



# ALL INDIA ESIC SC/ST OFFICERS' & EMPLOYEES' FEDERATION

PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI – 110002.

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[www.myesic.com](http://www.myesic.com)

(Regd.No. S/27858 of 1995)

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KAILASH CHAND

F.No. AIESIC.SC/ST.FED.2015-8

Dated : 2<sup>nd</sup> July, 2015.

To,

The Director General,  
Employees' State Insurance Corporation,  
Panchdeep Bhawan,  
CIG Road,  
**New Delhi - 110002.**

Subject : **Adhoc promotion in the Cadre of Assistant/Head Clerk.**

Respected Sir,

With due regard, I would like to invite your kind attention on your Letter No. A-22/13/1/2006-E.I dated 23-12-2014 of Headquarters Office (copy enclosed as **Annexure A**) in which the Competent Authority has conveyed his approval for allowing promotion to the post of Assistant / Head Clerk purely on adhoc basis to the extent of vacancies existing as on 01-10-2014.

2. In this regard, it is informed that the earlier decision of Headquarters Office to impose restriction on adhoc filling of vacant post of Assistant/Head Clerk and subsequently conditional allowance as conveyed by above referred letter are grossly irregular for following reasons :

- a) The conditions laid down for adhoc appointment in DOPT instruction are so prescribed on presumption that the regular DPC is conducted well in time and promotion are also given well in time. Since, DPC are delayed in ESIC wilfully hence keeping post unfilled is against public interest.
- b) The condition is also made as deterring factor so that the authorities are discouraged to fill regular promotion posts on adhoc basis and conduct DPC in time.

Contd. Page No. 2/-

- c) The regular DPC for anticipated vacancies for year April, 2015- March, 16 should have been completed by 31, March, 2015 as per the DOPT calendar for DPCs which has not been done in ESIC for any of the cadres. The Calendar for holding these DPCs is issued on 26-06-2015 (Copy enclosed as **Annexure B**) by the Hqrs Office, ESIC and according to which target is fixed as July 2015 to December 2015.
  - d) The Competent Authority has fixed the calendar for holding the meeting of DPC for year 2015-16 as July 15 to December 15 whereas by 31<sup>st</sup> March, 2016 all DPC for year 2016-17 should be completed as per Model Calendar of DPCs issued by DOPT (Copy enclosed as **Annexure C**) and by 31<sup>st</sup> March, 2016 approved select panel for relevant cadre for year 2016-17 should be ready.
  - e) Hence, there is wilful inaction/delayed action to conduct DPC in time and it is also clear that there is overlapping between DOPT Instruction/RRs and the decision of the Competent Authority. In view of well established legal principles the DOPT Instruction/RRs will prevail over the decision of Competent Authority.
  - f) In this scenario it is also clear that the management's decision of officially keeping DPC post unfilled for long period is grossly illegal.
  - g) Further to above, imposing conditions on ad hoc promotions in furtherance of above anti employee action of management has furthered the illegality of action of Management.
  - h) In view of illegality of the instructions of Headquarters Office and intense pressure from service association/unions, some of our law abiding field offices has deviated from the direction of the Competent Authority.
3. In view of above, you are requested to kindly issue following instruction to all field offices
- a) to fill vacancies of all cadres on adhoc basis as per DOPT Instructions/RRs in supersession of all earlier contrary instructions with guiding principle that where there is overlapping between DOPT Instructions and Recruitment Rules of the Cadre concerned the Recruitment Rules will prevail.
  - b) to issue direction to all field offices to hold DPCs for filling vacancies of the Year 2015-16 and clearly anticipated vacancies including anticipated resultant vacancies for year 2016-17 by 31<sup>st</sup> March, 2016.

Yours faithfully,



( Heera Singh )  
Secretary General

**Enclosed : as above.**



HEADQUARTERS  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

No. A-22/13/1/2006-E.I

Dated :-23.12.2014

To

All AC & RD/ Regional Directors,  
Director (Medical) Delhi,  
Joint Director-Estt.-V, Hqrs.  
✓ WCM, Hqrs. with the request to upload in ESIC website.

