



आपत्काले रक्षिष्यामि

GIC Re

Ref:Personnel/154/2009

June 29, 2009

To,

**All the Employees :**

This is to inform you that the Board of the Corporation has approved the Promotion Policy for Supervisory, Clerical and Subordinate Staff – 2009, in place of the existing Promotion Policy for Supervisory, Clerical and Subordinate Staff. A copy of the Promotion Policy for Supervisory, Clerical and Subordinate Staff – 2009 is enclosed for information of all employees.

Further, in exercise of the authority vested vide Paragraph 2 of the Promotion Policy for Supervisory, Clerical and Subordinate Staff – 2009, the Chairman-cum-Managing Director has notified that the Promotion Policy for Supervisory, Clerical and Subordinate Staff – 2009 comes into force with effect from today i.e. 29<sup>th</sup> June, 2009.

All Employees may kindly take note.

**(A.K. Roy)**  
**General Manager**

भारतीय साधारण बीमा निगम  
General Insurance Corporation of India  
[www.gicofindia.in](http://www.gicofindia.in)

"सुरक्षा", 170, जे. टाटा रोड, चर्चगेट, मुंबई - 400 020.  
"SURAKSHA", 170 J. Tata Road, Churchgate, Mumbai - 400 020. INDIA  
Tel.: 91-22-2286 7000 Fax Server : 91-22-2283 3209, 2284 8609  
E-mail : [info@gicofindia.com](mailto:info@gicofindia.com)



**GENERAL INSURANCE  
CORPORATION OF INDIA  
PROMOTION POLICY FOR  
SUPERVISORY, CLERICAL  
AND SUBORDINATE STAFF-2009**

29<sup>th</sup> June, 2009



## Promotion Policy for Supervisory, Clerical and Subordinate Staff-2009

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# GENERAL INSURANCE CORPORATION OF INDIA

## PROMOTION POLICY FOR SUPERVISORY, CLERICAL AND SUBORDINATE STAFF-2009

### Introduction: -

The Promotion Policy for Supervisory, Clerical & Subordinate Staff was first formulated in 1978 and thereafter revised in 1990-1991 (hereinafter referred to as the "previous Promotion Policy"). In between, certain amendments were made therein from time to time to address the contemporary requirements. However, the developments that have taken place in the Insurance industry since then, particularly after opening up of Insurance sector leading to emergence of a competitive environment, have called for a review of various systems and procedures being followed by the Corporation so as to face the new environment effectively. Such a review, inter-alia, reveals that the previous Promotion Policy falls short of the expectations of the Organization in the current and the emerging scenario and, therefore requires replacement by a new Promotion Policy, which suitably addresses the fast changing requirements of the Corporation, while taking adequate care of the career prospects of its employees in the cadres of Supervisory, Clerical & Subordinate staff. Accordingly the previous Promotion Policy is hereby replaced by the following Promotion Policy: -

### 1. Preamble: -

This Policy aims to serve as a tool to provide requisite and reasonably competent manpower in the relevant cadres to meet the contemporary requirements of the Corporation while providing suitable avenues of motivation including reasonable opportunities of career growth to its deserving and capable employees in the cadres of Supervisory, Clerical & Subordinate Staff, as per the cadre rationalization provided herein, by allowing them to move up in the hierarchy and shoulder higher responsibilities commensurate with their caliber and competence relevant to the organizational needs from time to time.

### 2. Short title and commencement:-

This Policy shall be known as the 'Promotion Policy for Supervisory, Clerical & Subordinate Staff, 2009' (hereinafter referred to as the Policy) and it shall come into effect from a date to be notified by the Chairman-cum-Managing Director (CMD) after its adoption by the Board of the Corporation.

### 3. Definitions: -

- (a) "Employee" means a person to whom the General Insurance (Rationalization & Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical & Subordinate Staff) Scheme, 1974, as amended from time to time, applies.
- (b) "Scale-I officer" etc. shall carry the same meaning as assigned to them under The General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Scheme, 1975, as amended from time to time.
- (c) Other words and expressions used in this Policy and not defined herein but defined in the General Insurance (Rationalization & Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical & Subordinate Staff) Scheme, 1974, as amended from time to time, shall carry the same meaning as assigned to them respectively thereunder.

