scale is Deputy Secretary to the Government of India or above. Chairman or member of the UPSC will preside at meeting of the DPC. Generally, three officers from the Ministry of Railways are nominated as Members of the DPC, one of them being an SC or ST officer.

2. Vacancy distribution amongst Railways/Production Units.

The promotion quota vacancies in Group 'A'/Jr. scale of various services as per relevant recruitment Rules are distributed among the different Railways/Production Units in the following manner :

- i) 50% of such vacancies are distributed according to Rosters prepared

on the basis of the Group 'A' cadre strength of the service on each Railway/Unit.

- ii) Remaining 50% of such vacancies are distributed taking into account the extent of length of service of Group 'B' officers of the Department on different Railways/Units.

3. *The zone of consideration*

For the purpose of determining the number of officers who will be considered for promotion, the field of choice will be restricted as under the reference to the number of vacancies proposed to be filled by promotion in the year.

No. of Vacancies	No. of Officers to be considered
1	5
2	8
3	10
4 and above	10 + twice the no. of Vacancies in excess of 3 vacancies (i.e. $2 \times (X) + 4$) where X = No. of Vacancies)

4. *Assessment of Confidential Reports*

Confidential Reports are basic inputs on the basis of which assessment is to be made by each DPC.

- a) The DPC should consider CRs for equal number of years in respect of all officers considered.
- b) The DPC should assess the suitability of the officers on the basis of their service record and with reference to the CRS for five preceding years. However, in case where the qualifying service is more than 5 years, the DPC should see the record with particular reference to the CRs for the years equal to the required qualifying service. (i.e. more than one CR have been written for a particular year, all the CRs for the relevant year shall be considered together as the CR for one year.
- c) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the years preceding

the period in question and in case even this is not available the DPC should consider the years preceding the period in question and in case even this is not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered. If this is also not possible all the available CRs should be taken into account.

- d) Where an officer is officiating in the next higher grade and has earned CRs in that grade his CRs may be considered but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.
- e) The DPC should not be guided merely by over all grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in CRs.
- f) In case of each officer an overall grading should be given. The grading shall be one among (i) Outstanding (ii) Very Good (iii) Good (iv) Average and (v) Unfit.

5. Selection Procedure

Having regard to the levels of posts to which promotions are made and the nature and importance of duties attached to the posts, a benchmark grade is determined. For the promotions to Group 'A' posts, from lower groups, the benchmark would be 'Good'. However, officer graded as 'Outstanding' would rank enbloc senior to those who are graded as 'Very Good' and they would, in turn, rank enbloc senior to those who are graded as 'Good' and placed in select panel accordingly, upto the number of vacancies, officers with same grading maintaining their inter-se-seniority in the feeder grade.

6. Promotions from the panel

- a) Appointment from the panel shall be made in order of names appearing in the panel for promotion.
- b) Before making actual promotion of the officers it must be ensured that no disciplinary/criminal proceedings are pending against the officer.
- c) Where the appointing authority is the President of India, the recommendation of the DPC should be submitted to the Minister in

charge of the Department concerned for acceptance of the recommendation.

- d) The date of UPSC's letter communicating the Commission's approval to the panel or the date of the actual promotion of the officer whichever is later, is reckoned as the date of regular promotion of the officer.

7. *Procedure for preparing year-wise panels when DPC for vacancies of different years are held together.*

Where the DPC could not be held in a year (s), even though the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedure :

- i) Determine the Actual number of regular vacancies that arose in each of the previous year (s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.
- ii) Consider in respect of each of the years those officers only who would be within the filed of choice with reference to the vacanceis of each year starting with the earliest year onwards.
- iii) For the purpose of evaluating the merit of the officers while preparing yearwise panels, as mentioned above, the scrutiny of the record of service of the officers should be limited to the records that would have been available had the DPC met at the appropriate time. For instance, for preparing a panel relating to the vacancies of 1994, the latest available records of service of the officers upto the period ending March 1994 should be taken into account and not the subsequent ones. However, if, on the date of the meeting of the DPC, departmental proceedings etc. are in progress and under the existing instructions sealed cover procedure is to be followed, such procedure should be observed even if departmental proceedings etc. were not in existence in the year to which the vacancy related.
- iv) Prepare a 'select list' by placing the select list of the earlier year above the one for the next year and so on.
- v) While promotions will be made in the order of consolidated select list such promotions will have only prospective effect, as indicated in Para 6(d) above, even in cases where the vacancies relate to earlier year (s).

