



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



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002
Website: esic.nic.in/ esic.in

File No.-Z-24/14/01/2022-E.I

Dated:04-11-2024

OFFICE MEMORANDUM

Subject:-	Procedure to be observed by the DPCs- Model Calendar for DPCs in respect of Group 'A' & 'B' Officers on Administrative side-regarding
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Director General has approved following Model Calendar for DPC in respect of Officers on Administrative side of ESI Corporation drawing pay scales corresponding to the Pay Scales drawn by officers of the Central Government, to streamline and align process of timely convening of DPCs:-

Sl. No.	Events	Time schedule for DPC
01	Vacancy year	Year for which DPC is to be conducted (for example- Year 2026)
02	Crucial date for determining eligibility	01 January of the year for which DPC is to be conducted (01.01.2026 for Vacancy Year-2026)
03	Compilation of ACRs/ Integrity Certificates/ Vigilance Clearance/ Seniority List/ Penalty and Vacancy position etc. and forwarding DPC Proposal.	January-April of current year (January-April, 2025)
04	Last date for sending complete proposal along with relevant Recruitment/ Service Rules to the DPC.	30 April of the current year (30 April, 2025)
05	DPC to be held	May-October of the current year. (May-October, 2025)
06	On receipt of DPC minutes, post-DPC follow-up action (including approval of the Competent Authority).	November-December of the running/ current year . (November-December, 2025)
07	Last date for getting ready the approved select panel.	31 December of the running/ current year.

		(31 December, 2025)
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The aforesaid Calendar shall be applicable for all subsequent years

(Anurag Saxena)

Assistant Director

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)/ DMC (ICT), Hqrs., New Delhi
4. All Group 'A' & 'B' Officers on Administrative side.
5. Directorate(M) Noida/ Directorate(M) Delhi/ Zonal Training Institutes.
6. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
7. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
8. All Hindi Branch/ Guard File/ Spare Copies.