



पावर ग्रिड कॉर्पोरेशन 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-122001
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN : L40101DL1989GOI038121

दिनांक: 3 May, 2023

PGCIL/R/E/23/00129

Ms Anjali Tom,
Anjali Tom, Odakkal, Porurwayanad PO, Thalappuzha Via, Wayanad, Kerala-670644

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी ।

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 5 April, 2023 को प्राप्त अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

उपरोक्त पत्र में वांछित जानकारी अनुलग्नक-1 में संलग्न है ।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आर.टी.आई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी. अनंत शर्मा
कार्यपालक निदेशक (केन्द्रीय आयोजना एवं सी.एस.) एवं अपील प्राधिकारी
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।
ईमेल आईडी: appellate.cc@powergrid.co.in
फोन नंबर: 0124-2571960

धन्यवाद,

भवदीय,

f विकी-C
03/05/2023

(ए. जगन्नाथ राव)

मुख्य महाप्रबंधक (केन्द्रीय आयोजना) एवं

केन्द्रीय लोक सूचना अधिकारी

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

Sub: Reply to RTI Request of Ms Anjali Tom, Wayanad, Kerala

(RTI Regn. No. PGCIL/R/E/23/00129)

Information sought:	POWERGRID's Reply:
<p>Sir/ Madam,</p> <p>Kindly provide Promotion Rules/ Norms for Executives and Non -executives of Power Grid Corporation of India for both Technical as well as Non-Technical (Administrative) posts clearly indicating the Residency period from one level to next level. The information sought may please be provided in soft copy.</p>	<p>POWERGRID Promotion Policy for Executives and Non-Executives is attached herewith at ANNEXURE-A.</p>

दिनांक
03/05/2023



PROMOTION POLICY FOR EXECUTIVES

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 01.01.2017)
E 2	50000-160000
E 3	60000-180000
E 4	70000-200000
E 5	80000-220000
E 6	90000-240000

- 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 synchronization 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-2/ E-3 grade to which entry will be largely through the Company's own 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 organizational 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 E6, E7 (DGM) & E8 (GM) will be subject to notified vacancies. However, vacancy may not be a constraint for promotions upto E5 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-7 (DGM) 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 (Chief Manager) 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 E6 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.
- 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 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.

¹Similar condition for promotion beyond E5 (Manager level) shall also be applicable for Executive Secretary (ES), not having basic qualification required for executive level in other functions/disciplines such as F&A/HR/Law/C&M/Rajbhasha/PR.

- 3.5 For consideration of Executives in the grade of E7 for promotion to E8, field Exposure is considered desirable except in cases of Specialization/Expertise which are required to meet the organizational 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 E6. For E7 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

¹ Cir No.01/2022 dated 18.05.2022(Appraisal Group)

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, in case 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 Moderation 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:

Ratings	For Promotion from E2 to E3	For Promotions E3-E4, E4-E5	For Promotion E5 to E6 & E6-E7
Outstanding	6	8	10
Very Good	4	6	8
Good	2	4	6
Average	1	2	4
Not Satisfactory	0	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 the Grade	Eligibility Period (Years)
E3, E4, E5	3
E2, E6	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 scale of 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 to E6, E6 to E7 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 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 10 marks (for promotion to E2 - E3, E3 - E4, E4 - E5 grade), 15 marks (for promotion to E6 grade) and 20 marks (for promotion to E7) to each eligible executive, keeping in view;
- the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
 - the need to ensure uniformity, consistency and equitability;
 - potential and suitability for the specific job position to which he is to be promoted;
 - 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 executive 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.
- 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 E2 to E3

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

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	10
5 Years	13
6 Years and Above	16

The qualifying Marks for promotability will be 36 (Thirty-six)²

- b) Promotion of executives from the grade of E3 to E4, E4 to E5

S No.	Factors	Maximum Marks
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² Applicable w.e.f. CPC 2022 as per approval from Competent Authority

i)	Performance Appraisal Ratings (For Last 3 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

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 and Above	16

The qualifying Marks for promotability will be 38 (Thirty-eight)

c) Promotion of executives from the grade of E5 to E6

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 3 Years)	30
ii)	Grade Service	15
iii)	CPC Marks	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 and Above	15

The qualifying Marks for promotability will be 45 (Forty Five)

d) Promotion of executives from the grade of E6 to E7

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	40
ii)	Grade Service	20
iii)	CPC Marks	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 and 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 same shall be regulated as per clause 6.0 of Transfer Policy for Executives

8.0 Probation

8.1 All Executives promoted to the grades of E7, E8 & E9 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/³PwBD

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe/Person with bench mark disability (PwBD) 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.

³ IOM dated 29.07.2022(Appraisal)

PROMOTION POLICY FOR SUPERVISORS**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 affected 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 E2

Supervisors who have put in 1 year of service in the S4 grade will be considered for promotion to E2 grade. As per amended rules, Supervisors in S3 grade will not be considered for promotion to E2.

Promotion of Supervisors in S4 grade to Selection Grade /E2

- i) Employees in S4 grade who possess the prescribed qualification for being considered for promotion to E2 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 E2 on fulfillment of other prescribed conditions.
- iii) Employees promoted to Selection Grade due to not having the prescribed qualifications for E2 but acquire the qualification later will also be eligible for consideration for promotion to E2 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 E2. The pay fixation in such 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 E2. However, in such cases the pay fixation on promotion will be done as in the case of placement.
- 2.3.2 Meeting of the Departmental Promotion Committee for promotion of supervisors will be held once in a year.
- 2.3.3 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.
- 2.3.4 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.
- 2.3.5 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.
- 2.3.6 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-E2 grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.

Promotion Policy for Supervisors

2.8 Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets shall be as per Corporate HRD Honorarium Policy.

2.9 **Reservation for SC/ST/PwBD**

The directives of the Central Government/company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe/Person with benchmark disability(PwBD), 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 Shri¹ 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

¹ IOM dated 29.07.2022(Appraisal)

ad hoc 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 ad hoc promotion or to revert, at any time the employee to the post from which he was promoted on ad hoc 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 ad hoc 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 Assistant Manager/Dy. Manager 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/PwBD)

3.3.2 AAR Ratings, Grade Seniority, Test and Interview marks for Supervisors in S4 Grade for Promotion to E2

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/PwBD)

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/²PwBD 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 E2 will be placed on probation for a period of six months.
- If the performance of an employee during such probation, including extended period is not found satisfactory, she/he shall be reverted to the lower post and shall not be considered for promotion for one year from the date of her/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, Jr. Officer(Acct)

² IOM dated 29.07.2022(Appraisal)

Promotion Policy for Supervisors

GRI in S4 grade will be designated as Jr. Officer(Acctt) GR I (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.

WORKMEN PROMOTION POLICY

1.0 Objectives

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

2.0 General Principles

The following 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 (COP)

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, minimum qualification and relevant experience if any which will be required for promotion to a certain grade.

Wherever channel of promotion indicates Trade test and interview, all eligible workmen under special dispensation also needs to qualify the Trade Test and interview for placement to next higher grade. Further, workmen have also to satisfy all the conditions of promotion relating to AARs, Disciplinary action/ Vigilance proceedings etc.

COP of drivers are applicable only to those drivers who are operating vehicle. Those drivers, who are not presently operating any vehicles, will be subjected to proper training for suitable deployments in technical fields like Technicians, Operators etc.

2.3 Categorization of workmen is done into two groups

2.3.1 The grades will be grouped into the following skill levels:

A) Technicians, Assistants, Stenographers, Storekeepers, Draftsmen, Operators, Drivers, Security Guards, Cooks, Artisans, Pharmacists etc.

