

**F. No. A-32012/1/2018-Admn.III  
Administration-III Section  
Union Public Service Commission**

**Dholpur House, Shahjahan Road  
New Delhi, the 15<sup>th</sup> January, 2021**

**OFFICE ORDER**

In supersession of all earlier Orders in the matter, the composition of the various Internal Standing Committees in the Office of UPSC shall be as follows:-

**2. Departmental Promotion Committees:-**

**(a) Departmental Promotion Committee (Senior No. 1)**

**For all Group B posts of CSS (ASO and SO) and all Ex-cadre posts up to the Grade pay of Rs. 5400/- (Now revised to Level 10 of the pay matrix on implementation of CCS (RP) Rules, 2016) where any specific composition of the DPC has not been defined in the RRs**

<b>i</b>	Additional Secretary (In charge of Administration Branch)	Chairman
<b>ii</b>	Joint Secretary (In charge of Administration Branch)	Member
<b>iii</b>	Shri Raj Kumar, Joint Secretary	Member
<b>iv</b>	Ms. Manmohan Kaur, Deputy Secretary	Member
<b>v</b>	Shri Harpreet Singh, Under Secretary	Member

**(b) Departmental Promotion Committee (Senior No. 2)**

**For PS and PA Grade of CSSS**

<b>i</b>	Deputy Secretary (In charge of Administration Branch)	Chairman
<b>ii</b>	Ms. Manmohan Kaur, DS	Member
<b>iii</b>	Under Secretary (Administration)	Member
<b>iv</b>	Ms. Prerna Sharma, US	Member

**(c) Departmental Promotion Committee (Junior)**

**For all Group 'C' posts of CSCS and all Ex-cadre Group C Posts where any specific composition of the DPC has not been defined in the RRs**

<b>i</b>	Deputy Secretary (In charge of Administration Branch)	Chairman
<b>ii</b>	Shri Devendra Kumar, Under Secretary	Member
<b>iii</b>	Shri Mehboob Reza, US	Member
<b>iv</b>	Ms. Prerna Sharma, Under Secretary	Member
<b>iv</b>	Shri Raghvendra Singh Kushwah, Under Secretary(Admn), D/o Revenue.	External Member

**P.T.O.**

3. The composition of the Screening Committees to consider the cases for the grant of financial up-gradation under MACP Scheme shall be as follows:

- (a) **Screening Committee to consider MACP cases falling under pre revised pay band PB-1 and PB-2 [ Now Revised to Level 1 to 9 in the revised pay matrix on implementation of CCS (RP) Rules 2016 ]**

i	Deputy Secretary (in charge of Administration Branch)	Chairman
ii	Shri Jai Kishore, Deputy Secretary	Member
iii	Under Secretary (Administration)	Member

- (b) **Screening Committee to consider MACP cases falling under pre revised pay band PB-3 [Revised to Level 10, 11 and 12 in the revised pay matrix as per CCS (RP) Rules 2016]**

I	Joint Secretary (In charge of Administration Branch)	Chairman
ii	Joint Secretary (In charge of Appointments Branch)	Member
iii	Ms. Manmohan Kaur, Deputy Secretary	Member

- (c) **Screening Committee to consider MACP cases falling under pre revised pay band PB-4 [Revised to Level 13 and above in the revised pay matrix as per CCS (RP) Rules 2016]**

i	Secretary, UPSC	Chairman
ii	Additional Secretary (In charge of Administration Branch)	Member
iii	Additional Secretary (RKG)	Member
iv	Joint Secretary (In charge of Administration Branch)	Member

4. **The composition of the Committee for the grant of NFSG to SSAs of CSCS/ Steno Grade 'D' of CSSS, in the Grade pay of Rs. 4200/- in pre revised PB-2 [now revised to level 6 in the pay matrix on implementation of CCS (RP) Rules 2016], shall be as under :-**

i	Deputy Secretary (In charge of Administration Branch)	Chairman
ii	Shri Jai Kishore, Deputy Secretary	Member
iii	Ms. Manmohan Kaur, Deputy Secretary	Member
iv	Ms. Prerna Sharma, Under Secretary	Member

5. **Review Committees under FR 56 and Rule 48 of CCS (Pension) Rules:-**

The composition of Standing Committees, for the periodical review of the suitability of employees for continuation in government service, under the provisions contained in FR 56 and Rule 48 of CCS (Pension) Rules and as further reiterated vide DOP&T's OMs No. 25013/1/2013-Estt(A) dated 21.03.2014 and 11.09.2015, shall be as under :-

P.T.O.

(a) **In respect of all Group A officers :-**

This Committee will review the cases of all the Group A officers

Designation	
Secretary, UPSC	Chairman
Additional Secretary, In-charge of Administration Branch	Member
Additional Secretary, In-charge of AIS Branch	Member
Additional Secretary, In-charge of Recruitment Branch	Member
Ms. Manmohan Kaur, Deputy Secretary	Member

(b) **In respect of all Group B (Gazetted) officers:-**

This Committee will review the cases of all Group B (Gazetted) officers:-

Designation	
Additional Secretary in-charge of Administration	Chairman
Joint Secretary in charge of Administration	Member
Joint Secretary in charge of Appointment	Member
Joint Secretary in charge of AIS	Member
Ms. Manmohan Kaur, Deputy Secretary	Member

(c) **In respect of the cases falling under the following categories:-**

- (i) **All Group B (Non Gazetted) officers,**
- (ii) **All Group-C officials whose Appointing Authority is DS/Director/JS (Admn.),**

the composition of the Committee shall be as under:-

Name/ Designation	
Joint Secretary in charge of Administration	Chairman
Shri Jai Kishore, Deputy Secretary	Member
Shri Imran Farid, Deputy Secretary	Member
Ms. Manmohan Kaur, Deputy Secretary	Member
Shri Rakesh Kumar Dixit, Under Secretary	Member

**6 The constitution of Departmental Confirmation Committee (DCC) for all Group B posts of CSS (ASO & SO) and all Ex cadre posts up to the Grade Pay of Rs. 5400/- (*Now revised to Level 10 of the pay matrix on implementation of CCS (RP) Rules, 2016*) where any specific composition of the DCC has not been defined in the RRs, will be same as that of DPC (Senior No.1). Similarly, the composition of DCC for all Group 'C' posts of CSCS and all Ex-cadre Group C posts where any specific composition of the DCC has not been defined in the RRs, shall be same as that of DPC (Junior). As regards the posts of CSSS, the DCC shall be same as that of DPC (Senior No. 2).**

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7 In the absence of Deputy Secretary (In charge of Administration) for any reason, the Committees headed by him shall be chaired by Joint Secretary (Administration).

**(Sanjay Kumar Gupta)**  
**Deputy Secretary (Admn.)**  
**Union Public Service Commission**

**Copy to:-**

1. Office of Hon'ble Chairman/Secretary's Office.
2. O/o AS(PR) / AS(RKG)/ AS(RKS)/ AS(DK).
3. Chairman and Members of all the Committees.
4. Consultant (Admn.) for information.
5. Shri Raghvendra Singh Kushwaha, Under Secretary (Admn), D/o Revenue, North Block, New Delhi.
6. Admn.I/II/V/Office Order File.
7. Hindi Section for Hindi version.
8. Web Cell, UPSC for uploading the compositions of DPCs on the website.  
(In the format prescribed by the Web cell).