



मुख्यालय/ HEADQUARTERS
कर्मचारी राज्य बीमा निगम
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
 (Ministry of Labour & Employment, Govt. of India)



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Date: 26-12-2025

CIRCULAR

Sub: Timely holding of Departmental Promotion Committee (DPC) meetings-reg.

The Department of Personnel and Training (DoPT) and Headquarters, ESIC have repeatedly emphasized the necessity of holding Departmental Promotion Committee (DPC) meetings within the prescribed time frame.

2. The Chairman, ESIC (Hon'ble HLEM, Govt. of India), has also observed during different review meetings of ESIC Officers & during Meeting of the Corporation, that DPCs should be convened in time for different cadres. It has been observed that DPCs are not being convened in advance of the vacancy year, contrary to the instructions issued by the DoPT. Such delays adversely affect manpower planning and also hamper the career progression of officers. It is observed that the DPCs are being delayed due to avoidable procedural and administrative lapses. Such delays adversely affect career progression of officers and administrative efficiency too.

3. Subsequently, in order to ensure timely convening of DPCs, the following instructions are issued for strict compliance by all concerned responsible officers/sections/ branches of HQ and field units : -

(a) **Local Vigilance Clearance.** The concerned administrative branches/sections shall ensure timely issuance of Local Vigilance Clearances (LVCs) and furnish the same within two (02) working days from the date of requisition. The LVC must be submitted strictly in the prescribed proforma, without any alteration or omission. Responsibility for providing the LVC rests entirely with the Head of Office (HOO) of officer's present place of posting. Where service books/records are not held by the present unit, that office shall immediately coordinate with the custodian of records of the previous unit and submit the same within stipulated timeline.

(b) **Non-availability/Incomplete APARs.** All Reporting, Reviewing, and Nodal Officers for ESIC SPARROW / APAR/ CR Section In-Charges, shall ensure that APARs of eligible officers are recorded, reviewed and disclosed within prescribed timelines. Concerned regions are to strictly monitor the completion status of the APARs and ensure that no APAR remains pending or incomplete at the time of DPC proposal. APAR dossiers shall be updated within 21 days of disposal, and a compliance report is to be forwarded to the CR Section, Headquarters, at the earliest. Subsequently, the APAR/ CR Section, Headquarters shall ensure completion of APARs and keep the APAR dossiers of eligible officers duly updated.

(c) **Vacancy Identification.** The concerned branches are to ensure timely and accurate identification, creation, and confirmation of vacancies required for promotion. All administrative actions related to the creation of posts, sanctioned strength, and in-position strength shall be completed well in advance, so that the position as on the crucial date for convening the DPC is readily available. DPC proposals must not be delayed because of preventable pendency in vacancy assessment or confirmation.

4. With reference to the guidelines contained in DoPT O.M. No. 22011/5/86-Estt. (D) dated 10.04.1989 regarding the convening of DPCs and the above instructions; all Heads of Offices (HOOs) of the concerned Regional Offices/Sub-Regional Offices/Hospitals/Medical Colleges/ other field units are directed to ensure strict compliance and to take timely action for forwarding all relevant documents for convening the DPC in a time-bound manner. Any deviation or delay will be viewed seriously, and the concerned HOOs and the Officer of the concerned branch of the field unit/ HQ, shall be held responsible for delay on this account.

5. This is issued with the approval of the Competent Authority.

(Deputy Director)
DPC Cell (Hqrs)

To,

1. Insurance Commissioners/ Medical Commissioners, All Zonal Offices
2. NTA, New Delhi.
3. Directorate (M) Noida/ Directorate (M) Delhi.
4. All ESIC Regional/ Sub Regional Offices/ Director (E.V), HQ.
5. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges
6. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.