W3 to W6	Skilled
W7 & above	Highly Skilled

B) Attendants, Mazdoors, Khalasis etc:

W0 & W1	Unskilled
W2 to W6	Semi-Skilled

2.3.2 Eligibility Period

The minimum length of service required to be rendered by an employee in his existing grade for being considered for promotion will be termed as eligibility period. The eligibility periods for promotion shall be as follows:

Promotion from a grade falling in the group of	Eligibility period (Years)
W-0 to W1	10
W-1 to W2 & W-2 to W3	6
W3 to W4 & above	4

The eligibility for workmen in Semi – Skilled group for W0 to W1 shall be ten (10) years and from W1 onwards up to W5 to W6 eligibility period shall be six (6) years at each level.

2.3.2.1 The grace period of one month is permissible for the purpose of determination of eligibility period for promotion in Workmen category as being provided to Supervisory and Executive category. Accordingly, the Workmen who have joined/ been promoted upto 1st February (F/N) of a calendar

year will be considered in the DPC to be conducted for promotion effective from 1st January and similarly the Workmen who have joined/ been promoted upto 1st August (F/N) of a calendar year will be considered in the DPC to be conducted for promotion effective from 1st July.

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

- i) Workmen who complete the eligibility period together with the grace period as on 1st February (F/N) will be considered for promotion w.e.f. 1st January of that year.
- ii) Workmen who complete the eligibility period together with the grace period as on 1st August (F/N) will be considered for promotion w.e.f. 1st July of that year.

2.3.2.2 Special Dispensation to Stagnating Workmen

A) Special dispensation to the workmen with qualification of VIII standard:

All those workmen in Skilled Group who are below Matric but have VIII standard qualification will be considered for placement in higher grades with consideration period of five (05) years up to W11/SG as a special dispensation.

B) Special dispensation to the workmen with qualification below VIII standard

In order to provide growth opportunities to unqualified workmen (below VIII standard), such workmen will be considered for placement in next higher grades up to maximum level of W 8 for Skilled/Highly skilled group and up to W6 for unskilled/Semi-skilled group with consideration period of six(06) years at each level as a special dispensation.

¹Workmen on placement to next higher grade under the provision of special dispensation will be allowed the benefit of one increment as applicable in case of promotion.

The arrangement of Special dispensation will be personal to employees and shall continue till they attain the age of superannuation. It will be applicable only to those under-qualified and unqualified workmen who are on the rolls of the Corporation as on 17.01.2007.

2.3.2.3 Placement of Workmen (W7 & Above) in S1 Grade

A workman who is promoted to W7 grade, due to not possessing the requisite qualifications or not passing the Supervisory test / interview etc will be considered for placement in S1 grade if he:

- a) Acquires the prescribed qualification
- b) Qualifies in the supervisory test / interview etc

A workman promoted to W8 or above can also be considered for placement in S1 grade only on acquiring the prescribed qualification and passing the supervisory test / interview etc. In other words instead of lateral placement in corresponding Supervisory cadre on meeting prescribed requirement such placement shall be at S1 level only, which is induction level in Supervisory cadre. In case workman W8 and above does not wish to be placed in S1 grade in this manner, he will continue to move in the Workmen cadre as per available opening.

Placement in S1 grade will be subject to fulfillment of all the conditions for promotion in terms of the promotion policy. For award of marks on account of seniority, the service from the date of entry in W6 grade will be considered.

Seniority in the S1 grade will be counted from the date of actual placement in the S1 grade.

Pay Fixation on placement in S1 grade will be at the same stage of pay in S1 scale, if available, otherwise, at the next higher stage.

¹ IOM dated 232/10 dated 16.03.2010

- 2.3.3 E.O.L. on account of illness or for pursuing of higher scientific and technical/professional studies:- duly supported by a medical certificate from an authorized medical officer of the Company in case of illness and by a certificate from the Head of Department that the higher scientific and technical/professional studies are in the interest of Company's work, in case of leave for pursuing 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 pursuing 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 on 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-departmental) 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 Marking System

(i) Seniority Marks

The seniority marks will be as under:

Eligibility period of 04 years		Eligibility period of 05 years		Eligibility period of 06 years		Eligibility period of 10 years	
Years of service	Marks	Years of service	Marks	Years of service	Marks	Years of service	Marks
4	15	5	15	6	15	10	15
5	20	6	20	7	20	11	20
6	25	7	25	8	25	12	25
7 & above	30	8 & above	30	9 & above	30	13 & above	30

2.5 Annual Appraisal/Merit rating

Appraisal 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 at 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 HR Department.

(i) AAR Marks in case of Workmen will be as under:

Ratings	Eligibility period of 04 years	Eligibility period of 05 years	Eligibility period of 06 years	Eligibility period of 10 years
Outstanding	7.5	6.0	5.0	3.0

Very Good	5.5	4.5	3.0	2.0
Good	4.0	3.0	2.5	1.5
Satisfactory	2.0	2.0	1.5	1.0
Not satisfactory	0	0	0	0

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 Workmen/Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory 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 Workmen/ 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. This will also be applicable for placement to higher grade under special dispensation for Workmen.

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 during the DPC-2009 (Workmen and Workmen to Supervisor 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 shall be as per Corporate HRD Honorarium Policy.

2.9 Reservation of SC/ST/PwBD

The directives of the Central Government/Company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe/Person with Benchmark disability(PwBD) 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 charge-sheet, 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 case of employees against 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

² IOM dated 29.07.2022(Appraisal)

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 the 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 and where adhoc promotion has been given as at 2.8.2 above; it will be cancelled/ revoked.

3.0 Procedure

3.1 Written Test/Trade Test/Interview

The above 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 Chief General Manager's nominee, representative of the Head of Department where the vacancy exists/is likely to occur, an officer of the Training Department and Assistant Manager/Dy. Manager as nominated by the concerned Head of HR. Where, in addition to Trade-test and 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 Promotions will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows:

Seniority	30 marks
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Appraisal Report/Merit Rating	30 marks
Test, Trade Test & Interview	40 marks
Total	100 marks

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

- 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/PwBD candidates will be 40% in each of the items assessed.
- 3.5 Based on the above mentioned criteria, the list of the successful candidates will be drawn up by the Committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority.
- 3.6 The approved list as well as the concerned papers/documents will be kept in the custody of the concerned HR Department, and the promotion orders in respect of the successful candidates will be issued by the concerned HR Department as per the vacancies. The promotions will be effected from two standard dates, namely 1st of January and 1st of July of every calendar year. The promoted employees will be placed on probation for a period of six months in case of change of cadre from Workmen to Supervisor, which may be extended wherever necessary.

If the performance of an employee during such probation including the 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 **DPC Periodicity**

DPC may be conducted one in a year in the month of July with the following modalities:

- DPC in July
- Eligibility to be seen as on 1st Jan & 1st July
- Combined vacancies would be released against which both groups i.e. 1st Jan & 1st July shall be considered.
- Successful candidates shall be promoted from their date of eligibility i.e. 1st Jan or 1st July as the case may be.
- Those found unsuitable would be considered for promotion after one (1) year. For example, if one is dropped in Jan 2007 he would be considered for promotion in Jan 2008 and similarly if dropped in July 2007 he would be considered for promotion in July 2008.