**4. Applicability:-**

The provisions of this Policy are applicable to all persons to whom the General Insurance (Rationalization & Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical & Subordinate Staff) Scheme, 1974, as amended from time to time, applies.

**5. Cadre Structure & its Rationalization :-**

5.1 Before this Policy coming into force, the Corporation has six regular cadres amongst Supervisory, Clerical & Subordinate staff known as Sub staff, Driver, Record Clerk, Assistant, Stenographer & Senior Assistant, out of which, the cadres of Sub-staff and Assistant were treated as entry/ recruitment grades, while the remaining four cadres were treated as promotional grades, except to the extent that such vacancies which remain unfilled after the promotion exercise might be filled up by recruitment.

From the date this Policy comes into force, the Corporation shall have only the cadre of Senior Assistant as the regular promotional grade while the remaining three cadres in promotional grade i.e. the cadres of Driver, Record Clerk and Stenographer shall hereinafter cease to be regular promotional grades in as much as suitable employees from these cadres shall be eligible for promotion to higher cadres, in terms of the provisions of this Policy, but no employee will henceforth be inducted to these cadres by way of promotion from lower cadres.

5.2 The cadre of Assistant is to be treated as entry/ recruitment grade, except that some vacancies in this cadre, to the extent it does not result in exceeding the proportion of promotee entrants in this cadre beyond 15% on overall basis at the relevant point of reference, may be allowed to be filled in by way of promotions from employees who satisfy the eligibility criteria as prescribed in this Policy. Promotional vacancies that remain unfilled after a Promotional Exercise may be filled in by recruitment.

5.3 The cadre of Senior Assistant is to be treated as entirely a promotional grade.

5.4 The cadre of Scale-I officer is to be treated as "Entry cum Promotional" grade, and vacancies in this cadre are to be filled in partly by direct recruitment and partly by promotions. The objective will be to make direct recruitment in this cadre along with promotions effected from employees eligible for promotion, so as to ensure an appropriate blending, into the cadre, of good academic and technical skills with experience and qualifications, as deemed fit by the Management from time to time.

5.4.1 Of the promotional vacancies in Scale I Officer cadre declared under this policy, 50% will be filled up from employees eligible under paragraph 13.1 and balance 50% under paragraph 13.2. Vacancies remaining unfilled under either of this paragraphs, due to lack of availability of adequate number of suitably qualified candidates for promotion under that paragraph in any promotional exercise, shall be carried forward to next promotional exercise for adding to the number of vacancies under the respective paragraph therein.

**6. Probation & Training:-**

6.1 All employees promoted to higher grades may be required to undergo training and appear for periodical tests as may be conducted during the training period. Further, employees promoted to the cadre of Scale-I officer under this Policy shall be placed on probation for a period not exceeding one year, which may be extended by the Promoting Authority at its discretion, for a further period of 6 months. During the period of probation, the employee may be required to attain any technical/ computer qualification, as may be prescribed by the Management from time to time.

6.2 An employee on probation shall be liable to be reverted at any time:

Provided however, before so reverting an employee, an opportunity shall be granted to the employee to show cause, as to why such reversion should not be effected in his case and the cause, if any, so shown by the employee shall be kept in view by the competent authority while deciding on the reversion so proposed.

6.3 During the period of probation, an employee retains his lien on his lower post and the period shall count as permanent service for all purposes.

**7. Zone of Promotion:-**

Promotion to various cadres shall be considered from amongst the eligible employees in the Zone of Promotion. CMD or Officer authorized by him may issue orders notifying promotion zone in respect of each office or by combining one or more offices of GIC, looking to the administrative exigencies.

**8. Promoting Authority & Promotion Committees:-**

The Promoting Authorities and Promotion Committees shall be nominated/Constituted as under: -

For promotion to the cadre of	Promoting Authority	Promotion Committee to be constituted by Promoting Authority
Scale-I Officers	Officer not below the rank of Scale-VI nominated by CMD.	An officer not below the rank of Scale-V to act as Chairman and two other Officers not below the rank of Scale-IV.
Senior Assistants	Officer not below the rank of Scale-V nominated by Officer-in-charge (Scale-VI/Scale-VII) of Personnel Department at HO	An Officer not below the rank of Scale-IV to act as Chairman and two other Officers not below the rank of Scale-III.
Assistants	Officer not below the rank of Scale-IV	An Officer not below the rank of Scale-III to act as Chairman and two other Officers not below the rank of Scale-II.