8. Provisions relating to SC/ST Officers

In promotion by selection to posts/services in the lowest rung in Group 'A', selection against the vacancies reserved for SC and ST will be made only from those SC/ST officers who are within the normal zone of consideration. Where adequate number of SC/ST candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the reserved candidates coming within the extended field of choice should also be considered against the vacancies reserved for them. If candidates from SC/STs otherwise finding place on the panel, on the basis of merit with due regard to seniority, on the same basis as others are lesser in number than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities, who are in the zone of consideration irrespective of 'bench mark' but who are considered fit for promotion.

9. Procedure in respect of Government Servants under suspension etc.

Guidelines issued in this matter under Board's letter No. E(D&A) 92 RG6-169 (B) dated 21-1-93 amended from time to time shall be followed.

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PRINCIPLES FOR FIXING CADRES (Para 111 of Estb. Code)

111. The cadres of the services and departments included in Railway Services Gp. 'A' & 'B' (other than Medical Department and specialists) posts on Indian railways shall be fixed in accordance with the principles stated below :-
- (1) Separate cadres shall be maintained for each Indian Railway.
 - (2) (a) The number of permanent working posts that is posts required for ordinary duty on the Railway, shall first be determined for each service or department and divided into the following grades :-
 - (i) Senior Administrative Grade Level I
 - (ii) Senior Administrative Grade Level II (*not existing now*)
 - (iii) Administrative Grade (*known as Selection Grade too*)
 - (iv) Junior Administrative Grade
 - (v) Senior Scale
 - (vi) Junior Scale/Group 'B'
 - (b) The General working posts that is posts required for general purpose of the Railway which may be filled by gazetted railway officers of any service may be determined and divided in the same manner.
 - (c) The number of posts to be allotted to the Junior Scale shall be calculated with reference to the total number of Administrative Grade and Senior Scale posts and shall be so fixed as to allow a continuous flow of promotion from lower to higher grade after a given period of service. For this purpose all the administrative posts including the general administrative posts shall be taken into account.

- (d) The rest of the posts included in (2) (a) (vi) above shall be allotted to Gp. 'B'.
 - (e) The total number of posts thus arrived at the each grade in the department shall form the permanent duty strength of each service or department.
- (3) Posts required for meeting deputation leave and training requirements will be provided in Junior Scale based on requirements assessed from time to time. These posts shall be intended ordinarily to provide for the deputation/training of and / or grant of leave to a member of the Department without the necessity of making an officiating appointment to the Junior Scale or to Gp. 'B' post in the chain of vacancies consequent on the deputation training of and/or grant of leave to the member in question.
- (4) The permanent duty strength together with the posts sanctioned as "deputation training and leave reserve" shall form the total permanent cadres of the service or department concerned.

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CALCULATION SHEET FOR VACANCIES IN A YEAR

