

F.No.20011/1/2006-Estt. (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

North Block, New Delhi  
Dated the 3<sup>rd</sup> April, 2012

**OFFICE MEMORANDUM**

Subject:- Consolidated instructions on seniority contained in DOP&T's O.M. No. 22011/7/1986-Estt. (D) dated 03.07.1986-Clarification regarding

The undersigned is directed to refer to this Department's consolidated instructions contained in O.M. No. 22011/1/2008-Estt. (D) dated 11.11.2010 laying down the principles on determination of seniority of persons appointed to services/posts under the Central Government and to state that a large number of references have been received seeking clarifications on 'year of availability' in fixation of relative seniority of promotees and direct recruit officers who had joined service in the different calendar year but in the same financial year.

2. The issue has been examined in consultation with UPSC. The model calendar (time schedule) for DPCs as contained in this Department's O.M. No. 22011/9/98-Estt. (D) dated 8<sup>th</sup> September, 1998 suggests time-frame for conducting/completing formalities for DPC meeting/promotions. As per this O.M., Ministries/Departments that are following financial year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March of next year for completion of confidential reports (now APARs) should get the select panel approved for the next financial year by 31<sup>st</sup> March of the previous financial year. Similarly, those Ministries/Departments, which follow calendar year for completion of confidential report (now APARs) i.e., 1<sup>st</sup> January to 31<sup>st</sup> December, should get the select panel approved by 31<sup>st</sup> December of the preceding Calendar Year.

3. It is hereby clarified that the year of availability for the purpose of relative seniority of direct recruits/promotees would be same as prescribed in the model calendar for DPCs i.e.

- (i) 1<sup>st</sup> April to 31<sup>st</sup> March of the next year where confidential reports (now APARs) are completed financial year-wise.
- (ii) 1<sup>st</sup> January to 31<sup>st</sup> December where confidential reports (now APARs) are completed calendar year-wise.

  
(Virender Singh)

Under Secretary to the Government of India  
Tel. : 2309 3804

To

All Ministries/Departments of the Government of India.

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7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
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