



STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN SUPERVISORY CATEGORY

1.0 Objective

The objective of the Company's Promotion Policy for employees in the supervisory categories is to provide, keeping in view the organisational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 General Principles

The following factors will be taken into account in promotion from one grade to the next higher grade:

2.1 Promotions will be effected only against vacant sanctioned posts.

2.2 Channel of Promotion

All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be effected strictly in accordance with the channels so laid down. The channel of promotion charts will also indicate the test interview and minimum qualification and relevant experience, if any which will be required for promotion to a certain grade.

2.3 Eligibility Period

The eligibility period for promotion in various grades to available posts in respective next higher grades will be three years. However, Supervisors in S4 Grade not meeting the prescribed qualification/ not qualifying the written test or interview, for promotion to Executive grade, will be eligible for consideration for promotion to Selection Grade on completion of 4 years of service in S4 Grade.

2.3.1 Promotion of Supervisors in S4 grade to E1

Supervisors who have put in 1 year of service in the S4 grade will be considered for promotion to E1 grade. As per amended rules, Supervisors in S3 grade will not be considered for promotion to E1.

Promotion of Supervisors in S4 grade to Selection Grade /E1

- i) Employees in S4 grade who possess the prescribed qualification* for being considered for promotion to E1 but fail to get promotion and complete 4 years in the grade will be considered for promotion to Selection Grade on standard dates.
- ii) On promotion to Selection Grade, such employees at (i) above will continue to be eligible for consideration for promotion to E1 on fulfillment of other prescribed conditions.



- iii) Employees promoted to Selection Grade due to not having the prescribed qualifications for E1 but acquire the qualification later will also be eligible for consideration for promotion to E1 on standard dates after acquiring such qualification.
- iv) Employees found suitable for promotion from Selection Grade to E1 will be placed in the scale of E1. The pay fixation in such a cases shall be as per the rules.

If a Supervisor in Selection Grade acquires qualification subsequently, he will be eligible for consideration for promotion to E1. However, in such cases the pay fixation on promotion will be done as in the case of placement.

2.3.1 Meeting of the Departmental Promotion Committee for promotion of supervisors will be held once in a year.

2.3.2 Supervisors who are found suitable for promotion by the Departmental Promotion Committee will be considered for promotion effective from the dates as mentioned below:

- i) Supervisors who complete the eligibility period together with the grace period as on 31st July will be considered for promotion w.e.f. 1st January of the following year.
- ii) Supervisors who complete the eligibility period together with the grace period as on 30th April will be considered for promotion w.e.f 1st April of that year.

2.3.3 E.O.L. on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness, and by a certificate from the Head of Region that the higher scientific and technical/professional studies are in interest of Company's work in case of leave for prosecution of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.

E.O.L. taken on account of reasons other than illness or prosecution of higher scientific and technical/professional studies will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.

2.3.4 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as on duty/ service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as on duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.



- 2.3.5 In case of both inter-unit and intra-unit transfers (irrespective of whether the transfer is inter-departmental or intra-departments of employees) the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.
- 2.4 **Seniority**
The seniority lists of the employees in various grades/channels will be prepared and updated from time to time by the concerned Human Resource Department in accordance with the rules framed for this purpose.
- 2.5 **Confidential/Merit Rating Reports**
Confidential Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned Human Resource Department.
- 2.6 **Test/Interview Qualification Bar**
In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview if any, laid down for consideration for promotion to the next higher post.
- 2.7 **Exemption from trade test/written test**
- 2.7.1 Those Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory Test/ Executive Written Test as prescribed in the COP but not promoted either due to non-availability of vacancies or failing to qualify the interview will be exempted for re-appearing the same Test. However, while considering promotion in the next DPCs, such Supervisor have to re-appear in the interview again and their cases will be finalized keeping in view the performance in the interview, appraisal rating, disciplinary / vigilance record etc. as required in case of a fresh candidate. The marks secured in the Test qualified earlier will be taken into account by the DPCs.
- 2.7.2 In case where promotion to higher grade involves qualifying both Trade as well Written/Supervisory Test and an employee has qualified only one of the prescribed Test then he will be exempted from re-appearing the Test in which he has qualified.
- 2.7.3 The above provision will be applicable from DPC-2010 onwards and the candidates who have qualified the Trade Test/Written Test/Supervisory Test/



Executive Written Test during the DPC-2009 (Workmen to Supervisor and Supervisor to Executive-E1 grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.