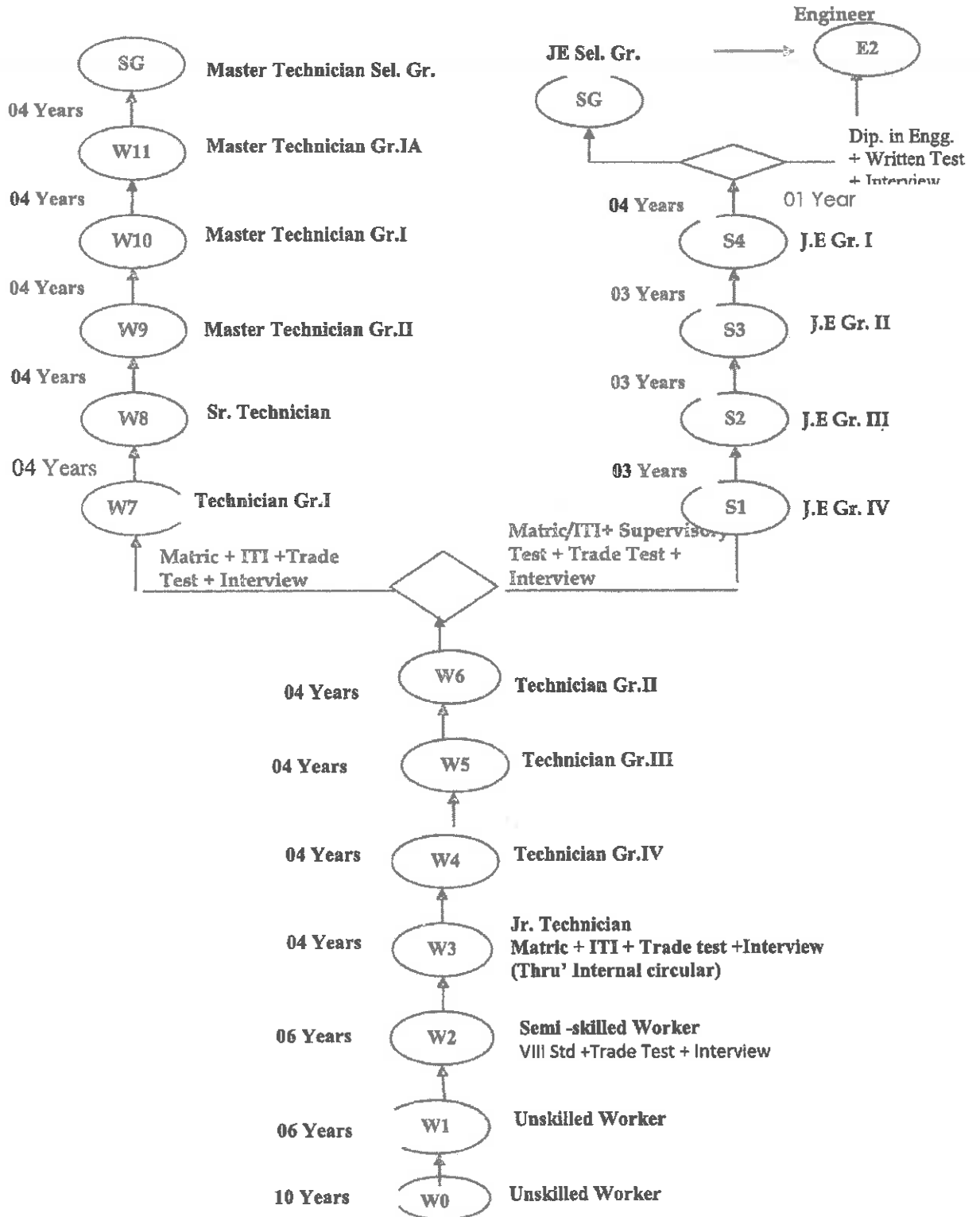
4.0 **Appeal**

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

5.0 **General**

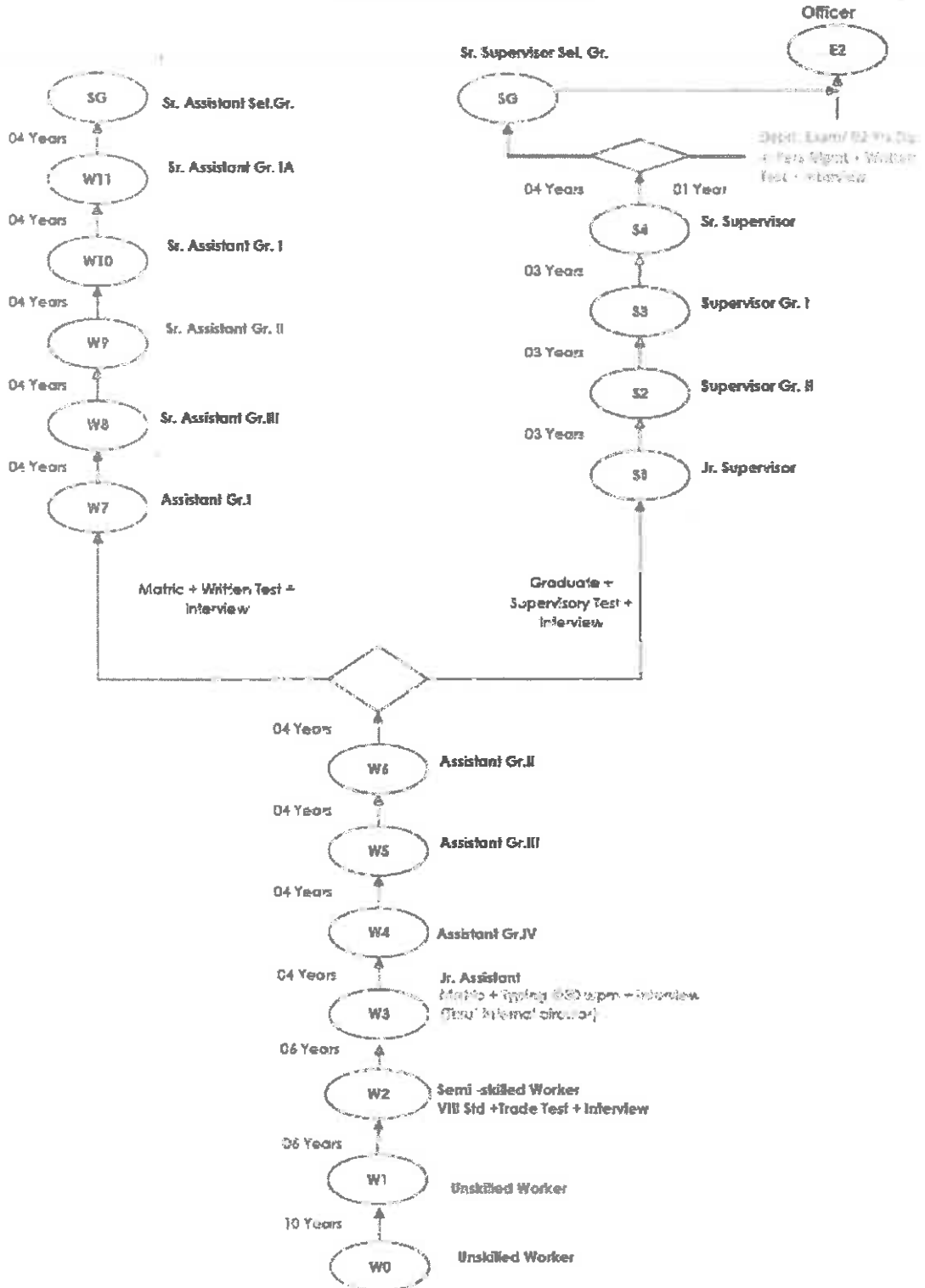
The management, reserves the right to modify, cancel add or amend any of these rules at any time.

