

**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**(Administrative Reforms Branch)**

**OFFICE MEMORANDUM**

No.AR-1/8/88

Dated, Kohima, the 13<sup>th</sup> Aug. 2018

**Subject : Holding of DPC for non-gazetted post in various Department**

Instances have come to the notice of the Government that many Department / Office generally issue the notice for DPC meeting one or two days ahead of the meeting date without giving sufficient time. This causes inconvenience for the concerned departmental representative to attend the DPC meeting.

In order to avoid this challenge, all the Departments are requested to ensure that the notice of DPC meeting should be issued well in advance at least 7 (seven) days before the date of the meeting after ensuring that all the relevant documents are in order

Furthe, all the Departments are directed to ensure that the notice for the DPC meeting should be accompanied by a complete set of the agenda note. The proforma for agenda note is enclosed as **Annexure-I**

**Sd/- TEMJENTOY**  
Chief Secretary to the Govt. of Nagaland

**ANNEXURE - I**

**Agenda Note for holding Departmental Promotion Committee Meeting**

1. Name of the Department/Office
2. Name of Post to which promotion is to be made;
3. Pay Level:
4. No. of vacancies to be filled up (Give Year-wise-break-up)
5. Service Rules (indicating date of Gazette Notification duly signed by a competent authority in the main Rules and Annexure to be enclosed:)
6. If any amendment/changes in SR attach the details:
7. Grade/Post form which promotion is to be made with Pay Level:
8. Prescribed qualifying years of service:
9. Copy of order-Final Seniority list duly signed by a competent authority if there is more than one feeder grade, enclose Seniority list for each grade)
10. Indicate whether the Seniority List was circulated to all concerned before finalization:
11. List of all eligible officers with date of joining/regularization in the feeder grade:
12. APAR for last five years of all the eligible officers (If APAR is not available for any year/s certified reason for non-availability):
13. Copy of Vigilance clearance for all the eligible officers:
14. Any other relevant paper/s

Signature of the Member Secretary (DPC)  
with Designation