Rly.	No. of Officers waiting for Induction in Group 'A' (With No. of completed Years of Group 'B' Service as on Oct.)	VACANCY DISTRIBUTION		No. of Officers in Zone of Consideration	Balance No. of Office
		50% Based on Roster Point Seniority	50% on Stagnation Basis		
CR	2[16], 1[14], 2[13], 2[9] 10[10], 7[9], 13[8] 8[6]=45	3 [71, 79, 86]+	4	18	25 4[9], 13[8], 8[6]
ER & CLW	2[13], 5[11], 11[10], 12[9] 2[7], 5[6] = 58	4 [64, 90, 72, 81]+	7	26	31 5[9], 21[7], 17[7]
NR	2[18], 2[12], 3[11], 10[10] 25[9], 2[8], 17[7] = 61	5 [63, 70, 76, 84, 89]	10	34	24 5[9], 2[8], 17[7]
NE & DLW	3[10], 10[9], 3[8], 4[7] 1[9], 1[6] = 22	2 [77, 92]	1	10	12 4[9], 3[8], 4[7], 1[6]
NF	1[9], 11[8], 1[7], 11[6] = 24	2 [66, 80]	0	8	16 4[8], 1[9], 11[6]
SR	3[12], 7[11], 2[10], 13[9] 28[8], 20[6]	4 [65, 73, 83, 93]	5	22	53 4[9], 28[8], 1[7] 20[6]
+ICF +WAP	1[14] 1[11] 1[7] = 76				
SC	1[18], 1[14], 1[13], 2[12] @ 1[11], 1[10], 5[9] = 57	3 [69, 78, 87]	1	12	45 @ 12[8], 9[7], 24[6]
SE	1[19], 13[7], 6[6] = 20	4 [68, 74, 82, 88]	0	12	6 6[6]
WR	2[11], 36[9], 14[7] = 52	4 [67, 75, 85, 91]	4	20	32 18[9], 14[7]
	TOTAL	31	32		

+ in Col. 3, the figures mentioned below are roster points according to which the vacancies are allotted to each zone.

@ No. of Officer (with Service in Yrs.)

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GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

F.No. 35034/7/97-Estt(D)

New Delhi - 110 001

February 8.2002

OFFICE MEMORANDUM

Subject : Procedure to be observed by Departmental Promotion Committees (DPCs) - No supersession in 'selection' promotion - Revised Guidelines regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training (DoP & T) Office Memorandum (O.M.) No. 22011/5/86 Estt(D) dated March 10, 1989 and O.M. of even number dated April 10, 1989 [as amended by O.M. No. 22011/5/91-Estt(I)] dated March 27, 1997] which contain the instructions on the Departmental Promotion Committees (DPCs) and related matters. In regard to the '**selection**' mode of promotion ('**selection-cum-seniority**' and '**selection by merit**'), the aforesaid instructions prescribe the guidelines (as briefly discussed in paragraph 2 below) for overall 'grading' to be given by the DPC, 'bench-mark' for assessment of performance and the manner in which the 'select panel' has to be arranged for promotions to various levels of post/grade.

2. Existing Guidelines

- 2.1 As per the existing (aforementioned) instructions, in promotions up to and excluding the level in the pay-scale of Rs. 12,000-16,500 (excepting promotions of Group 'A' posts/services from the lower group), if the mode happens to be 'selection-cum-seniority', then the bench-mark prescribed is 'good' and officers obtaining the said bench-mark are arranged in the select panel in the order of their seniority in the lower (feeder) grade. Thus, there is no supersession among those who meet the said bench-mark. Officers getting a grading lower than the prescribed bench-mark ('good') are not empanelled for promotion.
- 2.2 In the case of promotions from lower Groups to Group 'A', while the mode of promotion happens to be 'selection by merit' the bench-mark is good and only those officers who obtain the said bench mark are

promoted in the order of merit as per grading obtained. Thus, officers getting a superior grading supersede those lower grading. In other words, an officer graded as '**outstanding**' supercedes those graded as '**very good**' and an officer graded as '**very good**' supersedes officers graded as 'good'. Officers obtaining the same grading are arranged in the select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark are not empanelled for promotion.

- 2.3 In promotions to the level in the pay-scale of Rs. 12,00 - 16,500/- and above, while the mode of promotion is '**selection by merit**'; the bench mark prescribed is '**very good**' and only those officers who obtain the said bench-mark are promoted in the order of merit as per the grading obtained, officers getting superior grading supersede those getting lower grading as explained in paragraph 2.2 above. Officers obtaining the same grading are arranged in the select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark ('very good') are not empanelled for promotion.