Trade: Technician
Area: Transmission System

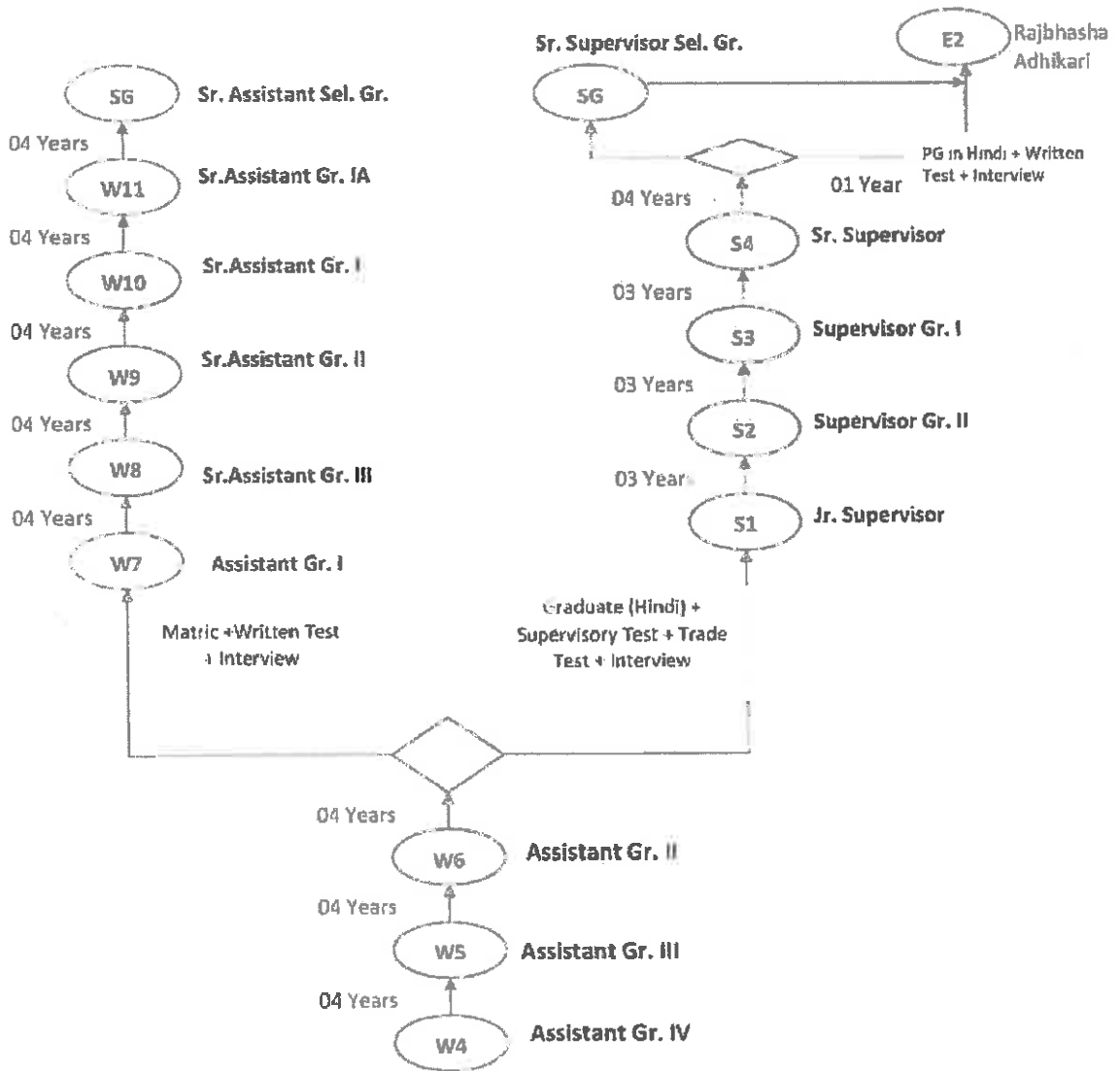


Trade: Assistant

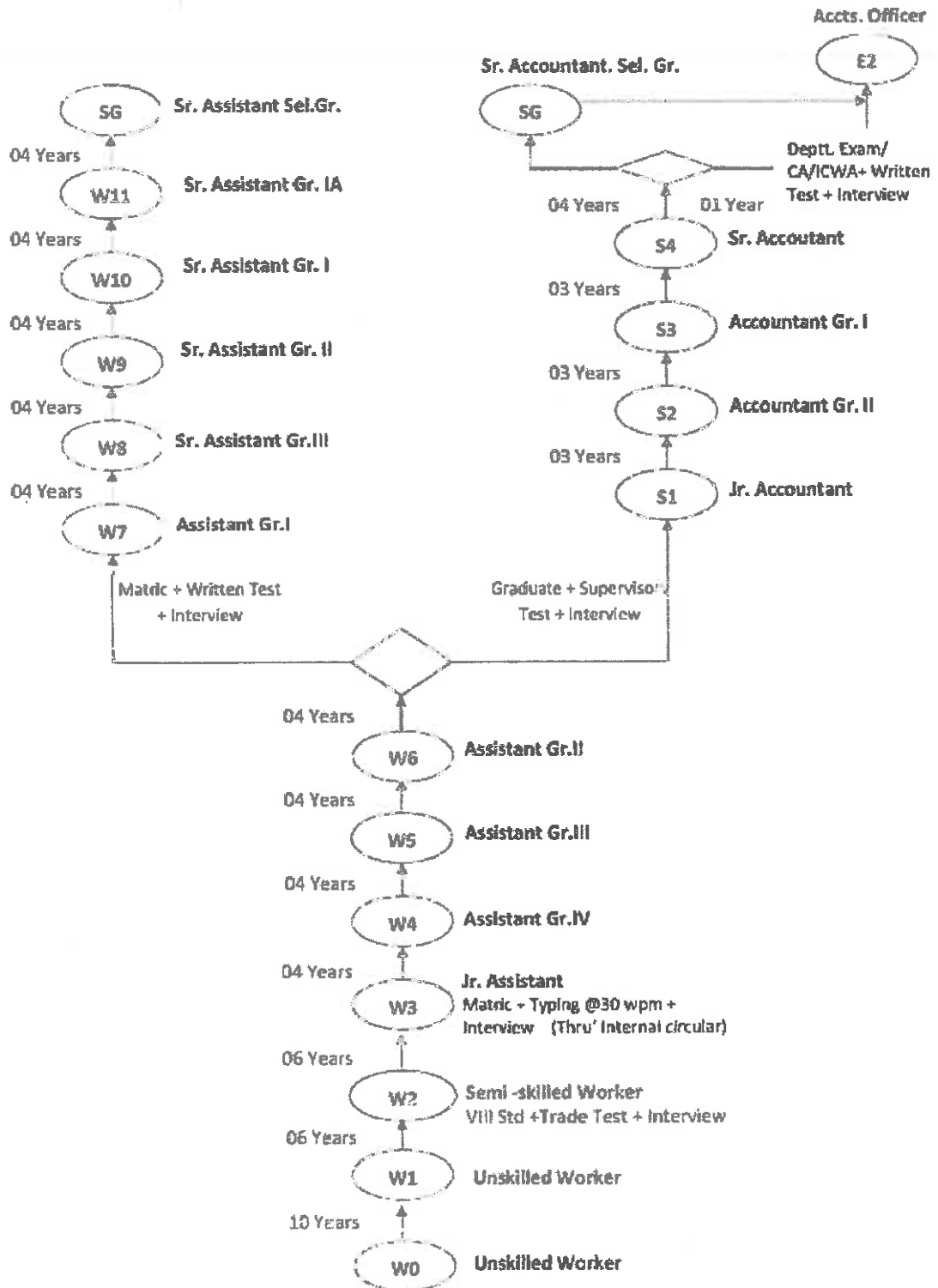
Area: General (HR & Admin)



