



पावर ग्रिड कोर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी
Central Public Information Officer under the RTI Act, 2005
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



PGCIL/R/2019/50220
Dated : 12 June, 2019

Jugal kumar,
Village Bampa, Tehsil joshimath, Distt Chamoli, Pin:246443,

Sub: Information under Right to Information Act, 2005.

Sir/Madam,


This has reference to your RTI request dated 27 May, 2019 for providing information under RTI Act, 2005.

The desired information is attached at Annexure-A.

First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30 days of the receipt of the reply of CPIO. Details of Appellate Authority at Corporate Centre, Gurgaon, under RTI Act, 2005 is as below:

Shri Sanjeev Singh,
Executive Director (CMG) & Appellate Authority
Corporate Centre, Power Grid Corporation of India Limited
"Saudamini", Plot No. 2, Sector-29, Gurgaon – 122007, Haryana.
Email ID: sanjeev@powergridindia.com
Phone No. 0124-2571962

Thanking you,

भवदीय,

(जसबीर सिंह) 12/6/19.

वरिष्ठ महाप्रबंधक (के. आ.) एवं के.लो.सू.अधिकारी

Email ID: cpio.cc@powergrid.co.in

Annexure-A

1. Whether any benefit in CPC 2019 proceedings was provided to officials who have done degree in Engg. as compared to candidates who have done diploma in Engg.

Reply: As per policy 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 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

2. Whether any extra marks in CPC 2019 proceedings was provided to officials who have done degree in Engg. as compared to candidates who have done diploma in Engg.

Reply: No

3. Whether qualification details of all the officials due for above promotion were available with Departmental promotion committee during evaluation in CPC proceedings.

Reply: Yes

4. Please provide the complete details of advantage/marks/benefit given to candidates who have done degree in Engg. as compared to candidates who have done diploma in Engg. Please note that specific information about CPC 2019 is required.

Reply: The CPC is provided with all the details including Bio-Data which includes qualification of eligible executives. The CPC after taking into consideration the experience profile, educational qualification, AAR Rating, performance in the interview etc. makes its recommendation.

5. Please provide name and employee no. of officials who have done degree in Engg. as per records/proceedings of CPC 2019 for above promotion.

Reply: List enclosed as annexure-I

6. Please provide name and employee no. of candidates who have done only diploma in Engg. as per records/proceedings of CPC 2019 for above promotion.

Reply: List enclosed as annexure-II

7. Please provide the details of evaluation criteria followed in above promotion.

Reply: The details of evaluation criteria followed in above promotion is given in Promotion Policy of Executives enclosed as annexure-III.

8. Please provide the marks fixed for interview in above promotion.

Reply: Maximum Marks fixed for interview is 15.

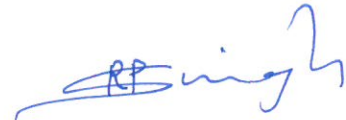
9. Please provide the signed true copy of final evaluation sheet of all due candidates on the basis of which above promotion has been given (it is required for all due candidates whether promoted/not promoted).

Reply: The above information is related to personal information of 3rd party and does not serve any public interest. Disclosure of such information is exempted under section 8(1) (j) of the Act. Further, the above information is also exempt as per clause 8 (1) (e) of the RTI Act as the above information is available with us in fiduciary capacity.

10. Please provide copy of approved notings / files/ correspondence for above promotion

Reply: The documents related to CPC 2019 are voluminous in nature and collection of all data would disproportionately divert the resources of the public authority. Therefore complete information sought cannot be provided under Section 7(9) in The Right To Information Act, 2005. However, if any specific information is required the same may be considered.

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Annexure-I

List of Executive with Degree in Engineering at E5 Level
Due in CPC-2019

Sl No.	Name of employee	Emp. No.
1	P.A. Kumar	30902
2	Kunal Paul	65009
3	Md. Salman Siddiqui	01417
4	M.K. Das	51042
5	Rahul Raghuvanshi	01717
6	S.H. Chowdhury	50049
7	Gaya Prasad	10998
8	Sunil Bedekar	20557
9	Chittaloori Venkanna	60171
10	Ajay Kumar	60183
11	G. Nagaraju	31097
12	S.Narsing Rao	31105
13	Milind Deshpande	20555
14	Shailendra Singh Tanwar	02031
15	M.Krishna Rao	31117
16	Preeti Tirkey	01462
17	Abhishek Chourasia	01894
18	Sushil Kumar Pradhan	01857
19	Anupam Jain	01699
20	Sooraj Varghese V	01849
21	Durgawati Mishra	01921
22	Gaurav Agarwal	01701
23	K. Sekar	40779
24	Gajendra Mallik	41424
25	Pankaj Sharma	11072
26	Vinod Kumar Swarnkar	20586
27	Ruchi Shukla	01748
28	Pawan Kr Gupta	01770
29	Abhishek Kr.Jha	01914
30	Uday Karan Singh	11064
31	Anil Kumar Chaudhary	16599
32	R Ekbal Singh Yadav	20563
33	G Anjaneyulu	31057
34	Balwinder Kumar	16564
35	Gopal Krishna Dewangan	20576
36	A. Srivastava	11089
37	A.D.Choudhury	51001
38	S.Senthil Kumar	31061
39	P.Naga Raju	31091
40	Brijesh Kumar	16604
41	Jasvinder Singh	16745
42	Amit Seth	11071
43	S.R.Syam	31079
44	Jagdev Prasad	16618