3. Revised Guidelines

The aforementioned guidelines which permit supersession in '**selection**' promotion ('**selection by merit**') have been reviewed by the Government and after comprehensive/extensive examination of relevant issues it has been decided that there should be no supersession in matter of '**selection**' (merit) promotion at any level. In keeping with the said decision, the following revised promotion norms / guidelines, in partial modification (to the extent relevant for the purpose of these instructions) of all existing instructions on the subject (as referred to in paragraph 1 above) are prescribed in the succeeding paragraphs for providing guidance to the Departmental Promotion Committees (DPCs).

3.1 Mode of Promotion

In the case of '**selection**' (merit) promotion, the hitherto existing distinction in the nomenclature ('**selection by merit**' and '**selection-cum-seniority**') is dispensed with and the mode of promotion in all such cases is rechristened as '**selection**' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench-mark ("Very Good" or "Good") prescribed for promotion.

3.2 'Bench-mark' for promotion

The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed bench-mark and accordingly grade the officers as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e. who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order to their inter-se seniority in the feeder grade. Those officers who are graded 'unfit' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed bench-mark) by the DPC.

3.2.1 Although among those who meet the prescribed bench-mark, inter-seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfilment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

3.3 Promotion to the revised pay-scale (Grade) of Rs. 12,000-16,5000 and above

- (i) The mode of promotion, as indicated in paragraph 3.1 above, shall be **'selection'**.
- (ii) The bench-mark for promotions, as it is now, shall continue to be **'very good'**. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the bench-mark, as indicated in the following paragraphs, shall be 'good' only.
- (iii) The DPC shall for promotions to said pay-scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench-mark of 'very good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2 above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed bench-mark of 'very good'.

3.4 Promotion to grades below the revised pay-scale (grade) of Rs. 12,000-16,500 (Including promotions from lower Groups to Group 'A' posts/grades/services.

- (i) The mode of promotion as indicated in paragraph 3.1 above, shall be **'selection'**.
- (ii) The bench-mark for promotion, as it is now, shall continue to be **'good'**.
- (iii) The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as **'fit'** or **'unfit'** only with reference to the bench-mark of **'good'**. Only those who are graded as **'fit'** shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2 above, there shall be no supersession in promotion among those who are found **'fit'** by the DPC in terms of the aforesaid prescribed bench-mark of **'good'**.

3.5 Zone of consideration

The guidelines relating to the **'zone of consideration'** in its existing form (twice the number of vacancies plus four) shall continue to have general applicaiton. However, in view of the modifications in promotion norms indicated in paragraph 3.3 above, the following stipulation [as is already applicable in the case of promotions below the revised pay-scale (grade) of Rs. 12,000-16,5000/- vide DoP&T O.M. no. 22011/8/98-Estt(D) dated November 6, 1998] is also made in the regard to the zone of consideration for promotion to the revised pay-scale (grade) of Rs. 12,000-16,500/- and above :

*"While the zone of consideration would remain as already prescribed, the DPC, in the aforesaid category of cases, may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to the number of employees to be included in the panel, the DPC may also be required to keep in view the instructions issued vide Department of Personnel and Training Office Memorandum No. 22011/18/87-Estt(D) dated April 9, 1996 relating to norms for preparing extended panel for promotion. In respect of the remaining employees, the DPC may put a note in the minutes that **"the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available."***

4. Provisions of the paragraph 1 (vii) of the DoP&T O.M. NO. AB-14017/2/97-Estt(RR) dated May 25, 1998 stand modified in accordance with these revised instructions. In addition to this, if the guidelines contained in this Officer Memorandum come in conflict with the provisions of any other executive instructions (O.M.) issued by DoP&T on this subject, the same shall be taken to be modified to the extent provided herein.
5. The instructions contained in this Office Memorandum shall come into force from the date of its issue.
6. Ministries/Departments are requested to give wide circulation to these revised instructions for general guidance in the matter, so that immediate steps are taken to amend the Service Rules/Recruitment Rules of various services/posts/grades so as to appropriately incorporate the mode of promotion as 'selection' (in accordance with these instructions) in place of 'selection by merit' and 'selection-cum-seniority' (as was hitherto prescribed by the aforementioned O.M. dated March 27, 1997) as the case may be. The powers to amend Service Rules/Recruitment Rules in this regard are delegated to the Ministries/Departments. DoP&T need not be consulted to carry out the required amendments.

