

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT

NO. PER(AR) 74/2024/1

Dated the 24th of July 2024

OFFICE MEMORANDUM


Subject: Timely conduct of Departmental Promotion Committees (DPCs).

Whereas it has come to the notice of the Government that there are cases of delay in convening of Departmental Promotion Committees (DPCs). Although there are vacancies in the promotion posts, eligible candidates are not promoted on time leading to discontentment. These are due to various issues like non-availability of Annual Confidential Reports (ACRs), delay in processing of files, non-availability of records on status of Court cases/Criminal cases, etc.

In order to streamline the timely conduct of DPCs, the following Standard Operating Procedures (SOPs) are hereby issued.

1. **Review of Promotion:** All Departments/Heads of Department/Offices should conduct timely review of the promotions that are due to arise because of vacancies at least twice a year, once in the month of January and once in the month of July in a calendar year.
2. **Adherence to instructions in maintaining of ACRs:**
 - a. The Annual Confidential Reports (ACRs) of all Government Servants should be regularly maintained and updated regularly so that there is no delay in recording of the ACRs while DPC is convened.
 - b. It has also come to the notice of the Government that adverse entries in the ACRs are not being reported as per the standing instructions of the Personnel Department's OM NO PER (AR) 149/80/Pt.1/1 dated 21st February 1983, which also causes delay in conducting the DPC, as the DPC cannot take a view because of the issue of adverse entries in the ACRs. In relation to this, the instructions contained in this Department's OM NO PER (AR) 149/80/Pt.1/1 dated 21st February 1983 is to be adhered to in cases where there are adverse remarks in entries in ACRs.

- c. It is therefore reiterated that
- i. The Department should take steps to ensure that the ACRs are updated and kept ready.
 - ii. If adverse entry is recorded, it is the duty of the Department/Head of Department/Office concerned to ensure that the adverse entry is communicated to the incumbent reported upon as per OM NO PER (AR) 149/80/Pt.1/1 dated 21st February 1983.
3. **Report of Court Cases/ Criminal Cases:** There are also cases which comes before the DPC where there are Court Cases or Criminal Cases that are pending against the incumbent Government Servant whose promotion is under consideration. In relation to this, all Departments/Heads of Department/Offices should bring the latest Status and details of any such cases before the DPC as per format prescribed at Annexure – I.
4. **Review of the Date of superannuation:** All Departments/Heads of Department/Offices should also review from time to time the date of Superannuation of the Government Servant concerned. The DPC should be convened at least two months prior to the date of superannuation so that there is a smooth transition on the date of superannuation and the eligible Government Servant is available for promotion on the date of superannuation of the outgoing Government Servant.
5. **Review & Monitoring:** All Departments/Heads of Department/Offices should submit a Quarterly report as per prescribed format at Annexure – II to the Personnel & AR (B) Department. The Reports will be placed before the Chief Secretary to the Government of Meghalaya for information.



(Shri. C. V. D. Diengdoh, IAS)

Secretary to the Govt. of Meghalaya,
Personnel & AR (B) Department

Annexure - I

Format for Report on Status of Criminal Case/Court case (under investigation/
chargesheet/ pending Trial/ concluded)

Name of the Government Servant within the :
Zone of Consideration

1. Is there pending Criminal case/Court case : Yes/No
 - a. If yes, details of FIR or enquiry:

2. If Chargesheet has been filed : Yes/No
 - a. If Yes, Date of Chargesheet :

3. Status of Trial : Ongoing/Concluded
 - a. If Concluded, Orders of the Court :

4. If any other Department Proceedings :
that followed

5. Any Other Remarks :

Signature & Seal

Annexure - II

Sl no	Department/Head of Department/Office	Number of Departmental Promotion Committee (DPC) taken up in a year				Number of Departmental Promotion Committee (DPC) pending in a year				Reason for Pendency	Remarks
		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter		

Signature & Seal