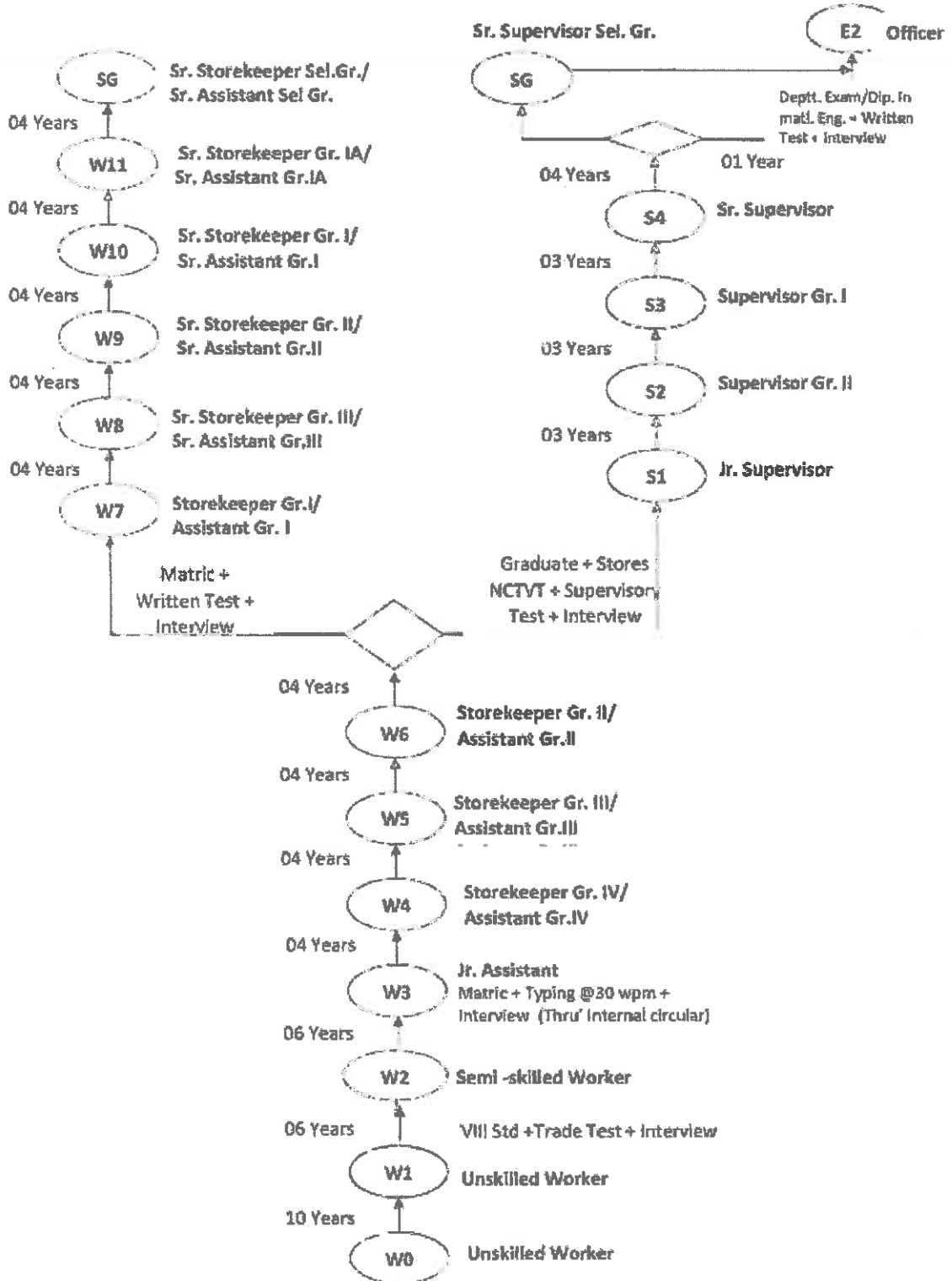
Trade: Assistant
Area: Rajbhasha



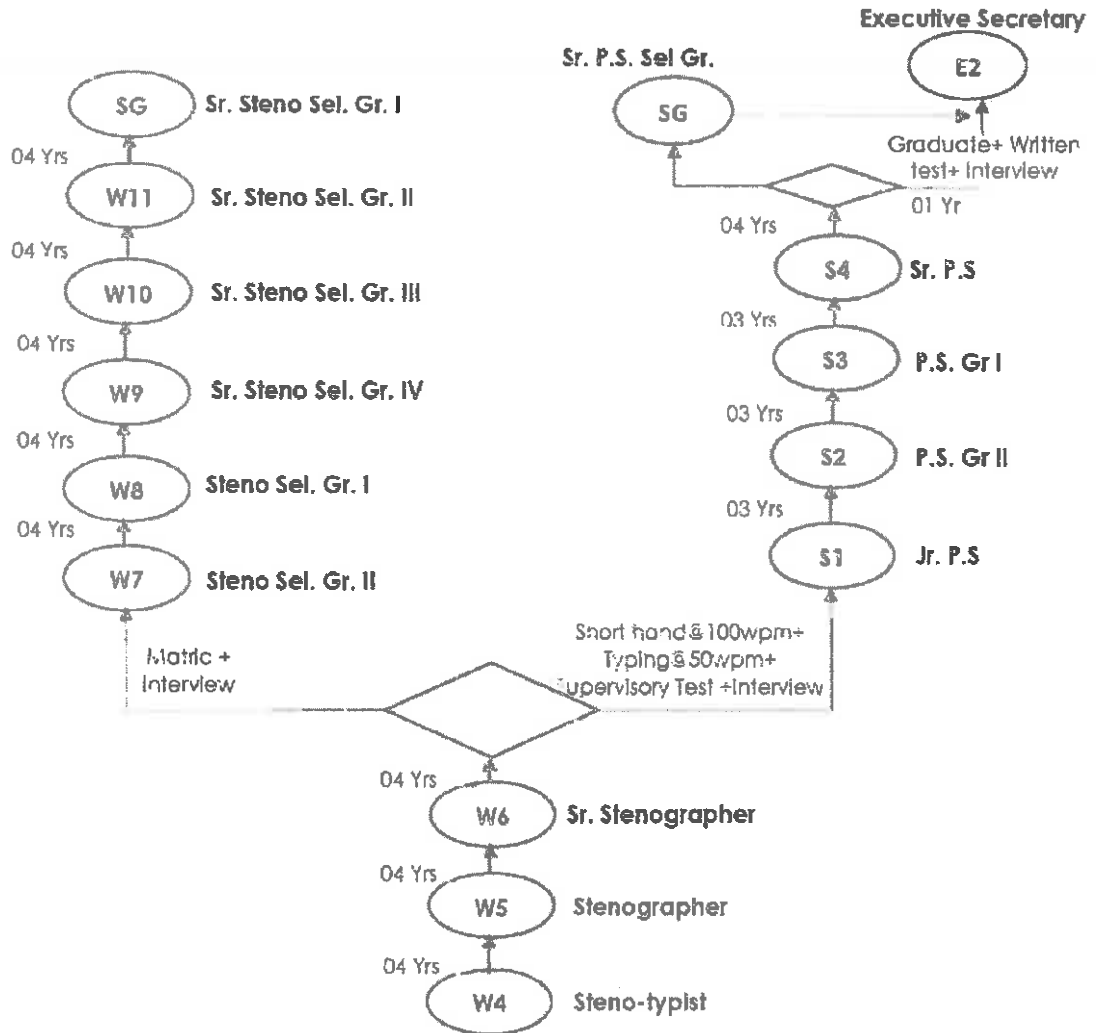
Trade: Assistant
Area: F & A



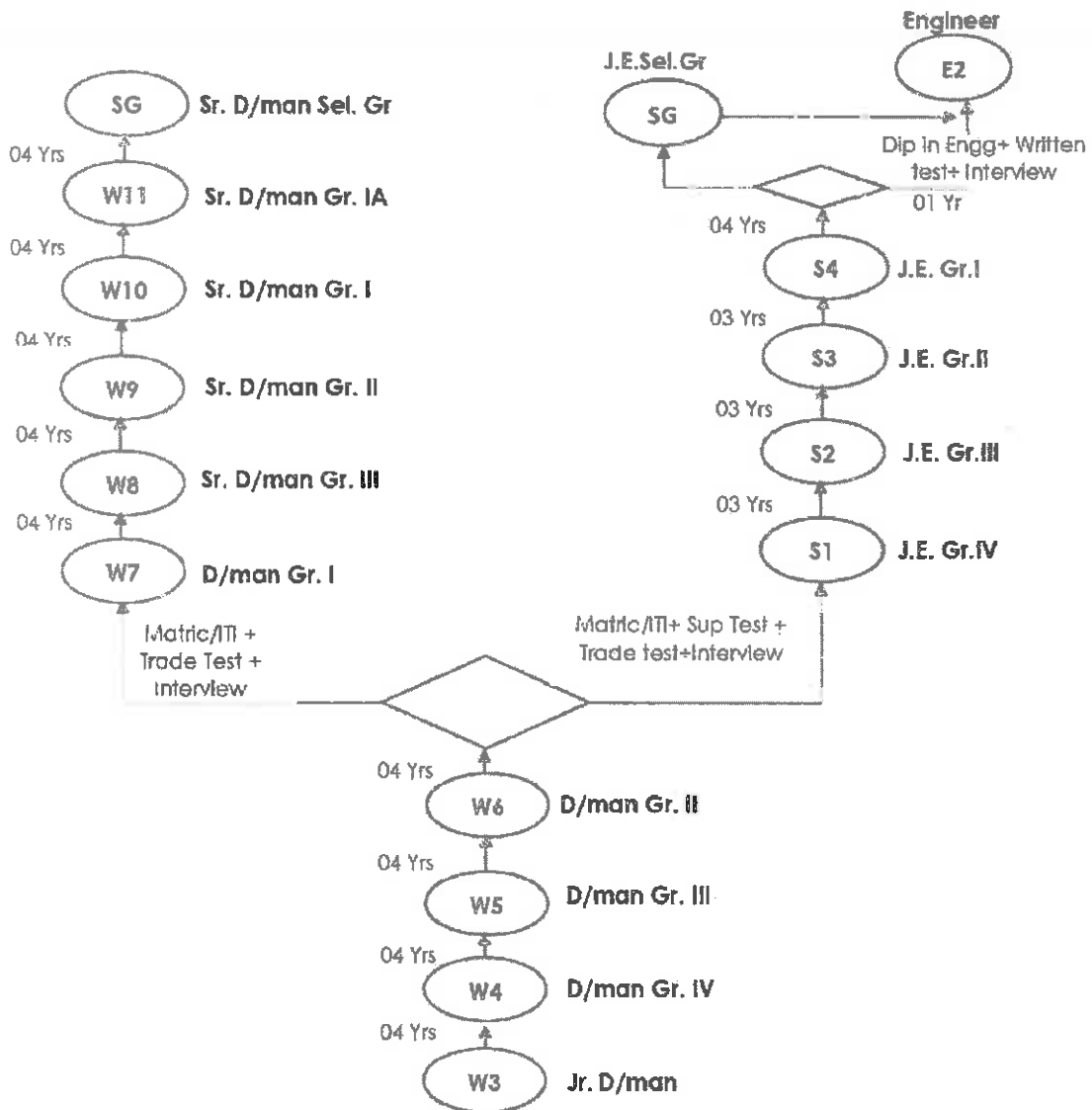
Trade: Storekeeper/Assistant
