

**CIRCULAR No. 28/2010**

Sub: Departmental Promotion Board - Convening of –  
Detailed Procedure – ordered - Reg.

Ref: 1. G.O (MS) No.252/63/Home dated 17/05/1963.  
2. G.O. (Rt) No.1262/68/Home dated 20/08/1968.  
3. PHQ Circular No.166/98 dated 02/11/1968.  
4. PHQ Circular No. 2/2003 dated 29/01/2003.

Departmental Promotion Board in respect of HC to ASI/SI and corresponding ranks in various branches are being conducted in accordance with the references mentioned above. Unification of the date of retirement on superannuation necessitates certain modifications and the procedure for preparation of select list by Departmental Promotion Boards will be as follows:

- 1) Year for the purpose of Departmental Promotion Board will be taken as from 1<sup>st</sup> April to 31<sup>st</sup> March of the next calendar year.
- 2) Meeting of DPB should be convened during the period from January to March.
- 3) The length of select list should be limited to the number of actual vacancies with reserves of not more than 10 to 20%.
- 4) It is the responsibility of the SP/CP/Commandant of the concerned unit to prepare Appendix 'A'.
- 5) It will be the responsibility of the Convener of the Board to prepare Appendix 'B' (Persons transferred out of the Range by shifting their posts are not eligible to be included in the field of choice).
- 6) Check period (for consideration of Confidential Reports, punishments etc.) will ordinarily be limited to 3 completed calendar years immediately prior to the meeting. (For eg. in a meeting convened during January to March 2010, the check period will be 2009, 2008 and 2007 only).
- 7) Supersession may not be done mechanically but the nature and gravity of the misconduct and the punishments awarded as well as the impact of the adverse remarks in the Confidential Report should be objectively assessed by the entire Board.
- 8) Minutes of the meeting should specify the conclusions arrived at in such assessment.
- 9) Specific reasons for supersession of each Individual should be mentioned in the minutes.

- 10) (a) Personnel against whom disciplinary proceedings/criminal cases/Vigilance Enquiry/Vigilance Cases/Vigilance Tribunal proceedings are pending may be included **conditionally** with the findings "found suitable for inclusion in the Select list but for pendency of . . . . .".
- (b) When the disciplinary proceedings/court cases etc. are disposed of by exonerating/acquitting the Individual, the appointing authority/Convener of DPB will be competent to clear him for promotion without again placing the case before the DPB.
- 11) Every select list shall come into effect only after it is approved by the competent authority (Director General of Police).
- 12) In respect of categories where the number of ASIs is much smaller than the number of SIs (as in the case of Armed Police) eligible Havildars may be cleared for promotion to the rank of APASI/APSI In the same DPB.
- 13) Select list may be published and brought to the notice of all concerned so that personnel superseded may represent to the Convener of the Board within the specified period (one month from the date of publication of Select list).
- 14) Representation submitted by superseded personnel to the Convener of the Board may be considered in Special DPB.
- 15) Personnel whose names are included in the Select list but who are subsequently placed under suspension or against whom Criminal proceedings/Departmental proceedings are taken shall not be promoted on the basis of their inclusion in the Select List until they are fully exonerated of the charges. This decision will be taken by the appointing authority and proceedings issued.
- 16) When a select list is exhausted before the due date for preparation of the next year's select list, the Board may meet to prepare a supplementary select list following the same principles as prescribed above.
- 17) The practice of conduct of DPB by Circulation will be discontinued.

## **DIRECTOR GENERAL OF POLICE**

To

All Officers in List 'B'

Copy to : CA to all Officers in PHQ  
" : Stock File / Circular Book