

पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)



पावरग्रिड

केन्द्रीय कार्यालय : "सौदामिनी" प्लॉट सं. 2, सेक्टर-29, गुडगाँव-122 001, हरियाणा  
फोन : 0124-2571700-719, फैक्स : 0124-2571760, 2571761 तार 'नेटग्रिड'  
Corporate Office : "Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001. Haryana  
Tel. : 0124-2571700-719, Fax : 0124-2571760, 0124-2571761 Gram : 'NATGRID'

संदर्भ संख्या / Ref. No. C/CP/RTI/2014/180

Date: 13<sup>th</sup> January 2015

Shri Sumit Gupta  
Flat No. B-6, DTL Colony  
Near Khyber Pass Metro D  
Timarpur, Delhi-110054

Sub: Information under Right to Information Act, 2005.

Dear Gupta,

This has reference to your RTI request dated 28<sup>th</sup> December 2014 seeking information under RTI Act, 2005.

The information sought is attached at **Annex-I**.

Details of Appellate Authority, as per the provisions of RTI Act, 2005 is as under:

Shri B. Mishra  
Executive Director (CP & IT) & Appellate Authority  
Corporate Centre, Power Grid Corporation of India Limited  
"Saudamini", Plot No. 2, Sector-29  
Gurgaon – 122007, Haryana

Thanking You,

भवदीय,

(सुधीर मित्तल)

महाप्रबंधक(के.आ.)एवंके.लो.सू.अधिकारी

Attach: As above



**Query1:** What are the norms for deployment of executive staff for various substation and lines existing as well as new?

**Reply:** Manpower norms for manpower deployment in Sub-stations and lines are attached as Annexure-I

**Query2:** Please also specify the staff deployment in various stage i.e. planning during construction and later on Operation and Maintenance.

**Reply:** Manpower is deployed in line with manpower norms generally.

**Query3:** Please provide the details of executive in above two questions in post wise nos. pay scale etc.

**Reply:** As mentioned above, manpower is in line with manpower norms generally.

**Query4:** What is the promotional scheme for various level executives from lowest executive level to highest one. Please also specify whether it is time bound and or any other mode.

**Reply:** Copy of Executive promotion policy is attached as Annexure-II

**Query5:** Please also specify the policy for new post creation along with new sub-stations and lines.

**Reply:** New post creation for sub-stations and lines is done in accordance of manpower norms generally, with the approval of competent authority



For Plain 1 Ex for 200 KM  
1 Supr. for 150 KM  
1 W/M for 75 KM  
For Hilly 1 Ex for 100 KM  
1 Supr. for 50 KM  
1 W/M for 25 KM