Area: Contracts & Materials



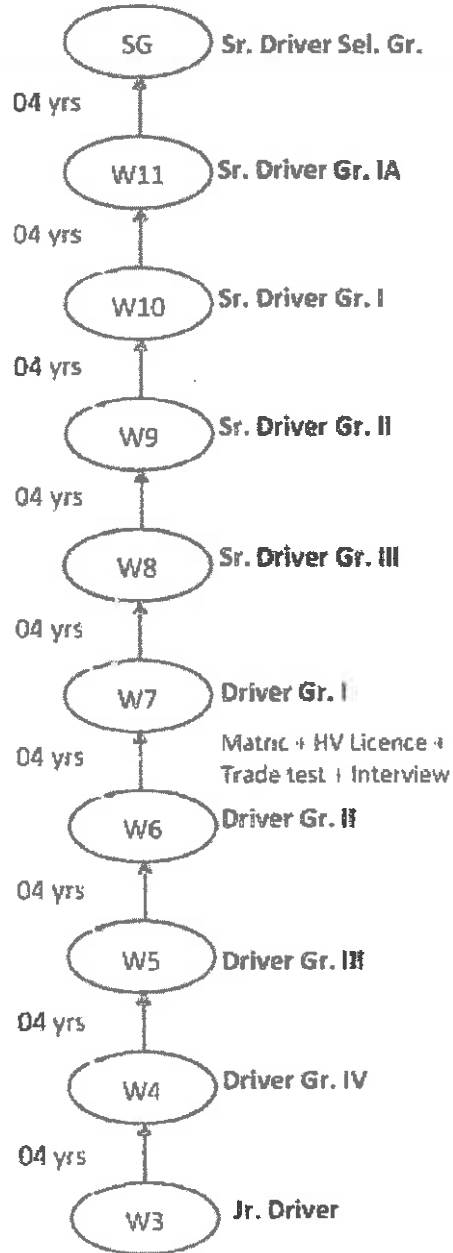
Trade: Stenographer
Area: Secretarial



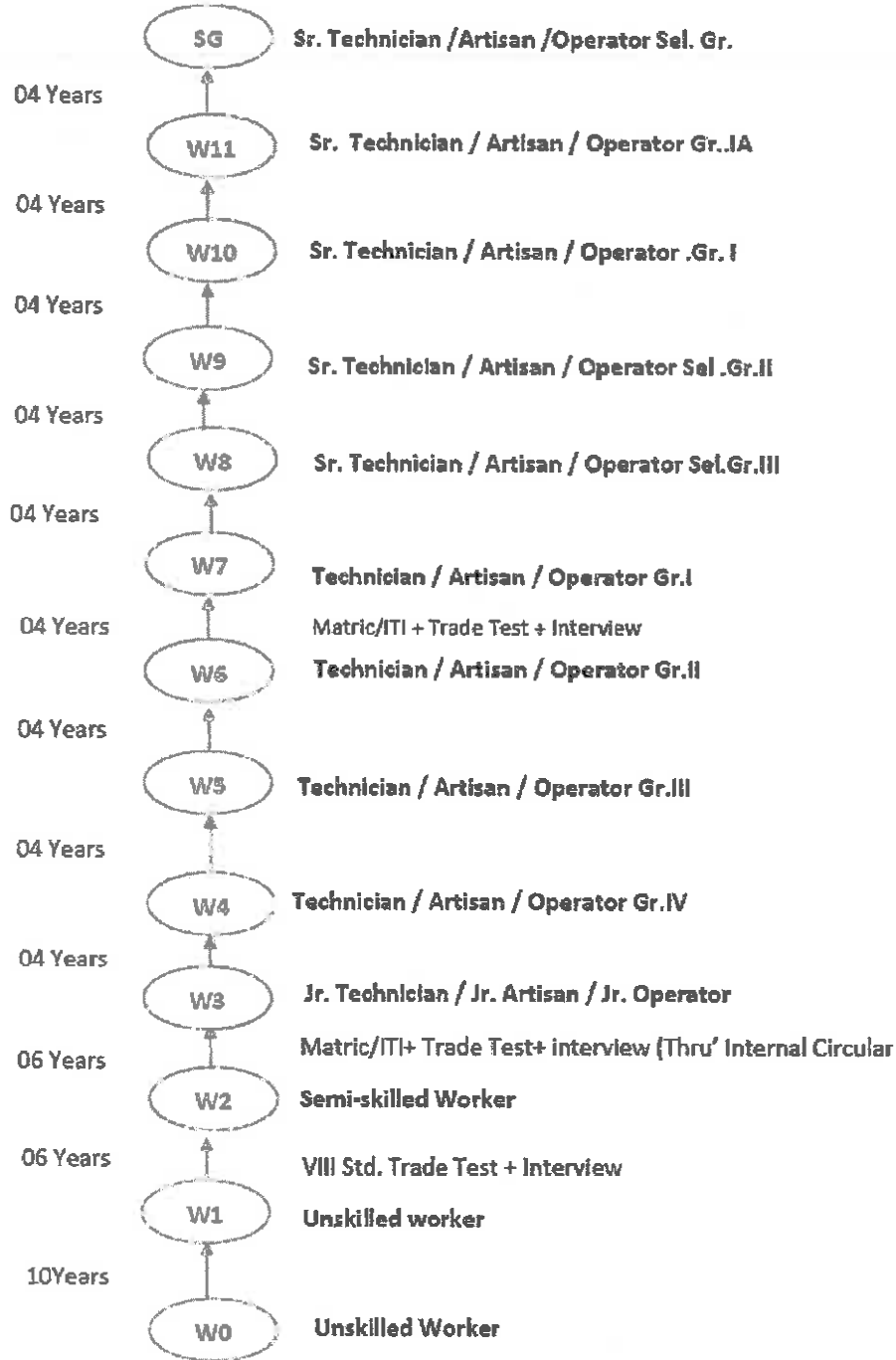
Trade: Draughtsman
Area: Engineering, Planning



