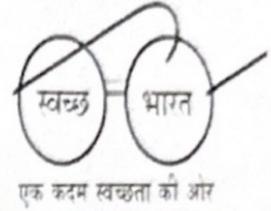




MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22nd Floor, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002.



No. SO-II/AO/Dir. (P)/CED/MCD/2024/ 5762

Dated: 03.01.2024

CIRCULAR

Subject : Preparation of Model calendar of Municipal Corporation of Delhi for conducting Departmental Promotion Committee (DPCs).

Consequent upon unification of erstwhile MCD, all the HODs/Cadre Controlling authorities may be directed to ensure that DPCs for the vacancy year 2024 (i.e. upto 31.12.2024) may be completed immediately as per model calendar for the year 2024 mentioned below:

Model Calendar for conducting Departmental Promotion Committees for the year 2024:

Sl. No.	Events	Date
1.	Vacancy year	2024 (upto 31.12.2024)
2.	Crucial date for determining eligibility	01 January, 2024 (upto 3 months for those who have completed eligibility service prescribed in the RRs by 31 st March, 2024 as per DOPT Om dated 12.08.2021)
3.	Circulation of separate provisional Seniority List of Officers/Officials of MCD for inviting objections	31 st July, 2024
4.	Circulation of final Seniority List of Officers/Officials of MCD	31 st August, 2024
5.	Compilation of ACRs/Integrity Certificates/ Vigilance clearance/ Final Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal to Central Establishment Department, MCD	Upto 15 th September, 2024
6.	DPC to be held	15 th September, 2024

2. Further, all HODs/Cadre controlling authorities may also directed to process the case of promotion, separately, as per scheduled mentioned below in the Model Calendar for DPC for the vacancy year 2024 in advance:

Model Calendar of DPC for the Vacancy Year 2025

Sl. No.	Events	Date
1.	Vacancy year	2025 (01.01.2025 to 31.12.2025)
2.	Crucial date for determining eligibility	01 January, 2025 (upto 3 months for those who would complete eligibility service prescribed in the RRs between 1 st January, 2025 and 31 st March 2025 as per DOPT Om dated 12.08.2021)
3.	Compilation of ACRs/Integrity Certificates/ Vigilance clearance/Final Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal.	30 th September, 2025
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the DPC	15 th October, 2025

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5.	DPC to be held	15 th October, 2025 - 30 th November, 2025
6.	On receipt of DPC minutes, post-DPC follow-up action(including approval of the Competent Authority)	Upto 20 th December, 2025
7.	Last date for getting ready the approved select panel by the Department	31 st December, 2025

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.

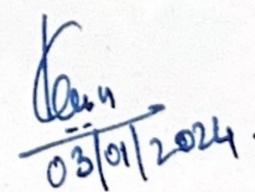
3. (i) DPCs for following Cadres/posts may be held/processed by the Central Establishment Department:

- (a) Centralize Cadre:
- (i) Addl. Commissioner
 - (ii) Dy. Commissioner
 - (iii) Addl. Dy. Commissioner
 - (iv) Assistant Commissioner
 - (v) Administrative Officer/AA&C
 - (vi) Section Officer
 - (vii) Private Secretary
 - (viii) Assistant Section Officer
 - (ix) Personal Assistant
 - (x) Senior Secretariat Assistant
 - (xi) Junior Secretariat Assistant
- (b) Accounts Cadre:
- (i) DCA
 - (ii) Accounts Officer
 - (iii) Assistant Accounts Officer
 - (iv) Jr. Accounts Officer
- (c) Engineering Cadres
- (i) E-in-C
 - (ii) Chief Engineer
 - (iii) Superintending Engineer
 - (iv) Executive Engineer
 - (v) Assistant Engineer
- (d) All other Group 'A' Posts.

3.(ii) DPC for other than the posts mentioned above will be held by the cadre controlling department and at least one officer from the CED at appropriate level shall be inducted as the Member in every DPC.

4. Further, all the HODs/Cadre controlling authorities of Municipal Corporation of Delhi may also be directed to strictly adhere to the time-schedule and communicate the completion of each process to Central Establishment Department, MCD.

This issues with the prior approval of the Competent Authority.


03/01/2024
(KUNDAN KUMAR)
Director (Personnel)

To

1. All HODs/Cadre Controlling authority concerned.

Copy to:

1. P.S. to Commissioner for kind information of Commissioner.
2. All Additional Commissioners.
3. All Dy. Commissioners/HODs/A&C through e-mail.
4. Director (IT) – to upload on MCD website.
5. Guard file/Office copy.

Copy for information to:-

1. Addl. Chief Secretary (UD)
2. Director (Local Bodies)