Provided that CMD or the Officer authorized by him may at his discretion nominate Promoting Authority/(ies) and/or Constitute Promotion Committee/(s) for promotion to any cadre in respect of one or more zones of promotions otherwise than as stipulated in this Paragraph.

**Note:**

1. Atleast one member of the Promotion Committee shall be an Officer from the Personnel Department.
2. One Member of the Promotion Committee shall be an Officer from the SC/ST Community.
3. Promotion Committee shall also be the Interview Committee for promotion to the cadres where interviews are prescribed.

**9. Declaration of Vacancies: -**

9.1 Promotional vacancies shall be determined on the basis of norms/ guidelines adopted by the Corporation for determining the cadre strength in each cadre from time to time having regard to the organizational needs.

9.2 Promotional Exercise for promotion to each cadre shall ordinarily be conducted for each calendar year against the number of vacancies so determined.  
Provided however, in the event of sufficient number of vacancies not being available in any particular cadre/year, it may not be necessary to conduct the Promotional Exercise for that particular cadre/year.

**10. Preparation of Panels: -**

After promotional vacancies are announced, the concerned Personnel Department shall prepare panels of persons eligible for consideration of promotion in terms of eligibility criteria and record the total marks obtained for Seniority and Qualifications. The panel shall be equal to five times the number of Promotional vacancies.

Provided that if two or more employees score equal total marks for Seniority and Qualification, then all employees scoring equal total marks at the cut-off point may be included in the panel notwithstanding the stipulation limiting the panel strength to five times the number of vacancies.

**11. Dispensation for employees rated 'below average'**

Out of the employees included in the panel those employees who get below average work record in any of the Confidential Reports for the last three years shall not be considered for promotion. However, in such cases, it shall be necessary to place the Confidential Reports of such candidates before the Promoting Authority to decide whether or not the employee has prima facie drawn a below average report. For this purpose, the Promoting Authority shall take into account the overall aspects of the reports including the nature of characteristics reported to be below average, rating in respect of other characteristics etc. and if in the opinion of the Promoting Authority the employee does not fall to be classified as having drawn a below average work record, it may allow the case of the employee to be considered for promotion. If, however, in the opinion of the Promoting Authority, the employee falls to be classified as having prima facie drawn a below average record, it may not allow the case of the employee to be considered for promotion.

**12. Provision for employees involved in CDA/ Vigilance/ Criminal cases: -**

12.1 In case of an employee against whom any Disciplinary or Vigilance Proceedings/ Criminal case is pending but not concluded, and in case of an employee under suspension, the consideration of promotion shall be governed by "Sealed Cover Guidelines" issued by Department of Personnel & Training, Govt. of India, from time to time.

12.2 In regard to employees against whom disciplinary action has been taken and a final order has already been passed imposing a penalty, the Promoting Authority may consider the circumstances of the case such as the gravity of the offence with which he was charged, the penalty imposed, period elapsed, his service record etc. and pass an appropriate order as to whether or not the candidate should be considered for promotion.

**13. Promotion to the cadre of Scale-I officer:**

There shall be two channels of promotion to this cadre known as "Departmental" and "Competitive" channels, each having distinct eligibility criteria described in the succeeding subparagraphs.

