

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

NO. Director (P)/CED/SDMC/2021/1832

Date: 17.03.2021

CIRCULAR

Subject: **Model calendar of South Delhi Municipal Corporation for conducting Departmental Promotion Committees (DPCs).**

In pursuance of Order No. Director (P)/CED/SDMC/2021/1733 dated 02.03.2021 and Circular No. ASO/AO/CED/SDMC/1743 dated 03.03.2021, all the HODs/Cadre Controlling authorities are hereby directed to forward the proposal of DPCs for the vacancy year 2021 (i.e. upto 31.12.2021) to Central Establishment Department, South Delhi Municipal Corporation as per the schedule mentioned below:

(1) Model Calendar for conducting Departmental Promotion Committees for the posts of Centralize Cadre and Engineering Cadre of South Delhi Municipal Corporation:

- (a) Centralize Cadre :**
1. Administrative Officer/AA&C
 2. Section Officer
 3. Private Secretary
 4. Assistant Section Officer
 5. Senior Secretariat Assistant
 6. Junior Secretariat Assistant

- (b) Engineering Cadre:** 1. Assistant Engineer

Sl. No.	Events	Date
1.	Vacancy year	2021 (upto 31.12.2021)
2.	Crucial date for determining eligibility	01 January, 2021
3.	Circulation of separate provisional Seniority List of Officers/Officials of SDMC for inviting objections	15 th March, 2021 (Last date for filing objection 31.03.2021)
4.	Circulation of final Seniority List of Officers/Officials of SDMC	7 th April, 2021
5.	Compilation of ACRs/Integrity Certificates/Vigilance clearance/Final Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal to Central Establishment Department, South DMC	Upto 7 th April, 2021
6.	DPC to be held	12 th & 13 th April, 2021

Note: Dates/periods suggested in the Model calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date of completion of the period as suggested by the Model Calendar for DPCs.

2. Further, all other HODs/Cadre controlling authorities of South Delhi Municipal Corporation are also directed to initiate the process in the matter and forward the relevant documents/information to Central Establishment Department, SDMC, as per scheduled mentioned below in the Model Calendar for DPC for the vacancy year 2021:

Sl. No.	Events	Date
1	Vacancy year	2021 (upto 31.12.2021)
2.	Crucial date for determining eligibility	01 January, 2021
3.	Compilation of ACRs/Integrity Certificates/ Vigilance clearance/Final Seniority List of officers/Officials of SDMC/Penalty and Vacancy position etc., and forwarding DPC proposal to Central Establishment Department, South DMC	Upto 15 th April, 2021
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the DPC in Central Establishment Department, South DMC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	Upto 30 th April, 2021
5.	DPC to be held	May - June, 2021
6.	On receipt of DPC minutes, post-DPC follow-up action(including approval of the Competent Authority)	May - June, 2021
7.	Last date for getting ready the approved select panel by the Department	May-July, 2021

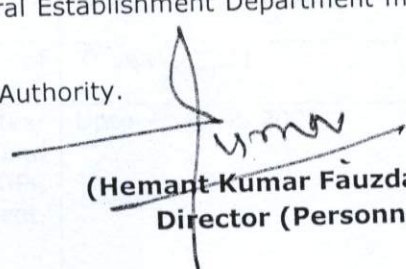
Note 1: Dates/periods suggested in the Model calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date of completion of the period as suggested by the Model Calendar for DPCs.

Note 2: Circulation of draft /provisional seniority list for all posts by Cadre Controlling Authorities in compliance of CED's Circular No. ASO/AO/CED/SDMC/1743 dated 03.03.2021 for calling objections is 20th March, 2021. A final seniority list should be circulated till 7th April, 2021.

3. All the HODs/Cadre controlling authorities of South Delhi Municipal Corporation are also requested to strictly adhere to the time-schedule and communicate the completion of each process to CED.

4. For any assistance, if required, Admn. Officer, Central Establishment Department may be consulted.

This issues with the prior approval of the Competent Authority.

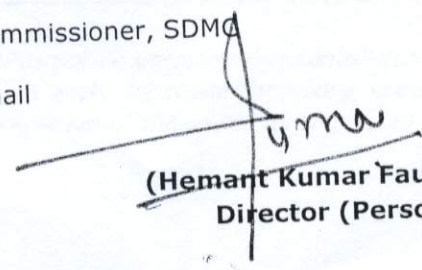

(Hemant Kumar Fauzdar)
Director (Personnel)

To

1. All HODs/Cadre Controlling authorities concerned.

Copy to:

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


(Hemant Kumar Fauzdar)
Director (Personnel)