

GOVERNMENT OF ODISHA

**ST & SC DEVELOPMENT, MINORITIES & BACKWARD CLASSES WELFARE
DEPARTMENT**

No. 24125 /SSD Bhubaneswar,

Dt. 26.09.2025

PT1- STSCD-RP-POLICY-0023-2025

From

B. Parameswaran, IAS

Commissioner-cum-Secretary to Government

To

All Departments/

All Heads of Department/

All Collectors

Sub:-Guidelines for holding Departmental Promotion Committee (DPC) meetings.

**Ref: This Department Letter Nos. 13883 dated 29.04.1999 and 17947 dated 29.04.2006
addressed to all Departments and Heads of Departments**

Madam/Sir,

In inviting a reference to the letters on the subject cited above, I am to say that, during Departmental Promotion Committee (DPC) meetings, it has been observed that, representatives from this Department are facing frequent procedural and administrative difficulties, which hamper effective discharge of responsibilities related to ensuring adherence to reservation principles.

1. Despite instructions issued vide this Department Letter Nos. 13883 dated 29.04.1999 and 17947 dated 29.04.2006 (copies enclosed) to all Departments and Heads of Department, the following issues continue to persist:
 - a. Requisitions for deputation of a representative are often sent at the last minute, without any DPC memorandum, gradation list, cadre rule, or relevant reference documents, making it difficult for the representative to provide an informed opinion during the DPC meetings.
 - b. Review DPC memorandum is not accompanied by relevant past DPC meeting proceedings or legal documents, if any, for ascertaining reasons for holding review.
 - c. Requisitions are often received for deputing officers of a specific rank for the DPC meetings, which may not always be feasible due to departmental constraints.
 - d. Certain DPC matters involve legal or administrative complications, and giving promotions without clarity may lead to further litigation. The representative of this Department may not be able to offer his/her views due to such complications without obtaining views of higher authorities including the views of the Law Department & the GA & PG Department, wherever

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there could be need for reference.

2. Important data regarding the details of the cadre, such as total cadre strength of the post for which DPC is being held, category-wise distribution of posts, employees in position, vacancies, details of employees under zone of consideration etc. are sometimes not mentioned in the DPC memorandum.

3. In view of above, it is requested to kindly adhere to the following:

a. Requisition for nomination of officers from ST & SC Development, M & BCW Department as representative of this Department to attend the DPC meeting must be sent to this Department **at least five days before** the DPC meeting.

b. The DPC memorandum, along with the gradation list, cadre rule, and other supporting documents, must be enclosed with the requisition, clearly indicating whether it is a regular DPC or a review DPC.

c. The DPC memorandum must mandatorily include total sanctioned strength (relating to the promotional posts under consideration), category-wise distribution of posts, employees in position, vacancies, and percentage of ST & SC employees in position in the promotional cadre, with respect to the total cadre strength.

4. In case of review DPCs, apart from the details furnished in the memorandum during a regular DPC, the memorandum must also include

a. The reason for review and legal context (if any)

b. Copy of earlier DPC proceedings.

c. Relevant court orders or instructions.

5. The Departments/ HoDs may avoid specifying ranks of officers in the requisition, as availability depends on internal departmental assignments. In case it is needed specifically, then reasons may be specified such as complexity in interpretation of post based reservation principle or seniority, etc.

6. In cases where the representative of this Department is unable to offer his/her views due to legal or administrative complications, the Administrative Department may obtain considered views or clarification on the exact matter under contention from the concerned department to which the matter relates and keep this Department informed of the issue.

7. The DPC proceedings must contain:

a. Details of the promotional cadre, such as cadre strength, category-wise distribution of posts, employees in position, vacancies, and percentage of ST & SC employees in position in the promotional cadre with respect to the total cadre strength.

b. List of selected candidates, the categories they belong to, and category of promotion.

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preferably in a tabular format for clarity.

It is requested to kindly adhere to the above observations while requesting officials from this department for Departmental Promotion Committee (DPC) meetings.

Yours faithfully,

TR
26/9/25

Commissioner-cum-Secretary to Government