13.1. Departmental channel: The following employees shall be eligible to be considered for promotion to the cadre of Scale-I Officer under this channel: -

- a) Senior Assistants and Stenographers who have put in 7 years service in the cadre; or
- b) Senior Assistants and Stenographers who have put in at least 5 years service in the cadre and have passed the Licentiate Examination of the I.I.I. or who have passed one subject of Institute of Actuaries or Post Graduate Diploma (minimum one year duration) in Computer Applications / Business Administration / Management of recognized University or Institute with AICTE approval for the course; or
- c) Senior Assistants and Stenographers who have put in at least 3 years service in the cadre and are qualified as AIII or ACII or who have passed three subjects of Institute of Actuaries; or
- d) Senior Assistants and Stenographers who have passed F.I.I.I. or F.C.I.I. or ACA or ACWA or who have passed five subjects of Institute of Actuaries or Graduates in Engineering or Master of Business Administration (MBA) qualification from a recognized University or Post Graduation Diploma (Minimum two year duration) in Business Administration/Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University/Institute with AICTE approval for the course, or Chartered Financial Analyst (CFA) qualification from the Institute of Chartered Financial Analysts of India or Associate of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India.

Note: Senior Assistants means all employees in the scale of Senior Assistants including Senior Assistant (Programmer).

13.1.1 Selection under this channel shall be based on seniority, qualification, work record and interview.

13.2 Competitive channel: Graduate and Post Graduate employees with at least 50% marks in any degree examination (40% in case of SC/ST employees), employees holding F.I.I.I. or F.C.I.I. Diploma (A.I.I.I. or A.C.I.I. in case of SC/ST employees), employees who have passed five subjects of Institute of Actuaries, employees who are ACA or ACWA and employees who have acquired Master of Business Administration (MBA) qualification from a recognized University or Post Graduation Diploma (Minimum two year duration) in Business Administration/Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University/Institute with AICTE approval for the course, or Chartered Financial Analyst (CFA) qualification from the institute of Chartered Financial Analysts of India or Associate of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India, shall be allowed to appear for not more than four (five for SC/ST employees) occasions in the entire period of service for the Competitive Examination and those securing at least 60% marks (50% in case of SC/ST employees) shall be declared successful and included in further process for consideration of promotion to the cadre of Scale-I Officers under this channel.

13.2.1 Selection under this channel shall be made on the basis of Seniority, Qualification, Work Record, Interview as also the marks obtained in the Competitive Examination.

The marks for the four criteria of Seniority, Qualifications, Work Record and Interview shall be according to the scheme of Weightage given in Para 16, and to the total of the marks so obtained shall be added the marks (reduced to base 100) for the Competitive Examination. The employees who have secured at least 120 marks (100 marks in case of SC/ST employees) out of a maximum of 200 shall be drawn in a ranking list arranged in descending order of marks. A successful attempt at the Competitive Examination by an employee who does not earn selection in the ranking list shall not count for computing the number of attempts permitted to him.

- 13.2.2 For the purpose of counting the number of attempts under this sub paragraph, the attempts availed by an employee under Para 31 of the previous Promotion Policy shall be taken into account. For example, if an employee has availed two attempts under Para 31 of the previous Promotion Policy, he shall be entitled to avail further two (three for SC/ST employees) attempts under this Policy.

The CMD may issue administrative instructions for holding the Competitive Test.

- 13.3 Separate Ranking Lists shall be prepared for those qualifying under the provisions of sub-paragraph 13.1 and those qualifying under the provisions of sub-paragraph 13.2.

**14 Promotion to the cadre of Senior Assistant:**

Employees in the Assistant's scale who have:-

- a) Qualified as F.I.I.I or F.C.I.I or passed five subjects of the Institute of Actuaries  
OR
- b) Put in at least 3 years in the cadre and are qualified as A.I.I.I. or A.C.I.I. or have passed 3 subjects of the Institute of Actuaries,  
OR
- c) Put in at least 5 years service in the cadre and have passed Licentiate Examination of the I.I.I or have passed one subject of the Institute of Actuaries.  
OR
- d) Put in at least 7 years service in the cadre,  
OR
- e) Reached the ceiling of the Assistants' scale,

shall be eligible for consideration of promotion to the cadre of Senior Assistants.

- 14.1 Selection shall be made on the basis of Seniority, Qualifications and Work Record.

**15 Promotion to the cadre of Assistant:**

Confirmed Subordinate Staff/ Drivers/ Record Clerks who satisfy the following conditions shall be eligible for consideration of promotion to the cadre of Assistant:

- a) i) Possess minimum educational qualifications laid down for direct recruitment of Assistants provided they have passed with English/Hindi as one of the subjects at SSC/Graduation level,  
OR  
ii) have passed the Departmental Test for promotion to the cadre of Assistant with 45% (36% for SC/ST)  
AND
- b) Passed the Computer-literacy-and-proficiency-test as prescribed by the Management.