2.8 **Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets**

S.No.	Type of test/area	Rate (Rs.)
1.	Setting of Question paper / trade test (objective/ descriptive) upto 1½ hrs. duration.	Rs. 600/-
2.	Setting of Question paper / trade test (objective/ descriptive) above 1½ hrs. duration.	Rs. 800/-
3.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers upto 1½ hrs. duration.	Rs. 32 per paper (Minimum Rs.400)
4.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers above 1½ hrs. duration.	Rs. 40 per paper (Minimum Rs.400)

2.9 **Reservation for SC/ST/PH**

The directives of the Central Government/company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

2.10 **Debarring**

2.10.1 No employee whose latest confidential/merit rating report whether annual or special is adjudged as "Adverse" will be considered for Promotion.

2.10.2 No employee under suspension or against whom decision has been taken to chargesheet, 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. However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

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 DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, 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 DPC need only contain the note, “The findings are contained in the attached sealed cover”. The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

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 DPCs from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of employee, provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by DPC 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.

- 2.10.3 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. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, 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 DPC 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 2.8.2 above will be cancelled/revoked.

3.0 Procedure

- 3.1 Written Test/Interview, wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore, will be conducted once in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before



the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Executive Director's nominee, representative of the Head of the Department where the vacancy exists/is likely to occur, an officer of the Training Department and Personnel Officer/Senior Personnel Officer as nominated by the concerned Head of Human - Resource.

Where, in addition to Interview, the candidates are required to appear for Written Test also, the number of eligible candidates to be called for the written test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade-Test and/or Interview will be limited to three times the number of anticipated vacancies.

3.2 Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the Competent Authority.

3.3 The promotion will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows :

Factor considered in Promotion	Weightage / Marks
Seniority	30
Appraisal Report/ Merit Rating	30
Test, Trade Test, Interview	40
Total	100

In cases where no test and/or interview is involved, the total maximum mark will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.

3.3.1 **Grade Seniority Marks and AAR Ratings for Supervisors in S4 grade for promotion to Selection Grade**

1. The marks for AAR ratings and grade seniority will be as under:

AAR Ratings (*)	Marks (Max 30)
Outstanding	7.5
Very Good	6
Good	5
Satisfactory	4
Unsatisfactory	0

(*)Four AARs to be taken into consideration

2. **Grade Seniority**

Grade Seniority	Marks (Max 30)
4 yrs	15
5 yrs	20
6 yrs	25
7 yrs & above	30

Total marks 1+2 = 60 marks; Qualifying marks = 50% as per rules (40% for SC/ST)



3.3.2 **AAR Ratings, Grade Seniority, Test and interview marks for Supervisors in S4 Grade for Promotion to E1**

1.

AAR Rating(*)	Marks(Max 10)
Outstanding	10
Very good	8
Good	7
Satisfactory	5
Unsatisfactory	0

*Only one AAR to be taken into consideration.

2.

Grade Seniority ratings	Marks (Max 30)
1 year	15
2 years	20
3 years	25
4 years & above	30

3. Test Marks : 20 marks

4. Interview Marks : 20 marks

Total marks (1+2+3+4) : 80 marks

Qualifying marks = 50% as per rules (40% for SC/ST)

Break-up of Seniority marks in supervisory cadre upto S4 level

Grade Seniority	Marks (Max 30)
3 years	15
4 years	20
5 years	25
6 years & above	30

AAR Ratings in supervisory cadre upto S4 level

AAR Rating(*)	Marks(Max 10)
Outstanding	10
Very good	8
Good	6
Satisfactory	5
Unsatisfactory	0

3.4 Based on the seniority position, the merit rating/Appraisal Reports and results of the test/ interview, the position of the candidates will be arranged in order of merit by the committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.

3.5 Based on the above mentioned criteria, the DPC shall give its recommendation. Based on the recommendation of the DPC, the competent



authority shall approve the list of successful candidates and the promotion orders shall be issued by the respective HR department.

- 3.6 Supervisors promoted to upto Selection Grade will be placed on probation for a period of six months. The policy for probation for Supervisors on promotion to E1 will continue to be six months.

If the performance of an employee during such probation, including extended period is not found satisfactory, he shall be reverted to the lower post and he shall not be considered for promotion for one year from the date of his reversion.

- 3.7 **Designation of supervisors in Selection Grade**

The designation of the Supervisors in Selection Grade will be given by suffixing "SG" in the respective pre-promoted designation. For example, Sr. Accountant in S4 grade will be designated as Sr. Accountant (SG), Sr. P.S. and JE Grade (I) will be designated as Sr. P.S (SG) and JE Grade I (SG) respectively.

- 4.0 **Appeal**

An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

- 5.0 **General**

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