Station in-charge E6/E7 - 1

STENO-2; ATTENDET - 1; DRIVER-1

Materials Stores  
E1-E5 - 1  
STOREKEEPER - 1  
WM-1

HR Admn. & Civil Maint.  
E1-E5 - 1  
SUPR - 2

Finance  
E1-E5 - 1  
SUPR - 1

S/S O&M

S/S Maint.  
E1-E5 - 3  
SUPR - 2  
WM - 4

S/S Opern.  
E1-E5 - 4; SUPR - 4  
WM - 4

T. L. Maint.

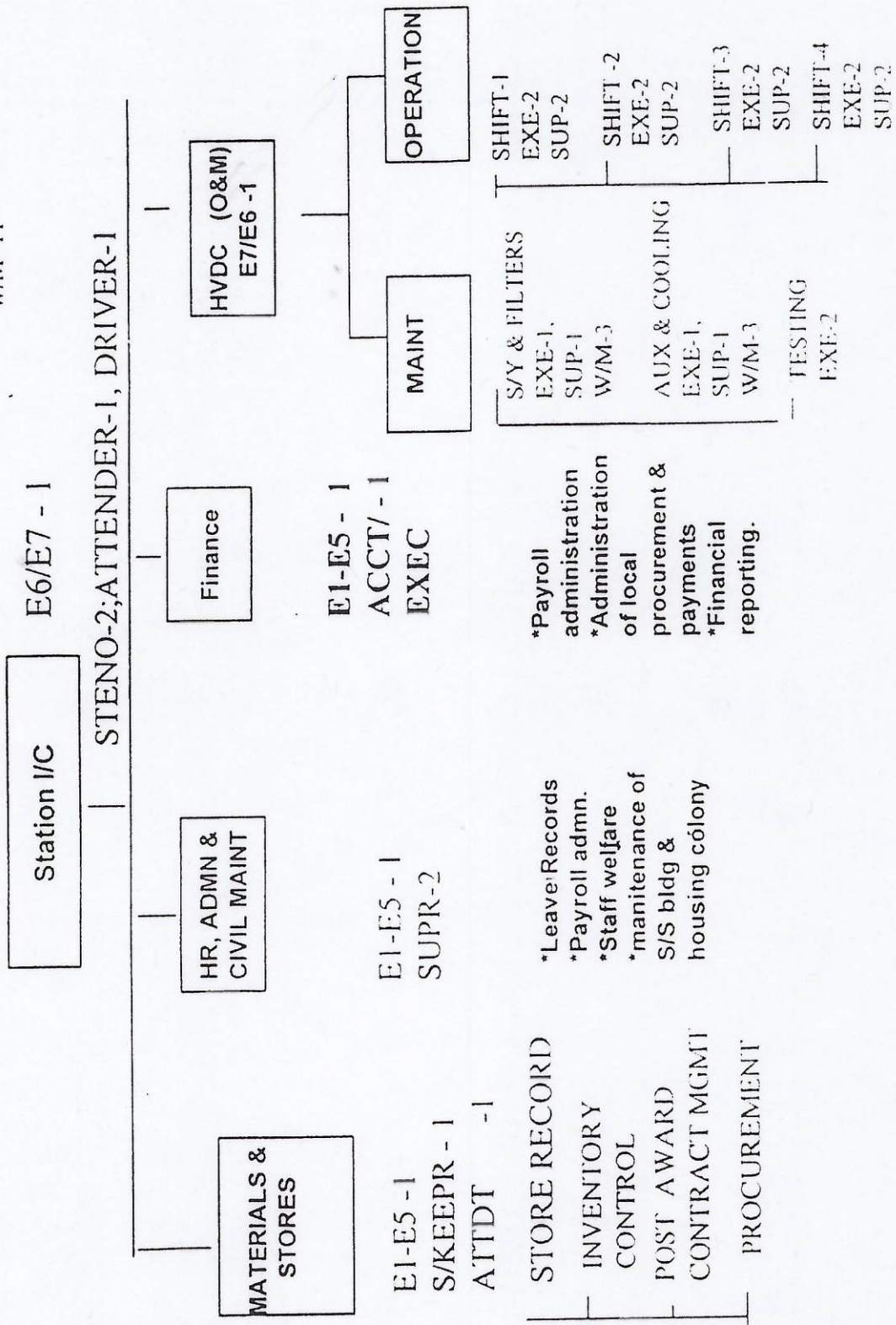
- \* Stores records
- \* Inventory control
- \* Post award contracts management
- \* Procurement
- \* Leave records
- \* Payroll administration
- \* Staff welfare
- \* Maintenance of local procurement & payments
- \* Financial reporting.
- \* s/s bldg. & housing colony
- \* Payroll administration
- \* Administration of local procurement & payments
- \* Financial reporting.
- \* s/s bldg. & housing colony
- \* Maintenance of local procurement & payments
- \* Financial reporting.
- \* s/s bldg. & housing colony
- \* Routine logs
- \* Routine monitoring & records
- \* Routine Inspection & Maintenance
- \* Major maint.
- \* Fault detection & repair
- \* Safety records
- \* Incident reporting
- \* First aid & safety training
- \* Maintenance logs
- \* Routine Inspection & Maintenance
- \* Major maint.
- \* Fault detection & repair

