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**No. 22011/2/2002 Estt(D),  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training**

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New Delhi-110001  
January 6, 2006

**OFFICE MEMORANDUM**

**Subject:-** DPC Guidelines—Review of size of zone of consideration.

The size of zone of consideration for promotion by 'selection' as prescribed vide DoPT CM No. 22011/1/90-Estt. D dated 12th October 1990 read with O.M. No 2201 W/90-Estt- (D) dated 22nd April 1992 is as under

No. of vacancies	Normal size of Zone of consideration	Extended zone of consideration for SC/ST . SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies + 4	5 times the number of vacancies

2. In view of the earlier policy of empannelling officers in accordance with the overall grading assigned to them by the DPC, thereby involving supersessions, a wider size of zone of consideration was necessary to provide the required choice for selection on merit. However, vide DoPT O.M. No. 35034/7/97-Estt-D dated 8<sup>th</sup> February, 2002, it has been decided by the Government that there shall be no supersession in the matter of Selection' promotion and the officers are to be graded by the DPC as 'fit' or 'unfit' with reference to the prescribed bench mark and those found 'fit' are to be included in the panel as per the seniority in the feeder grade. Accordingly, a need has arisen for review of the size of zone of consideration. Having a size of zone of consideration larger than is

necessary in the revised context would lead to unnecessary paperwork, which may also lead to delay in convening DPCs. However, the zone of consideration has still to be wide enough to cater to the needs of the Department/cadre authorities for giving an extended panel against empanelled officers who are on deputation or are expected to proceed shortly; who have retired or will be retiring in the course of the vacancy year or who have refused promotion and are under debarment. The size should also be sufficient to take care of officers in the feeder grade whose cases are to be placed in 'sealed cover' and also of those who do not\* meet the prescribed benchmark. Thus, there is a need for optimizing the size of zone of consideration.

3. The matter has been considered carefully. Keeping in view the considerations in para-2 above, it has been decided to modify the existing provisions relating to size of zone of consideration as under:

- (i) For vacancies upto [and including] 10, existing provisions relating to normal size of zone of consideration will continue to be applicable;
- (ii) For vacancies exceeding 10, the normal size of zone of consideration will now be one and a half times the number of vacancies, rounded off to next higher integer, plus three but shall not be less than the size of zone of consideration for ten vacancies;
- (iii) The existing size of extended zone of consideration for SC/ST officers, viz. five times the total number of vacancies, will continue to be applicable.

4. It is however, reiterated, that while the size of zone of consideration would, hereafter be as now prescribed, the DPC, as per the extant instructions, need not assess and grade all the officers in the eligibility list. Assessment of suitability of eligible employees in the zone of consideration (in the descending order of Seniority in the feeder grade) for inclusion in the panel for promotion may be considered only upto a number, which is considered sufficient for preparing the normal panel with reference to the number of vacancies as also for preparing the extended panel for promotion in terms of Department of Personnel and Training Office Memorandum No. 22011/18/87-Estt- (D) dated April 9, 1996. In respect of the remaining employees in the zone of consideration, as now prescribed, the DPC may put a note in the minutes that the

assessment of the remaining employees in the zone of consideration is not considered necessary, as sufficient number of employees with prescribed benchmark have become available.

5. These instructions take effect from the date of issue of this Office Memorandum.

Vidhu Kashyap)  
Director

To

All Ministries/Department: of the Government of India.