Trade: Driver
Area: Vehicle Operation



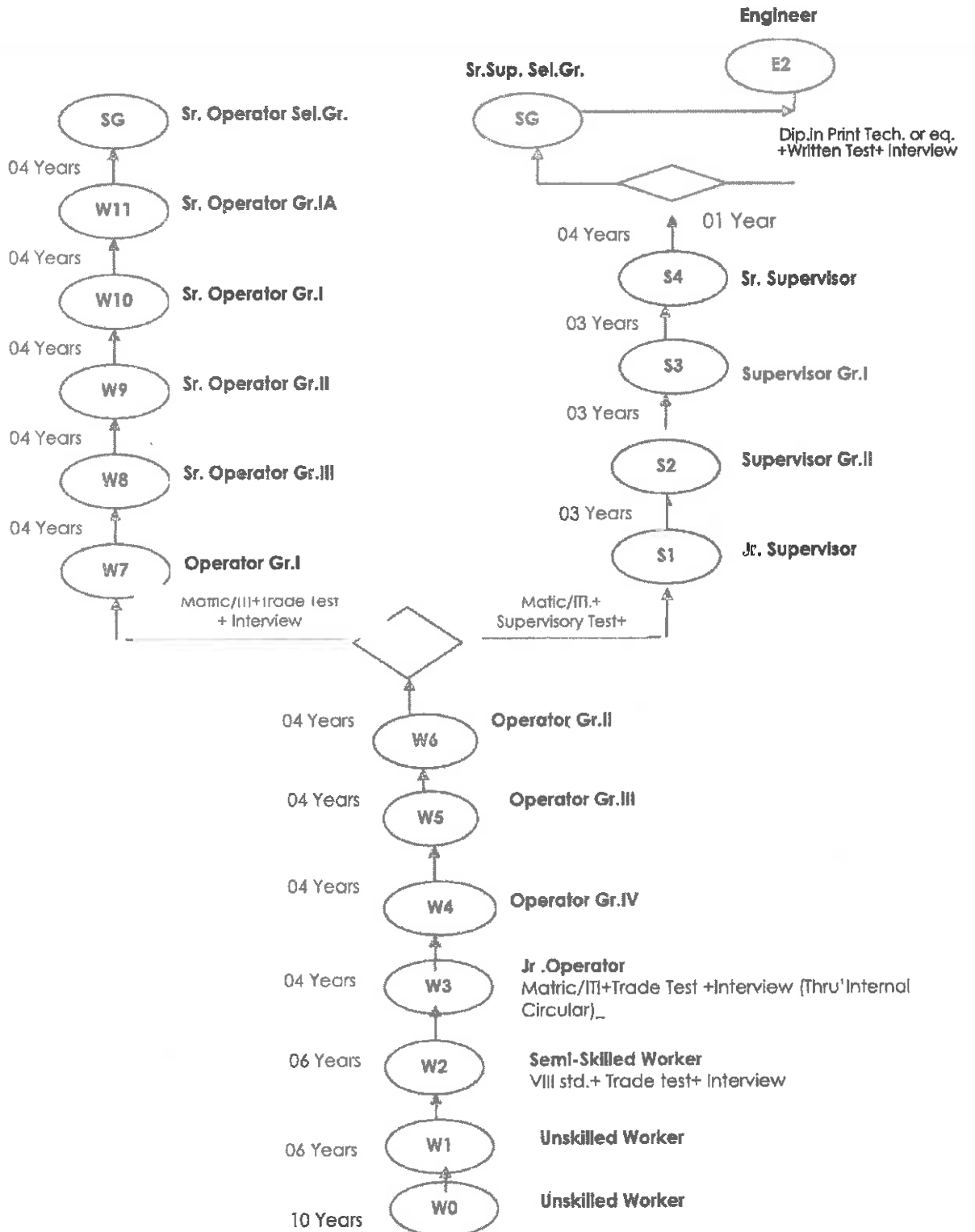
Trade: Artisan/Operator
Area: Utilities



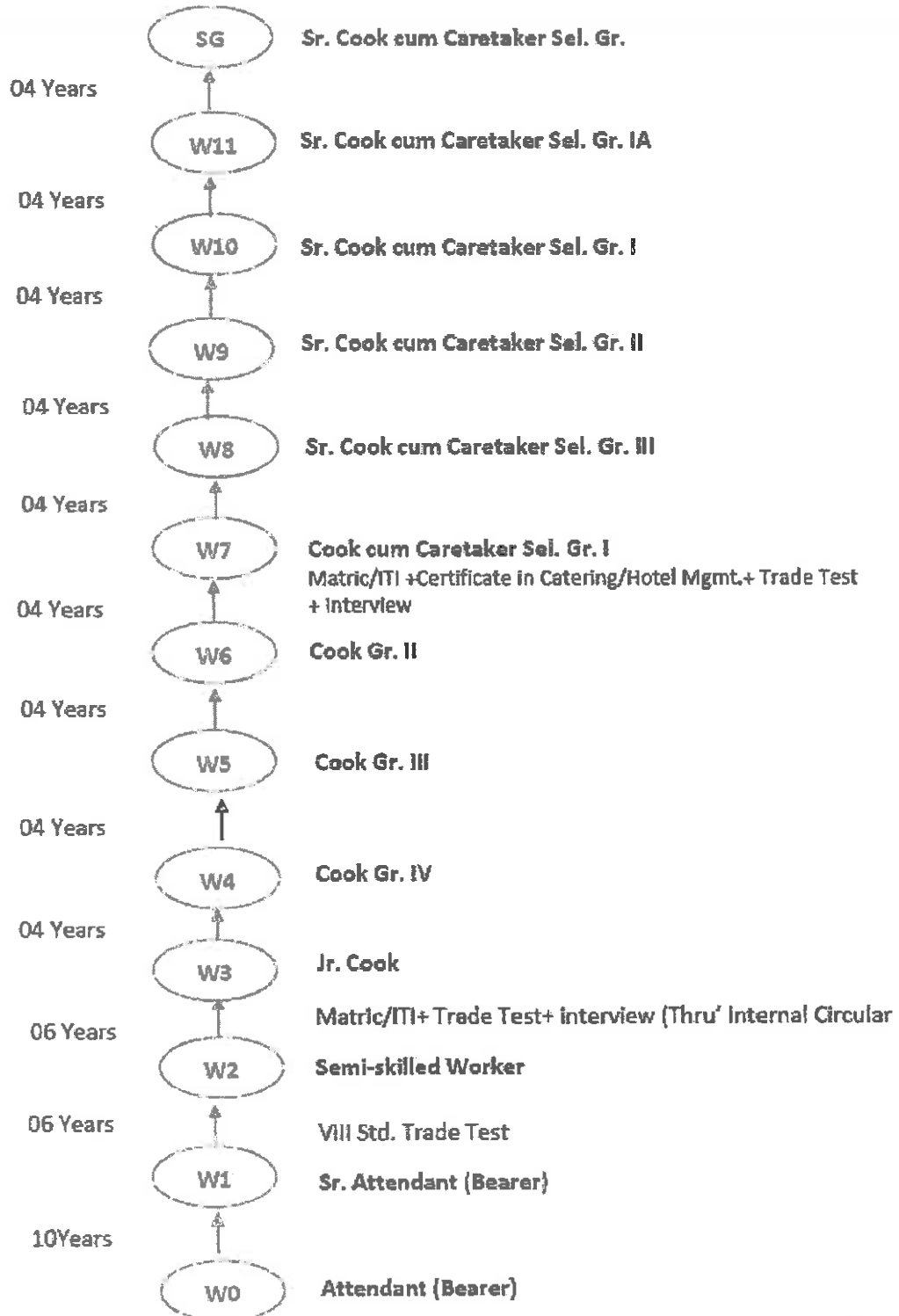
Trades: Artisan : Plumbers, Carpenters, etc
Operator : Water Supply Pump, DG Set, Crane, Lift ,etc.