*Done*



# HVDC O&M

TOTAL. EXE-18  
SUP-13  
W/M-11



- \*Payroll administration
- \*Administration of local procurement & payments
- \*Financial reporting.
- \*Leave/Records
- \*Payroll admn.
- \*Staff welfare
- \*maintenance of S/S bldg & housing colony
- STORE RECORD
- INVENTORY CONTROL
- POST AWARD
- CONTRACT MGMT
- PROCUREMENT

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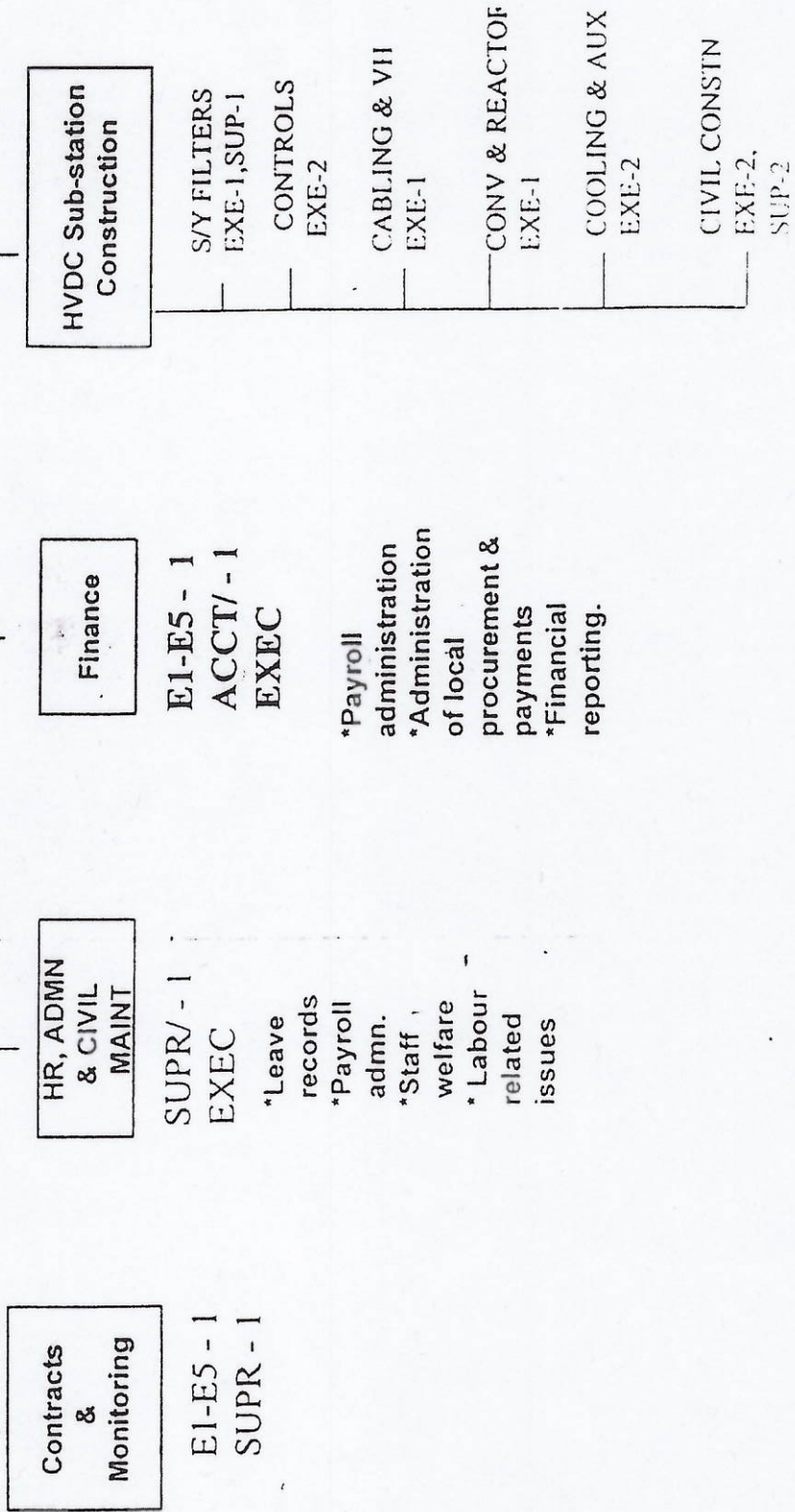
HVDC CONSTRUCTION STN

