

**MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22ND FLOOR, DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
J.L. NEHRU MARG, NEW DELHI-110002.**

No. SO-II/AO-II/CED/MCD/2022/564

Date: 01/07/2022

CIRCULAR

Subject:- Composition of DPC/DSC for Promotion/confirmation to Group-'A', Group-'B' and Group-'C' Posts under Municipal Corporation of Delhi.

It has been observed that Departments under Municipal Corporation of Delhi, while referring the proposals for amendments/framing of Recruitment Rules/Service Rules sometimes are not proposing the Composition of Departmental Promotion Committee (DPC)/Departmental Confirmation Committee (DCC) in terms of Guidelines/Instructions/OMs Issued by DoP&T, GOI on the subject from time to time.

2. Further, to bring uniformity in the proposals for framing/amendment in Recruitment Rules with regard to composition of DPC/DCC, the relevant OMs of Govt. of India, DoP&T are referred to and the operative part reproduced as under:

- (i) DoP&T, OM No. AB.14017/13/2013-Estt.(R) dated 31.03.2015, stipulates:-
- Total strength of the committee shall not be less than three including the Chairman,
 - The Chairman and members shall be at least one level above the post to which promotion is to be made.
 - The level of the Chairman and members, association of members from other departments etc. to be decided as per instructions of DoP&T,
 - In all cases of promotion by 'selection' to any Group- A post (or service) except for promotion from PB-3 GP-Rs. 5400/- to PB-3 GP-Rs. 6600/- UPSC Is required to be consulted.
- (ii) DoP&T, OM dated 31.12.2010 vide Para 3.13.2 stipulates:-
- "Members Included in DPCs for Groups 'A' & 'B' posts should be officers who are at least one step above the post in which the promotion/confirmation is to be made. In respect of DPCs for Group 'C' posts, the chairman of the DPC should be an officer of a sufficiently high level and one of the members should be an officer from a Department not connected with the one in which promotions are considered. The other member should be an officer of the Department familiar with the persons whose suitability is to be assessed."*
- (iii) Further, Para-3.13.6 of DOPT OM dated 31.12.2010 stipulates:
- "UPSC is not required to be associated with the DPCs for considering cases of confirmation of Group-"A" and "B" officers.*

3. Accordingly, composition of Departmental Promotion Committee (DPC); Departmental Confirmation Committee (DCC); and Departmental Screening Committee (DSC) (for Adhoc promotion), for Group-'A', 'B', 'C' posts in Municipal Corporation of Delhi, will be as under:

A. DPC/DCC/DSC to be held by Central Establishment Department:

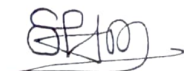
(I) For Promotion from Group-A Level-10 to Group-A Level-11 of pay matrix of all posts of MCD:

1.	Addl. Commissioner (Estt.)	Chairperson
2.	Addl. Commissioner (Incharge of the respective Department)/HODs of the respective department in Level 13 and above in the Pay Matrix.	Member
3.	Director (Personnel)	Member
4.	Liaison Officer, MCD/ Representative of SC/ST	Member

(II) For Promotion to Group B and Group C Posts of Centralized Cadres and Accounts Cadre and to Group B Posts of Engineering Cadres:

1.	Addl. Commissioner (Estt.)	Chairperson
2.	Director (Personnel)	Member
3.	Liaison Officer, MCD/ Representative of SC/ST	Member

Note: One member from Accounts Cadre or Engineering Cadre may be included in case promotion to be made for Accounts Cadre or Engineering Cadre posts.



B. DPC/DCC/DSC for Group B & C of remaining Posts i.e. other than the posts/Cadres mentioned above in Para 3 A, will be held by the cadre controlling department at their own level :

1.	Addl. Commissioner (incharge of the Department concerned)	Chairperson
2.	Dy. Commissioner/Addl. Dy. Commissioner/Director of the department concerned.	Member
3.	Director (Personnel)/Assistant Commissioner, CED	Member
4.	Liaison Officer, MCD/ Representative of SC/ST	Member

4. It is pertinent to mention here that as per DOPT guidelines the UPSC is to be consulted for the following:

Column 13 of DOP&T, OM No. AB.14017/13/2013-Estt.(R) dated 31.03.2015 stipulates:

"Circumstances under which UPSC is to be consulted in making recruitment:

Where the posts are not exempt from the purview of UPSC as per the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time, the UPSC is to be consulted for the following:

- for the purpose of recruitment to Group B and A posts; and Circumstances in which the UPSC is to be consulted in making recruitments:-
- direct recruitment to Group A posts and Group B Gazetted posts;
- In cases of absorption to Group A posts and Group B posts;
- For appointment on deputation when the field of selection includes State Government officers and/or Group A and Group B officers of the Central Government. But where field of selection comprises Group A officers only of the Central Government, no such consultation of the UPSC is necessary;
- In cases of re-employment in Group A and B posts;
- Where the method of recruitment is the composite method of 'deputation/promotion' or 'deputation (including short-term contract)/promotion'.
- Where promotion from Group B to Group A is involved;
- In all cases of promotion by 'selection' to any Group A post (or Service) except for promotion from PB 3 GP Rs.5400 to PB 3 GP Rs.6600 (i.e. Level 10 to Level 11)".

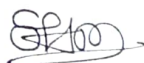
5. Therefore, for the abovesaid category of posts falls under in Para 4 above, where the UPSC is associated, the DPC will be chaired by the Chairman/Member of the Commission, hence, the Composition for Departmental Promotion Committee (DPC) for **all Category A posts (except the DPC from Level 10 to Level 11 Posts) may be as under:**

1.	Chairman/Member of UPSC	Chairperson
2.	Commissioner, MCD	Member
3.	Addl. Commissioner (Estt.)	Member
4.	Addl. Commissioner (incharge of the Department concerned)	Member
5.	Liaison Officer, MCD/ Representative of SC/ST	Member

6. For all Category A posts, the Departmental Screening Committee (DSC) for adhoc promotion will be made by CED and the composition of the DSC for these posts will be as under:

(I) **For Adhoc promotion upto the post in Level 12 in the Pay Matrix:**

1.	Addl. Commissioner (Estt.)	Chairperson
2.	Addl. Commissioner (Incharge of the respective Department)/HODs of the respective Department in Level 13 and above in the Pay Matrix	Member
3.	Director (Personnel)	Member
4.	Liaison Officer, MCD/ Representative of SC/ST	Member



(II) For Adhoc Promotion to the post of Level 13 in the Pay Matrix and above :

1.	Commissioner	Chairperson
2.	Addl. Commissioner (Estt.)	Member
3.	Addl. Commissioner (Incharge of the respective Department)	Member
4.	HODs of the respective Department in Level 14 in the Pay Matrix and above	Member
5.	Liaison Officer, MCD	Member

Note: As per previous practice in erstwhile Corporations.

7. The departments is hereby also directed that the composition(s) of DPC/DCC, mentioned above be kept in view while moving the proposals for framing/amendment of Recruitment/Service Rules in respect of various posts in under Municipal Corporation of Delhi.

This issues with the prior approval of the Competent Authority.



(MANISH KUMAR)
Admin Officer (Estt.)-II

To

1. All HODs/Cadre Controlling authorities concerned.

Copy to:

1. P.S. to Commissioner for kind information of Commissioner
2. All Addl. Commissioners
3. All Dy. Commissioners/ HODs/A&C through e-mail
4. Director (IT)- to upload on SDMC Website
5. Guard file/Office Copy



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To