Sd/-
Alok Saxena
Dy. Secy. to the Govt. of India

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OLD DELETED PORTIONS OF THE BOOK

(Old paras 9.0 to 9.5 & 13.2 to 13.4 - new paras 7 & 11)

9.0 Procedure of Selection

- 9.1 After the constitution of the D.P.C. as above, the papers are processed by the Committee. It is worth mentioning here that every D.P.C. has to frame their own norms for assessment of CRs and base for final grading. While evaluating the CRs thus, the final/overall grading given in the CR by his superiors, may not be taken by DPC as final, and they may draw their own conclusions based on individual entries in the CR. This means every D.P.C. will decide that whether the officer having 4 outstanding and 1 very good, or 3 outstanding & 2 very good or say 5 outstanding shall be taken as overall outstanding grading and so on for very good etc.
- 9.2 The D.P.C. should not be guided by overall grading recorded in the CR. Instead it should make its own assessment on the basis of entries in the CRs.
- 9.3 Based on CRs, an overall grading shall be chalked out for each officer separately i.e. outstanding, very good, good, or average. For gazetted officers, the average CR is taken to be not fit for promotion.
- 9.4 Based on overall grading thus given, the sequence of the officers is then reshuffled from seniority wise to meritwise. Example is as under :-

S.No.	Original sequence of officers (Seniority wise)	Revised sequence (merit wise)
1	Good	14
2	V. Good	2
3	V. Good	3
4	Average*	7
5	Good	11

6	Good	12
7	V. Good	1
8	Good	5
9	Average*	6
10	Good	8
11	V. Good	10
12	V. Good	13
13	Good	4
14	Out standing	9

(For 5 Posts)

**Note : Since the bench mark is 'Good', officer having average/below average shall not find berth in final panel even if vacancies exist.*

- 9.5** Since the vacancies in the Railway/unit are 5, S.No. 14, 2, 3, 7 and 11 shall be placed on panel. It is clear that though the 1st officers had 'Good' grading, he could not be selected because the number of officers with better grading i.e. outstanding and very good etc. is more than the number of vacancies. In such selections all outstanding officers are placed above verygoods and very goods above goods and then selection is made. In such selections your (based on CRs) own merit is not very important, if more meritorius officers as compared to you, are available in the Zone of consideration, they then get selected ahead of you.

- 13.2** This system of fixation of seniority created some peculiar problems as in some Railways, if, because of outstanding or very good grading, an officer - with lesser service is placed above officer with longer service then the officer despite having longer service shall attain the length of service of his senior (in the list). This is likely to create a peculiar situation wherein officer (K) despite earning better grading and having longer service will be placed below the officer(L) belonging to other railway having lesser grading and even smaller length of service than this officer(K) merely because one officer(M) having lesser service than the officer(L) in the other railway has been placed above this officer (K). For example

C.Rly.	DOITS	length of service	N.Rly.
K	11.4.95	11.10.10 outstanding	M-12.10-10 - V.Good
L	11.4.95	13-10-10 Very good	N-11-10-11 - V.Good
			O-13-10-12 - Good

13.3 On the basis of length of service, the sequence should have been O, L, M, N, K. But based on the above principle the sequence will be M, N, O, K, L only.

13.4 However, this system has recently been modified to some extent, where in now seniority is fixed meritwise and among same merit persons, length of servicewise. The same will be as under :

	Merit	Length of Service	Rly.
Outstanding	OS ₁	11 - 06	SR
	OS ₂	11 - 03	SE
	OS ₃	8 - 11	WR
Very Good	VG ₁	11 - 00	SR
	VG ₂	7 - 00	SE
Good	G ₁	13 - 00	NR
	G ₂	12 - 00	NE
	G ₃	11 - 00	NF
and so on.			

Note : These have been reproduced, to enable the readers to understand the implecations of changes, correctly.

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