Sl No	Name of employee	Emp. No.
45	Arun Kumar Mishra	20558
46	Md. Ashraf	11085
47	Tejinder Singh	16598
48	Omprakash Chandram	20579
49	Pydi Venkata Ramana Murthy	31231
50	Netra Pal Singh	11372
51	Ranjit Thamke	20565
52	Satywan Sahu	20559
53	Zinzuwadia Janak Haribhai	70162
54	Kasture Dilip Ramnath	70173
55	Brijesh V Gavali	20903
56	Vallala Ashok	31121
57	Golla Divakar	31239
58	Ranjan Kumar Biswal	65075
59	Tunisha Soni	70157
60	Sushil	16576
61	Prasanta Kumar Bag	65080
62	M. Arulkumaran	16746
63	Harshal Lalji Gaikwad	20906
64	Parmod Kumar Bhagat	16748
65	Ajay Kr Chaudhary	02080
66	Amit Kumar Sahu	02308
67	Devesh Kumar Singh	11371
68	Chandana Panigrahi	65073
69	C Gobinath	51175
70	Manoj Kumar	02056
71	Dinesh B Chopde	20905
72	Deepak Hurde	02054
73	Harish Chand Gupta	11370
74	S. Dhanapal	31140
75	Mlnaketan Behera	65078
76	Pranab Kumar Sahoo	70095
77	Pankaj Kumar Rai	11368
78	Richik Manas Das	02375
79	Mehraj-Ud-Din Kar	16646
80	Abhilasha Singh	01969
81	Rahul R. Adsule	70174
82	Ashish Dinanath Okte	70172
83	Amit Kr. Singh	02013
84	Satish Shankar	01963
85	Tej Prakash Verma	02312
86	Anil Kumar Nayak	65074
87	Sumit S Harichandan Ray	02109
88	Anuj Bhutani	11104
89	Mohammad Arshad	01463
90	Satish Kumar Chaurasia	51078
91	Ankam Pavan Kumar	51174
92	Sanjay Kumar Yadav	11369

Sl. No.	Name of employee	Emp. No.
93	Nakka Natraj	31136
94	Sarsij Karare	01990
95	Praveen Kumar	02000
96	Sidharth Kumar Saha	02310
97	Vinod Naidu	01967
98	Sanjeev Kumar	02019
99	Suroj Kumar Singh	65077
100	Jitendra Singh	02028
101	Jitender Singh Virdi	70155
102	Anamika Jha	02015
103	Furkan Ahmad Siddiqui	02309
104	A. A. S. Babar	11374
105	Vivek Sori	02012
106	Sudhanshu Srivastava	02079
107	Sandeep Kr. Das	01912
108	Palli Vijay Raja Sekhar	02026
109	Atanu Bagchi	11410
110	Deepak Kumar	02017
111	Deepak Kumar	16747
112	Syed Alamdar Hussain	16649
113	Nageswara Rao Maragani	02057
114	Sunil William Belung	02003
115	Madhusudan	01812
116	Anil Kr. Sharma	01948
117	Amit Yadav	16744
118	Partha Ghosh	65079
119	Trailokya N Deori	65082
120	D Sreenivas Karthik	01996
121	Pramod B Chimankar	20907
122	Vikash Chandra	01854
123	Vikas Umrao	01978
124	Chejarla Venkatarao	01981
125	Pawan Kumar	01989
126	Nakkina. Vinod Babu	16790
127	Suresh Kumar M	60129
128	Ravi Sushant Chaudhary	16783
129	Burada Venkata Ramana	01970
130	P. N. V. Murali Prakash	16752
131	Pankaj Kumar Dwivedi	02314
132	Harjinder Kumar	16650
133	G. Damodara Naidu	01951
134	Smriti Garg	02008
135	Simant Choudhary	02085
136	Gautam Sharma	01952
137	Md Monwwar Ahsan	01826
138	Sandeep Singh	01979
139	Abhijit Jha	01904
140	Navneet Kumar Gupta	51177

