



सत्यमेव जयते

## कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No. HRM-III/4(23)/2019/EO/AO 195

Dated: 06 NOV 2024

To,

Addl. Central P.F. Commissioner(HQ) (Zones),  
Addl. Central P.F. Commissioner (Zones),  
All officer-in charge of ROs

**Subject:- Conducting DPC for promotion to the post of EO/AOs for the panel year 2025 under Seniority Quota. - regarding.**

Sir/Madam,

With reference to subject cited above, it is informed that this office vide letter dated 10.09.2024 requested all Zonal Offices to send the DPC proposal for promotion from Section Supervisor to EO/AO to HO. Some of the zones have forwarded the proposal also, however, it is found that in most of the proposals there are some discrepancies, which are mentioned below: -

**(i) DPC is not recommending the official who have refused the promotion on earlier occasion and not completing 1 year of service as on 01.01.2025 but completing the same in the duration of 01.01.2025 to 31.12.2025.**

**Guidelines on the issue: -**

In this connection, para 17.12 of DoPT OM dated 10.04.1989 says "*When a Government employee does not want to accept a promotion which is offered to him he may make a written request that he may not be promoted and the request will be considered by the appointing authority, taking relevant aspects into consideration. If the reasons adduced for refusal of promotion are acceptable to the appointing authority, the next person in the select list may be promoted. However, since it may not be administratively possible or desirable to offer appointment to the persons who initially refused promotion, on every occasion on which a vacancy arises, during the period of validity of the panel, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of first promotion or till a next vacancy arises whichever is later.*"

Under para-17.12 of the DOPT OM dated the 10" April, 1989, there is no bar for consideration of Government servants for promotion by the DPC who have refused promotion offered on the basis of the recommendations of the previous DPC. The relevant instructions only forbid fresh offer of appointment on promotion to be made to such persons during the validity of the panel and further for a period of one year from the date of refusal of first promotion or till a next vacancy arises. DPCs are misinterpreting the relevant instructions. Role of the DPC it to assess the suitability of the employee as to whether he is "fit" or 'not fit for promotion on the basis of information provided to it. This is for the Appointing Authority to issue offer of appointment on the recommendations of DPC.

In view of the above, it is imperative for the DPC to assess the suitability of the officials who have refused for promotion, irrespective of the fact he had refused to accept the offer of promotion based on the recommendations of earlier DPC. However, he would be issued offer of appointment on promotion

*Shan*

only after expiry of a period of one year from the date of refusal of first promotion or till a next vacancy arises, whichever is later.

**(ii) DPC is not recommending officials on extended panel on the vacancy of the official who is promoting and retiring in the same panel year.**

**Guidelines on the issue: -**

As per DoPT OM dated 09.04.1996 "*DPC shall prepare an extended panel when officers included in the panel are retiring within the same year provided there is no change in the zone of consideration by the expected date of their retirement.*"

Hence, DPC should recommend extended panel on the vacancy (after rotation of vacancy) of the official who is promoting and retiring in the same panel year.

**(iii) DPC is rotating the vacancy and treating them as fresh vacancy that are created due to resignation of the official who joined the organization and resigned within one year of their joining.**

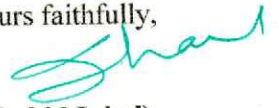
**Guidelines on the issue: -**

As per DoPT OM dated 13.06.2000 "*Where a selection has been made through UPSC, a request for nomination from the reserve list, if any, may be made to the UPSC in the event of occurrence of a vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he resigns or dies within a period of one year from the date of his joining, if a fresh panel is not available by then. Such a vacancy should not be treated as a fresh vacancy.*"

As per the guideline, vacancies created due to resignation of the official who joined the organization and resigned within one year of their joining, should not be treated as fresh vacancy and hence should not be rotated.

2. All the zonal offices are requested to follow the above guidelines strictly while sending the proposal to Head Office.

Yours faithfully,



**(Shahid Iqbal)**

**Regional P.F. Commissioner-I (HRM)**