EXE - 13  
SUP - 06  
W/M - 03

Construction Chief

E6/E7 - 1

STENO:2;ATTENDET-1

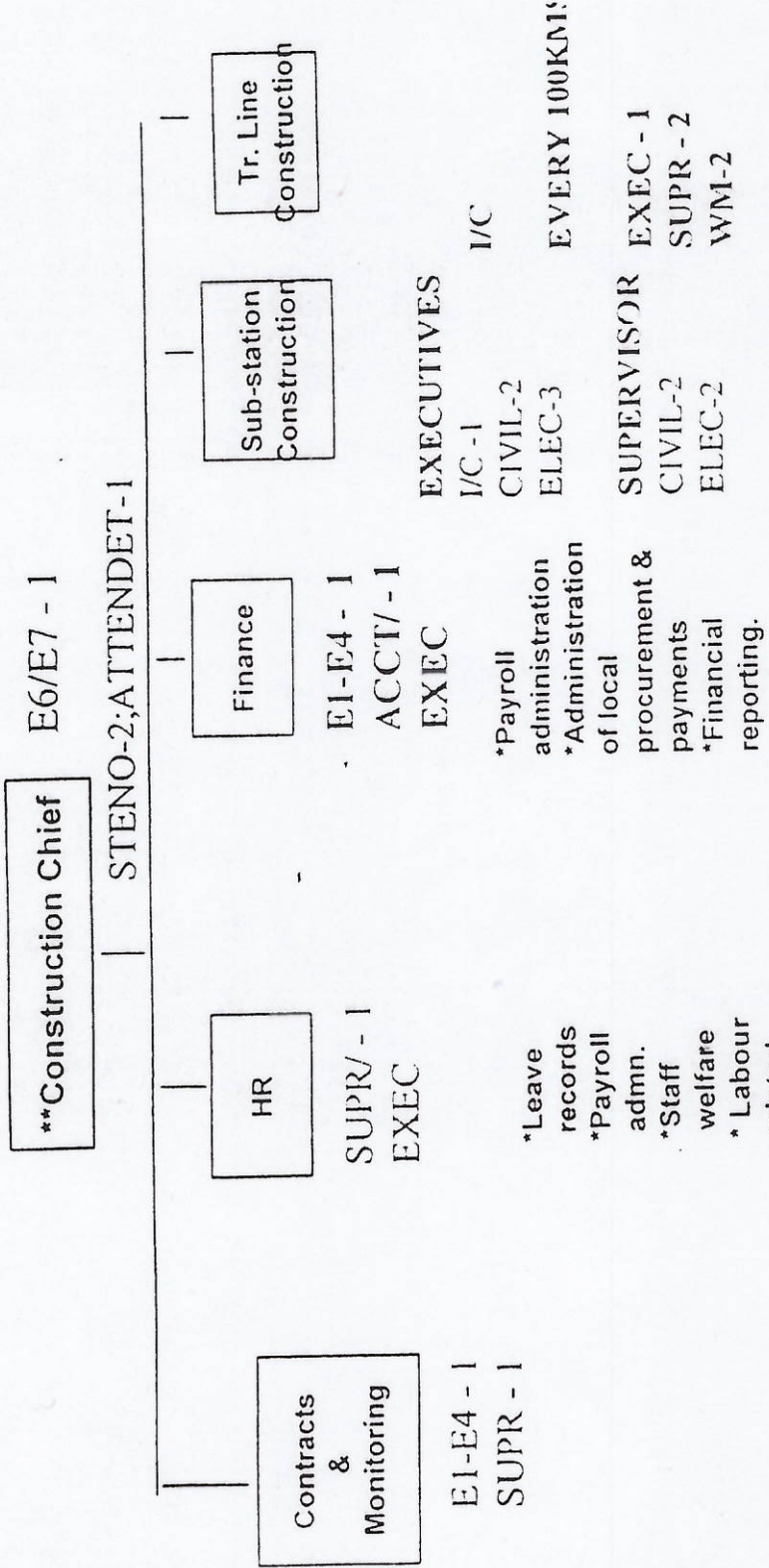


\*Payroll administration  
\*Administration of local procurement & payments  
\*Financial reporting.