Sl No.	Name of employee	Emp. No.
141	Shekhar Kapoor Shashi	01992
142	Mudit Shrivastava	02005
143	Pritam Borkar	20650
144	Bhawani Shankar Chouhan	01980
145	Rakesh Kumar Agrawal	01880
146	Atul Kr Agarwal	02016
147	R.S.Perumal	01846
148	M Janaki Reddy	01798
149	Vivek Sundariyal	01968
150	Prashant Singh	02100
151	Shitha K.	02061
152	Ashutosh Bhoi	01995
153	Onkar Singh Bharti	01988
154	Sandeep Kumawat	01962
155	Ashish Bharti	02052
156	Kunal Sagar	01972
157	Manohar Singh	01893
158	Ishwar Chandra Jaiswal	01953
159	Arun Tiwari	02108
160	Vinay Kr. Kaithwas	02024
161	Prince Jain	01960
162	Roop Narayan Singh	01961
163	Anshuman Singh	01950
164	Gajandra Pal Singh	02009
165	Vinay Kumar	02049
166	Ankit Rastogi	02386
167	Kunu Munda	02098
168	Madhulica Singh	02313
169	Anoop Dutta Mishra	01949
170	Parveen Saluja	01959
171	Narottam Kumar Giri	01920
172	Meghraj Meena	01999
173	Gulab Aabaji Shinde	01983
174	Manish Kumar	01987
175	Prashant Kanaujia	02383
176	Labhesh Kr. Bansod	01986
177	Vikas Kumar	02392
178	Pasi Pachigalla	02062
179	Sameer Kumar Jaiswal	01977
180	M Satya Rama P Kumar	01955
181	Siman Soren	02023
182	Kumar Adarsh	02025
183	Mukesh Kumar	02010
184	Varun Dwivedi	02020
185	Nitin Chauhan	01975
186	Pradeep Varun Ragiri	02382
187	Chandra Kr. Kamat	02074
188	Devarapalli Pradeep	01971

Sl No.	Name of employee	Emp. No.
189	Rajesh Mukati	02058
190	Sagar Reddy	01976
191	Neeraj Kumar Mishra	02042
192	Rishi Tandon	02044
193	Omesh Gahlawat	02388
194	Ritu Saraswat	02007
195	Dev Prakash Madhu	01982
196	Ganesh Kumar	02039
197	Shashank Garg	02067
198	Rajat Kumar	02063
199	Md. Moshin	02082
200	Ann Mary Jose	02068
201	Vaibhav Parganiha	01966
202	Sriraj V R	02073
203	Meera Joseph	02070
204	Ashwani Kumar Mishra	02037
205	Sunil Kumar	02081
206	Jose Baby Parackal	01954
207	VVS Narayana Jagatha	01965
208	M Krishnanjaneyulu	01973
209	Swapnil Bhardwaj	02047
210	Vineet Kumar	02099
211	Santosh Arya	02002
212	Bhupendra Pal Singh	02038
213	Brijendra Bahadur Singh	02069
214	Mohd. Meraj Siddiqui	02041
215	Pankaj Suthar	02075
216	Akhilesh Jorwal	01994
217	M Hussain Siddiqui	01957
218	Nida Quadeer	02084
219	D V N Prasad	02053
220	A D Prasad	02051
221	Ashu Kr Mishra	02077

Annexure-II
List of Executive with only Diploma in Engineering at E5 Level
Due in CPC-2019

Sl No	Name of employee	Emp. No.
1	Sayyed Naushad Alam	10880
2	A.U.M. Rao	30176
3	V.K. Gupta	16302
4	C. Ganesan	30584
5	D. Raj Kumar	40187
6	G.N. Rai	10884
7	Ashok Kumar	40777
8	N.H. Laskar	50232
9	Sumitra Ghosh	40178
10	Sanatan Bera	10304
11	M. Baskaran	30821
12	S.K. Maiti	40122
13	P.C. Vishvakarma	10245
14	Nachhattar Singh	10261
15	S. Banerjee	10310
16	B.B.Tiwari	10810
17	A.B. Ezhilarasan	30958
18	Umesh Rai	10811
19	A.K. Baruah	50184
20	Sabahat Umar	00332
21	S. Kasthuri	30586
22	P. Pandiyan	20157
23	Chhedi Singh	40133
24	S.K. Banik	50258
25	Babu Paul C.	41276
26	R.P. Gupta	40155
27	P.N. Sonar	50238
28	B Subba Rao	30223
29	Jayant Kr.Pal	10299
30	B.Borah	50191
31	B.K. Paul	50197
32	C.H. Venkateshwarlu	30212
33	R.J. Bhuyan	50249
34	S.K. Rava	50256
35	D.P. Singh	10282
36	Anand Kr.Rai	00330
37	Ram Babu Sharma	50901
38	Brij Kishore	41383
39	Manoj Kr.Vimal	15067
40	Sukhdev Singh	16566
41	R.P.Doley	50893
42	B.Hazarika	50200
43	Vinul Kr.Koul	16580
44	Pulak Mani	41429
45	Madan Lal	16590
46	Paramjit Singh	16572



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 1st 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.Asst.Engineer/ Sr.Asst.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.