**Sub:- Adhoc promotion in the cadre of Assistant/ Head Clerk.**

Sir,

I am directed to convey the approval of Competent Authority for allowing promotion to the post of Assistant/ Head Clerk purely on adhoc basis to the extant of vacancies existing as on 01.10.2014.

This has been allowed as a one time measure for a period of maximum one year from the date of issue of order and is equally applicable to new as well as existing adhoc promotion cases in the cadre of Assistant/ Head Clerk.

The official being considered for adhoc promotion must fulfill eligibility as per Recruitment Regulations.

All instructions/ formalities, regarding grant of adhoc promotion, as stipulated in the relevant guidelines of Hqrs. Office as well as the DOPT has to be followed in toto.

Yours faithfully,

(RAHUL BHARDWAJ)  
ASSISTANT DIRECTOR

तेवसाइर की निम्न-तुल्य का प्रस्ताव.....  
Management.....  
874  
23/12/14



HEADQUARTERS  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

No. Z-17/12/1/2007-E.I

Dated :- 26.06.2015

**CIRCULAR**

**Sub:- Calendar for holding the meeting of DPCs.**

The Competent Authority has approved the calendar for holding of DPCs for the year 2015-16 as mentioned below:-

Sl. No.	Post	Schedule for holding DPC
1	Assistant / Head Clerk	(i) 1 <sup>st</sup> working day of the Last week of July, 2015  (ii) The orders on the recommendation of the DPC for promotion to the post of Assistant/ Head Clerk to be issued on the last working day of July, 2015.
2	UDC	Last week of September, 2015
3	LDC	Last week of October, 2015
4	MTS	Last week of November, 2015
5	Others	Last Week of December, 2015

Here, it is, clarified that the "Last Week" for the purpose of holding of aforesaid DPCs will be taken as last 7 days of the particular month in which the DPC is to be held.

It is further informed that Regional Director/D(M)D/JD (E-V), Hqrs. etc. being the Chairman of the DPC must ensure his/her presence on the date of holding of DPC. In case he/she requires leave on date of DPC due to unavoidable circumstances, he/ she should inform Hqrs. well in advance at least 15 days before the date of holding of DPC so that an alternate arrangement can be made. In case he/ she takes leave in emergency the DPC shall be convened on the next working day. **In any case the promotion order for Assistant/ Head Clerk should be issued on the last working day of July, 2015.**

The action taken report in the matter may be submitted to Hqrs. by **15 January, 2016.**

Yours faithfully,

**(RAHUL BHARDWAJ)  
ASSISTANT DIRECTOR**

(Hindi version will follow)

**To:-**

1. All AC & Regional Directors/ Director I/cs/ Joint Director I/cs of R.Os./ SROs.
2. D(M) Delhi/ D(M) Noida.
3. All the Med. Supdts of ESIC Hospitals and ESIC Model Hospitals/ All Deans, ESIC Medical Colleges.
4. Joint Director -V / Establishment Branch-III, Hqrs.
5. The W.C.M, Hqrs. with the request to upload a copy of the circular to our website.
6. Official Language Division, Hqrs. for Hindi Version.
7. Guard File/ Spare Copy.

वेबसाइट की विवर-सूची का प्रबन्धन  
Management

No. 22011/4/2013-Estt.(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi  
Dated: 28<sup>th</sup> January 2015

**OFFICE MEMORANDUM**

**Subject:** Review of Model Calendar for the Departmental Promotion Committees (DPCs) being conducted by the Ministries/Departments.

Reference is drawn to this Department's instructions on Model calendar for DPCs vide OM No.22011/9/98-Estt (D) dated 8<sup>th</sup> September, 1998. The Model Calendar envisages initiating action in advance of the commencement of the vacancy year so as to have the approved select panels ready before start of the vacancy year and ensure timely promotions of employees.