Note : The movement to next higher level will be within one's respective trades.

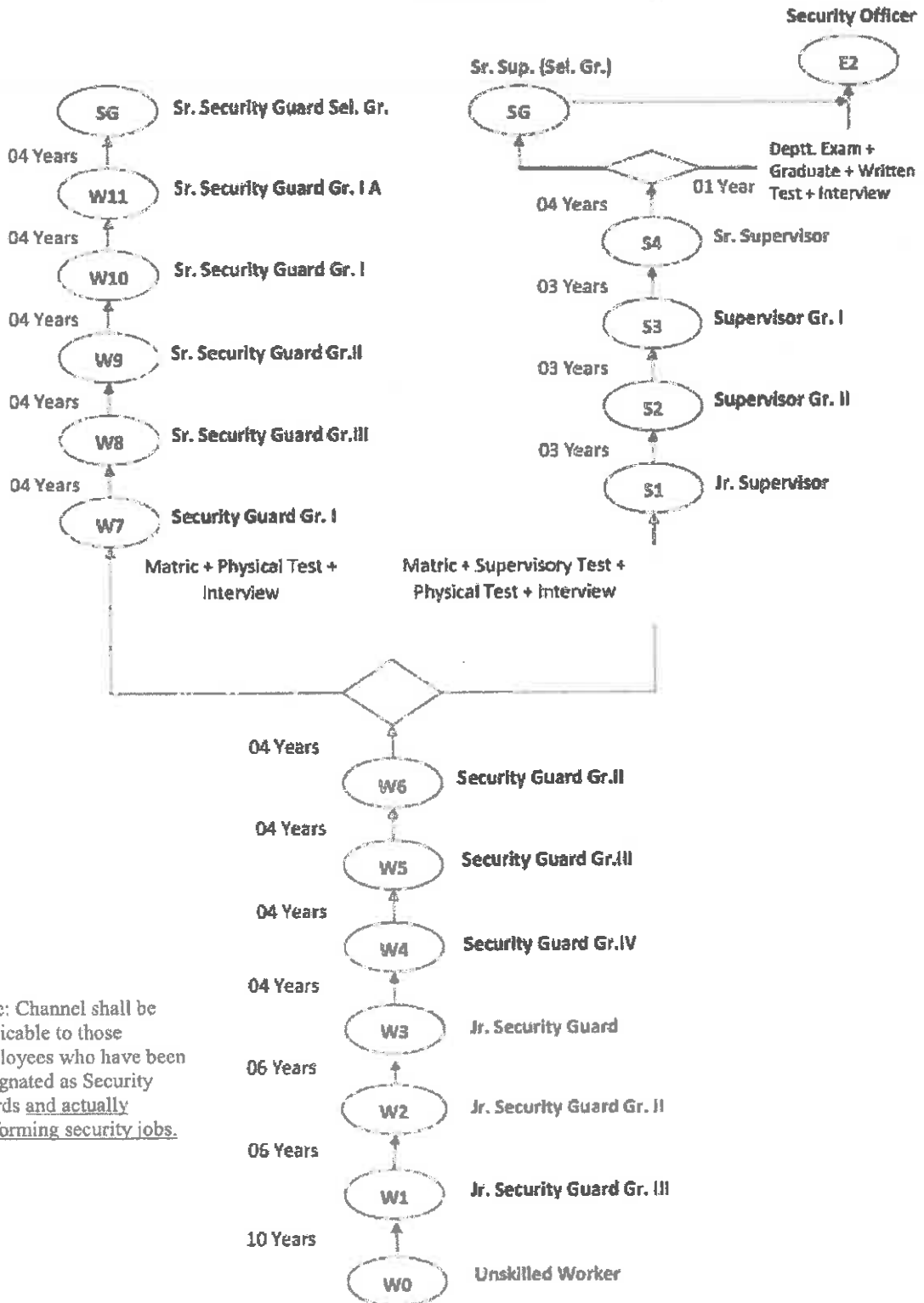
Trade: Operator
Area: Print Room Operation



Trade: Cook
Area: Guest House

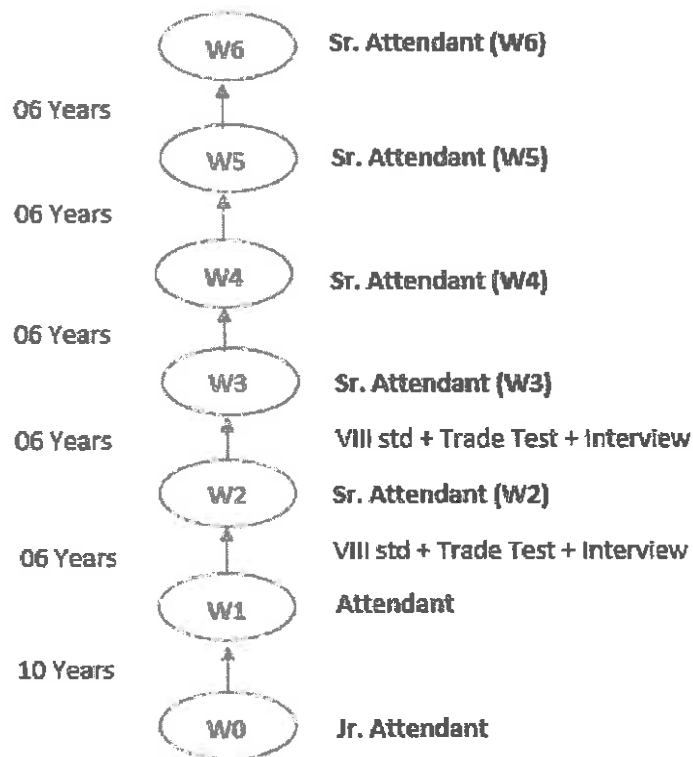


Trade: Security Guard
Area: Security



Note: Channel shall be applicable to those employees who have been designated as Security guards and actually performing security jobs.

Trade: Attendant
Area: General



Trade : Chemist
Area : Regional Test Laboratory