\*Leave records  
\*Payroll admn.  
\*Staff welfare  
\* Labour related issues

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- \*Payroll administration
- \*Administration of local procurement & payments
- \*Financial reporting.
- \*Leave records
- \*Payroll admn.
- \*Staff welfare
- \* Labour related issues

**\*\* Except for HVDC stations**

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## STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN EXECUTIVE CATEGORY

### 1.0 Scope and coverage

1.1 This Statement of Company Policy will be applicable to all POWERGRID personnel on the regular rolls of the Company in the following executive grades:

Grade	Pay Scale (Rs.) (w.e.f 01.01.2007)
E1	20600-46500
E2	24900-50500
E2A	24900-50500
E3	29100-54500
E4	32900-58000
E5	36600-62000
E6	43200-66000

1.2 The Policy Statement will not be applicable to executives who are appointed in a grade for a limited tenure, superannuated persons reappointed in the Company's service and to other executives appointed on a purely casual or temporary basis.

1.3 Executives in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation, will be excluded from the purview of this Policy Statement.

1.4 Executives who are on deputation to POWERGRID or who retain lien on the service of the parent organisation will not be covered by this Policy Statement.

### 2.0 Philosophy and Objectives

2.1 POWERGRID as a Company subscribes to the philosophy of generating growth from within, and in pursuance thereof, endeavours to achieve synchronisation of the goals and objectives of the organisation with the aspirations for growth and development of the individual employees.



- 2.2 POWERGRID hereby declares that it will be the Company's general policy to look within the organisation for suitable persons with the requisite skill, expertise, merit and suitability for filling up the senior executive positions.
- 2.3 Notwithstanding anything stated above, POWERGRID will take recourse to lateral entry at all levels from outside to the extent considered necessary to ensure infusion of new blood and fresh outlook brought in by specialised/experienced personnel from other reputed organisations from India and abroad with a view to sustaining the vigour and vitality of POWERGRID as a leading and progressive organisation.
- 2.4 The basic induction level into the executive cadre in POWERGRID is E-2A grade to which entry will be largely through the Company's Executive Trainee Scheme, but it will be ensured that such induction will not impair the growth opportunities for the meritorious and talented executives in E-2 grade.
- 2.5 In order to facilitate the fulfillment of the growth expectations, POWERGRID will strive to create and sustain an environment conducive to efficient and effective functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and managerial skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment. Executives are expected to avail fully of the developmental opportunities, as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.
- 2.6 Consistent with and subject to the above principles and Company philosophy, POWERGRID lays down herein its Promotion Policy for the executives and managerial personnel with the following as the objectives :
- 2.6.1 To motivate and enthuse executives and managers for better and more effective performance by rewarding them with promotion to positions of higher responsibility commensurate with their merit and ability and contribution towards the achievement of the organisational goals and objectives.
- 2.6.2 To lay down clear and unambiguous principles to regulate promotion of executives to available higher positions consistent with requirements of the Company.
- 2.6.3 To ensure uniformity, consistency and fairness in the promotion of Company executives as between various disciplines, projects and establishments of the Company.
- 2.6.4 To communicate to the executives, the requirements of performance, merit and other conditions prerequisite to promotion and the events and circumstances which might disqualify them from being promoted.



### 3.0 **General Principles**

3.1 Promotion of executives to positions in next higher grades will be solely on the basis of merit, efficiency, grade service and suitability. In view of the fact that such merit, efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential over a reasonable period, there shall be a minimum period of service in a grade to be called "Eligibility Period" and only those Executives who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grades.

3.1.1 The Promotions to the grade of E5, E6 & E7 will be subject to notified vacancies. However, vacancy may not be a constraint for promotions upto E4 grade.

3.2 Wherever limited applicability of seniority is provided in this policy, such seniority will be determined with reference to one or more of the following factors:

3.2.1 Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in POWERGRID.

3.2.2 Merit position in the selection panel where date of joining is the same or the merit position in Corporate Promotion Committee minutes where date of promotion is the same.

3.3 Cases of eligible personnel in the executive cadre may be taken up for consideration for promotion at any time depending upon the availability of vacancies and exigencies of work. Promotions will take effect from the date of assumption of charge of the higher post or the date of issue of order or any prospective or retrospective date as may be specified in the promotion order. However, to enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se-differences are kept down to the minimum, promotion of executives to available vacancies in grades upto and including E-6 will normally be made effective from standard date/ dates.

The standard dates and other matters relating to eligibility date etc. shall be regulated as under:

- a) Meeting of the Corporate Promotion Committee for promotion of executive will be held once in a year. The eligibility of an executive upto and including the grade of E6 will be determined as on 1st of April with grace period of one month i.e. those who complete the eligibility period as on 30th April will come under the zone of consideration.
- b) Executives in the grade of E5 and below who are found fit for Promotion by the Corporate Promotion Committee will be considered for promotion effective from the dates as mentioned below :



- (i) Executives who completed the eligibility period together with the grace period as on preceding 31st July will be considered for promotion from 1st January preceding the April CPC proceedings.
- (ii) Executives who complete the eligibility period as on 30th April (inclusive of grace period) will be considered for promotion from 1st April.
- c) However, in the case of promotion of executives from the grade of E6 to the grade of E7 the promotion will normally be effective from the date of issue of the promotion orders.

3.4 It would be essential to clear a departmental examination of standard equivalent to bachelor in engineering for any executive who possesses only diploma in engineering qualification, to be promoted beyond the grade of Deputy Manager. This condition will be relaxable by CMD only in exceptional cases where knowledge and performance of an individual is adjudged, by a committee duly constituted for this purpose, to be equivalent to a degree in engineering and CMD is satisfied that such relaxation is justified.

3.5 For consideration of Executives in the grade of E6 for promotion to E7, field Exposure is considered desirable except in cases of Specialisation/Expertise which are required to meet the organisational needs.

#### 4.0 **Appraisal System - Basis for assessment of merit and suitability**

4.1 The Performance Appraisal System in operation for the executives of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of executives and Managers for positions of higher responsibility in the appropriate higher grade, as relevant.

4.2 The appraisal year will be the calendar year for executives in the grades upto and including E5. For E6 and above, the appraisal year will be the financial year from 1<sup>st</sup> April to 31st March. Where more than 6 months of the appraisal year have elapsed at the time of consideration of an executive for promotion, a Special Performance Report for the part year may be obtained and taken into consideration along with the Reports of the previous years.

Wherever an executive is promoted taking into consideration the special report, the special report shall be treated as regular report and regular report for the balance appraisal period shall only be obtained. However, incase the executive is not promoted, the special report has to be replaced by the regular appraisal report for the full appraisal period.

4.3 Performance Appraisal Report for any period of less than 6 months in an appraisal year will not be taken into consideration for the purpose of promotion. However, where two or more reports are written in any appraisal year by reason of an executive being posted under different reporting/countersigning officers, a single rating for the year will be determined by the Corporate Promotion Committee.





4.4 Where the case of an executive comes up for consideration for promotion before he completes the prescribed eligibility period on account of a "seniority weightage" granted to him as a part of the terms of his initial appointment, the rating given in the first appraisal report in POWERGRID, if for a period of 6 months or more, will be deemed to be the appraisal rating of the earlier years' reports which are to be taken into consideration, in accordance with this policy statement.

4.5 The Appraisal System will be on a 5 point scale i.e "Outstanding", "Very Good", "Good", "Average" and "Not Satisfactory". The final overall evaluation by the "Moderation Committee" will be taken into consideration for the purpose of aggregation and marks will be allotted to various ratings as follows:

Rating	For Promotions upto E4	For Promotions from E4 to E5 & above
Outstanding	8	10
Very Good	6	8
Good	4	6
Average	2	4
Not Satisfactory	0	0

Following shall be the conversion table for converting the marks into five point scale:

80-100	Outstanding
60-79	Very Good
50-59	Good
40-49	Average
Below 40	Not Satisfactory

#### 5.0 Eligibility Periods

5.1 The eligibility period for consideration of executives in the grades as mentioned below for promotion to the next higher grades shall be as under:

Executive in Grade of	Eligibility period (years)
E-2	1
E-1, E-2A, E-3 & E-4	3
E-5 & E-6	4

It is on completion of the minimum period of service in the grades as prescribed above, as on 30th April (inclusive of the grace period of one month) that an executive will become eligible for consideration for promotion to the next higher grade.



5.2 In the case of promotions of executives in the pay scales of E-5 and E-6, normal period of eligibility will be four years but keeping in view the special requirements of the organization in this fast expanding phase when it may be considered desirable to fill vacancies in higher grades with executives from within rather than resorting to recruitment from outside, the eligibility period may be relaxed at the sole discretion of the Chairman & Managing Director upto a maximum of 6 months in exceptional cases.

5.3 There will be a grace period of a maximum of one calendar month for the purpose of determination of the eligibility periods as above.

5.4 While computing the length of service rendered by an executive in his existing pay scale, the seniority weightage granted to him in that pay scale, if any, as laid down in the terms of initial appointment will be taken into account.

#### 6.0 **Constitution & Role of Corporate Promotion Committee (CPC)**

6.1 CMD shall have the powers to constitute Corporate Promotion Committee (CPC), as considered appropriate by him, from time to time.

6.2 CPC will consider the suitability or otherwise of the eligible executives for promotion to the appropriate next higher grade, on the basis of their qualification, grade service, performance and potential as reflected in the Appraisal Reports, Interview (wherever applicable) and other documents, relevant records in the personal files and any other information/reports having a bearing on their suitability for assuming positions in the next higher grade.

6.3 In addition to the above, the CPC shall interview the eligible executives in E5 and E6 grades, with a view to ascertain their suitability for the next higher position.

6.4 The CPC shall take into consideration the Performance Appraisal Reports including Special performance Report, if any, for the last One/Three/Four years as the case may be depending upon the eligibility period prescribed at para 5.1 above.

6.5 While considering promotions after taking into account all relevant factors, the CPC will award upto a maximum of 5 marks (for promotion to E2, E3 & E4 grade), 3 marks (for promotion to E2A grade), 15 marks (for promotion to E5 grade) and 20 marks (for promotion to E6 & E7 grades) to each eligible executive, keeping in view;

- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
- b) the need to ensure uniformity, consistency and equitability;
- c) potential and suitability for the specific job position to which he is to be promoted;



- d) general conduct, personality and sense of involvement and commitment to the organisation; and
- e) the upward or downward trend in the appraisal ratings. In case of upward trend, the CPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.

6.6 The marks secured by each eligible executives from the Performance Appraisal Reports, Grade Service and mark awarded by CPC (wherever applicable) will be aggregated in the evaluation sheet. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority. The promotion order shall be issued in respect of executives who secure the promotability marks.

6.7 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the company, the recommendation of CPC will be put for approval of the Chairman and Managing Director or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grade. Where the Chairman and Managing Director himself is the Chairman of the CPC, the said recommendation will be deemed to have been approved. The recommendation so approved will constitute the basis and authority for promotion of executives to the appropriate higher grade.

6.8 Human Resource Department will provide all necessary support to the CPC, including constitution and convening of meeting of CPC, recording of minutes, furnishing of information and records, analysis and report on the Appraisal Ratings, available vacancies etc.

#### 7.0 **Criteria and Conditions for Promotion and Disqualification from Promotion**

7.1 Factors which are to be taken into account for determining suitability for promotion of an executive and the weightage therefore shall be as under:

- a) Promotion of executives from the grades of E1 to E2, E2A to E3 and E3 to E4:

SNo	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	24
ii)	Grade Service	16
iii)	CPC Marks	5
	Total	45

The marks for Performance Appraisal Ratings will be as given in Para 4.5.



The marks for Grade Service will be as under :

Grade Service	Marks
3 years	10
4 years	13
5 years & above	16

The qualifying Marks for promotability will be 32 (thirty two)

**NOTE:** Executives in E2 grade, other than executive trainees, will be designated as Sr.Asstt.Engineer/ Sr.Asstt.Officer.

b) Promotion of executives from the grade of E2 to E2A

Sl.No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last year)	8
ii)	Grade Service	4
iii)	CPC marks	3
	Total	15

The marks for Performance Appraisal Ratings will be as given in Para 4.5

The marks for Grade Service will be as under :

Grade Service	Marks
1 year	3
2 year & above	4

The qualifying marks for promotability will 10 (ten)

c) Promotion of executives from the grades of E4 to E5

Sl. No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	30
ii)	Grade Service	15
iii)	CPC	15
	TOTAL	60

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 years	8
4 years	10
5 years	12
6 years & above	15

The 'Qualifying Marks for 'promotability' will be 45 (Forty Five)

d) Promotion of executives from the grades of E5 to E6 and E6 to E7

Sl.No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 4 years)	40
ii)	Grade Service	20
iii)	CPC	20
	TOTAL	80

The marks for Performance Appraisal Ratings will be as given in Para 4.5.



The marks for Grade Service will be as under :

Grade Service	Marks
4 years	12
5 years	14
6 years	17
7 years & above	20

The 'Qualifying Marks' for 'promotability' will be 60 (Sixty).

7.2 No employee whose Performance Appraisal Report for the last year or Special Performance Report, if any, is "Not Satisfactory" will be considered for promotion.

7.3 No employee under suspension or where the charge sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.

7.3.1 The cases of employees against whom disciplinary proceedings are pending or contemplated, but are otherwise eligible for consideration for promotion shall also be considered by the CPC (Corporate Promotion Committee) along with all other cases. The recommendations of the CPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of ..... in respect of Shri ..... not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri ..... The proceedings of the CPC need only contain the note, 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

7.3.2 In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual CPCs from the date of the meeting of the first CPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by CPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert at any time, the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.



7.3.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :

- i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. However, whether the concerned employee will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the Competent Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. The financial benefits for the period of notional promotion will not be paid unless specifically mentioned otherwise in the promotion order.
- ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next CPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment. Where adhoc promotion has been given as at 7.3.2 above will be cancelled/revoked.

7.4 In case of transfer on promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within a period of not more than two months from the from the date of issuance of the promotion order failing which the promotion will be regulated as under :

- a) In case the concerned executive joins at the new place of posting beyond two months but within 6 months from the date of issuance of the promotion order, the promotion will be effective only from the actual date of joining at the new place of posting. However, in exceptional cases, based on merits of the case, the promotion can be considered to be notionally effective from a date prior to the actual date of joining, as may be decided by the Competent Authority. The financial benefits on account of promotion will be allowed only from the actual date of joining the new place of posting.
- b) In case the concerned executive does not join at the new place of posting within 6 months from the date of issuance of the order, the promotion order would stand automatically cancelled and withdrawn and his case for promotion to the next higher grade will be considered afresh by the next CPC, as per policy.

## 8.0 Probation

8.1 All Executives promoted to the grades of E6 & E7 shall be placed on probation for a period of one year from the date of assumption of charge in



the next higher grade. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing.

8.2 Every executive promoted to the higher grade will be issued a formal order of confirmation on satisfactory completion of the probationary period or the extended period of probation as may be applicable. The executive will be deemed to be on probation until so confirmed in writing.

8.3 An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation will not, however, result in automatic confirmation of the executive concerned.

8.4 If during the probationary period or extended period of probation, the performance of the executive is not found satisfactory or upto the standard required for the promoted post, the executive shall be reverted back to the pre-promotion grade. After reversion, the employee will not be considered for promotion to the higher grade for a period of one year from the date of reversion.

9.0 **Reservation for SC/ST**

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.

10.0 **General**

The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.

