

No. 34/23/94-IH(7)-2024/9569
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 10.7.24

To

All the Administrative Secretaries/
Head of Departments/ Offices/
Institutions/Boards/Corporations
Chandigarh Administration

Subject:- Constitution/ Re-constitution of Departmental Promotion Committee- reg.

Sir/Madam

I am directed to address you on the subject noted above and to state that in order to fill up posts on promotion basis where the Recruitment Rules provide so as a method of recruitment, Departmental Promotion Committees (DPCs) are formed to ensure the suitability of the candidates for promotion in an objective and impartial manner.

2. In order to bring uniformity in Departmental Promotion Committees constituted by the departments and expedite the process of framing of Recruitment Rules, a Model Composition of Departmental Promotion Committee in respect of Group A, B and C posts has been formulated. The departments may consider the following illustrative pattern while constituting/re-constituting the DPCs:-

For Group 'A' Posts (where DPC is to be convened at the level of UPSC)

i) Chairman/ Member of UPSC	Chairman
ii) Adviser to the Administrator	Member
iii) Concerned Administrative Secretary	Member
iv) Secretary Personnel	Member

For Group 'A' Posts

i) Adviser to the Administrator	Chairman
ii) Concerned Administrative Secretary	Member
iii) Secretary Personnel	Member
iv) Director Social Welfare	Member
v) Regional Employment Officer	Member

For Group 'B' Posts

i) Concerned Administrative Secretary	Chairman
ii) Special/Additional/Joint Secretary (Personnel)	Member
iii) Director Social Welfare or their representative	Member
iv) Regional Employment Officer or their representative	Member

For Group 'C' Posts

i) Concerned Head of Department	Chairman
ii) Representative of Personnel Department	Member
iii) Representative of Social Welfare	Member
iv) Representative of Regional Employment Officer	Member

3. The departments may constitute/re-constitute the Departmental Promotion Committees accordingly with the approval of the Competent Authority at their level.

4. The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for strict compliance.

Yours faithfully

AKM
10/07/24
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh