



मुख्यालय
Headquarters'
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
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No. Z-17/12/01/2021-E.I

Dated: 08-11-2024

OFFICE MEMORANDUM

Subject	Model Calendar for DPCs in respect of Social Security Officers to be followed in ESIC - regarding
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Competent authority has approved the following Model Calendar for DPCs in respect of Social Security Officers to be followed in ESIC to streamline and align process of timely convening of DPCs:-

Sl. No.	Events	Time schedule for DPC
01	Vacancy year	Year for which advance DPC is to be conducted for example- (Year 2026)
02	Crucial date for determining eligibility	01 st January of the year for which advance DPC is to be conducted (01.01.2026)
03	Finalization/preparation of updated Seniority List in respect of all eligible candidates in the feeder cadre (i.e. Assistant)	January-March of the running/ current year (to be ensured by E-II Branch, Headquarters) (by 31 st March, 2025)
04	Compilation of ACRs / Integrity Certificates/ Vigilance Clearance according to Seniority List/ Penalty and Vacancy position etc. in the feeder cadre (i.e. Assistant) to be prepared/ finalized	April - May of the running/ current year. (To be ensured by all Regional Offices to furnish the information to E-I Branch, Headquarters' by 31 st May 2025 in respect of officials in the feeder cadre (i.e. Assistant) eligible as per applicable Recruitment Regulations)

05	Preparation for conducting DPC at Hqrs. Office	June- August of the running / current year (by 31 st August 2025)
06	DPC to be held	by 30 th Sept of the running/ current year. (by 30 th September 2025)
07	Follow-up action (including fresh vigilance clearance approval of the Competent Authority) by the administrative Ministry/ Department	October-November of the running/ current year . (by 30 th November 2025)
08	Promotion order to be issued	2 nd week of December (by 15 th Dec 2025)

This calendar shall be applicable for all subsequent years till further order.

Assistant Director(E-I)

Copy to:

1. PPS/PS to DG/FC/CVO, ESIC, Hqrs., New Delhi
2. PPS/PS to all Divisional Heads, Hqrs., New Delhi
3. Insurance Commissioner (NTA)/Zonal Insurance Commissioners/Zonal Medical Commissioners/ DMC (ICT) for information.
4. All Addl. Commissioners & Regional Directors/Directors/Jt. Directors / Dy. Director (I/c), Regional Offices /Sub Regional Offices for information and necessary action.
5. Dy. Director (E.II)/ (E.V) Headquarters for information and necessary action.
6. Directorate(M) Noida/ Directorate(M) Delhi/ Zonal Training Institutes.
7. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
8. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
9. Website Content Manager with the request to upload the same on ESIC Website.
10. Rajbhasha Shakha, Headquarters/ Guard File/ Spare Copies.