2. The Annual Performance Assessment Reports (APAR) schedule separately provide a time schedule for preparation/completion of APARs O.M. No.21011/1/2005-Estt.(A) (Pt.II) dated 23<sup>rd</sup> July, 2009. The crucial date of eligibility is 1<sup>st</sup> April of the vacancy year (Financial year based vacancy year) and 1<sup>st</sup> January (Calendar year based vacancy year) as per OM no. No.22011/6/2013-Estt(D) dated 28<sup>th</sup> May, 2014.

3. The schedule of Model Calendar for conduct of DPCs in line with the time schedule for completion of APARs so that the panel as approved by the Competent Authority is available before the commencement of the vacancy year has been further examined. It has been decided to reschedule the time frame for the DPCs being conducted by Ministries/Departments themselves as below:-

Model Calendar for DPCs conducted by the Ministries/Departments  
(For Grades/posts not associated with UPSC)

Events	Financial Year based vacancy year	Calendar Year based vacancy year
Vacancy Year	2016-17	2016
Crucial date of eligibility	1 <sup>st</sup> April 2016	1 <sup>st</sup> January 2016

1. Calculation of vacancy; Finalization of Seniority List; Completion of APARs including disposal of representations received on entries/grading in ACRs/APARs; Collection of information on vigilance clearance status; Completion of Penalty statement for last ten years.	April-November, 2015	January-August, 2015
2. Submission of proposal complete in all respects, to Chairman DPC for convening of DPC	December 31, 2015	September 30, 2015
3. DPC to be held	January 2016 to February 2016	October 2015 to November 2015
4. Submission of DPC minutes for the approval of competent authority.	March 15, 2016	December 15, 2015
5. Last date for getting ready the approved select panel by the administrative Ministry/Department.	March 31, 2016	December 31, 2015
<p><b>NOTE:-</b>Dates/periods suggested in the Model Calendar for DPC 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 lade or completion of the period as suggested by the Model Calendar for DPCs.</p>		

4. It has been decided to make the aforesaid Model Calendar for DPCs operational with effect from April 1, 2015 in relation to the financial year based vacancy year 2016-17 commencing from April 1, 2016. In the case of calendar year-based vacancy year commencing from January 1, 2016, the Model DPC Calendar will take operational effect from January 1, 2015. These instructions shall, accordingly, be applicable to all such subsequent vacancy years.

5. The success of the Model Calendar depends upon the Ministries/Departments initiating timely action in advance and furnishing the complete proposals to the DPCs with relevant APARs, copy of Service/Recruitment Rules, seniority list, penalty statement and correct vacancy position etc. All Ministries/Departments are, therefore, requested to give these instructions wide circulation and ensure strict compliance so that the desired objectives of convening of DPC meetings/preparation of the approval select panels as per the aforesaid prescribed time-frame may be achieved.

6. Model calendar for DPCs conducted by UPSC both for ACC and Non-ACC cases is separately under review. Meanwhile, cadre controlling authorities are advised for timely completion of calculation of vacancy; finalization of Seniority List; collection of information on vigilance clearance status; completion of Penalty statement for last ten years so that the proposal for seeking the date from UPSC for holding DPC may be taken up on completion of APARs including disposal of representations received on entries/grading in ACRs/ APARs. The instructions with regard to JS level officer as designated authority for timely holding of DPCs and requirement of complete proposal as contained in OM No. 22011/1/2011-Estt.(D) dated 25<sup>th</sup> March,2011 and OM No. 22011/3/2011-Estt.(D) dated 24<sup>th</sup> March, 2011 are reiterated.

7. Hindi version will follow.



(Mukta Goel)  
Director (E.I)

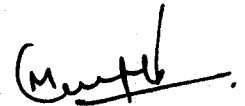
Tele. No. 23092479

To

**All Ministries/Departments of the Government of India.**

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment(D) Section, DoP&T (10 copies)
13. NIC for updation on the website.



(Mukta Goel)  
Director (E.I)

Tele. No. 23092479