- 15.1 Employees who satisfy any of the following conditions shall be eligible to appear in the Departmental Test for promotion to the cadre of Assistant:-
- Record Clerks who have put in at least 5 years service in the cadre of Record Clerk  
or  
Record Clerks who have passed at least 8th Std. examination and have put in at least 10 years service in the previous cadre i.e. as other Subordinate staff in the Corporation.
  - Subordinate staff / Drivers who have passed at least VIII Std. examination and have put in at least 10 years service as a Full Time Employee in the Corporation.
- 15.2 The Departmental Test for the purpose of this paragraph is different from the Departmental Test for promotion to the cadre of Assistant provided in the previous Promotion Policy and accordingly, an employee who has passed Departmental Test under the previous Promotion Policy will not be entitled to claim exemption from passing the Departmental Test referred to in this Policy.
- 15.3 The CMD or the Officer authorized by him shall issue administrative instructions relating to the conducting of the Departmental Test under this paragraph.
- 15.4 Selection for promotion shall be made on the basis of Seniority, Qualification & Work Record.

16 **Scheme of Weightage:**

The following shall be the Scheme of Weightage for various criteria of promotion to different cadres: -

Criteria	Maximum Marks for promotion to the Cadre of		
	Scale I Officer	Senior Assistant	Assistant
Seniority	30	40	50
Qualifications	30	30	30
Work Record	25	30	20
Interview	15	--	--
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

17 **Accrual of marks:-**

The accrual of marks under each criteria for promotion to different cadres shall be as per the provisions of sub paragraphs hereunder.

17.1 **Seniority:**

- For promotion to the cadre of Scale-I officer (under Para 13.1) and Senior Assistant, two marks for each completed year of service in the cadre as on the 31<sup>st</sup> December of the preceding year shall be allotted.
- For promotion to the cadre of Scale-I officer (under Para 13.2) and Assistant, two marks for each completed year of service in the Corporation as on 31<sup>st</sup> December of the preceding year shall be allotted.
- Both for Weightage and eligibility criteria, period of six months or more shall be treated as one completed year of service, while service less than six months shall be ignored.

17.2 **Qualifications:**

Marks for academic and technical qualifications shall be assigned separately but the limitations on the maximum for qualifications shall operate on the total marks. In the Scheme of Weightage for qualifications, the marks for the highest qualification only shall be given.

- 17.2.1 **Academic Qualifications:** The maximum marks for academic qualifications shall be 15 and shall accrue as under:-

i)	Below S.S.C.E (10th Std.)	0
ii)	S.S.C.E (10th Std.)	5
iii)	HSC/Intermediate (12th Std.)	7
iv)	Graduate	12
v)	Post Graduate or Double Graduate	15

- 17.2.2 **Technical Qualifications:** The maximum marks for Technical Qualifications shall be 15 and shall accrue as under:-

	Qualification	Marks
i)	Licentiate of Insurance Institute of India or one subject of Institute of Actuaries or Post Graduate Diploma (minimum one year duration) in Computer Applications / Business Administration / Management of Recognized University/Institute having AICTE approval for the course.	5
ii)	Associate of Insurance of India or Associate of Chartered Insurance Institute or three subject of Institutes of Actuaries	10
iii)	Fellowship of Insurance Institute of India or Fellowship of Chartered Insurance Institute of Associate of the Institutes of Chartered Accountants of India or Cost and Works Accountants of India or passing at least 5 subjects of Institutes of Actuaries or Master of Business Administration (MBA) qualification from a recognized University or Post Graduation Diploma (Minimum two year duration) in Business Administration / Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University / Institute having AICTE approval for the course or Chartered Financial Analyst (CFA) qualification from the Institute of Chartered Financial Analysts of India or Associate Secretaries of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India;	15

Note:

- (1) To secure the marks for technical qualifications and / or eligibility for promotion on the basis of technical qualifications the membership of the concerned Institute should be in force as on the date for reckoning the eligibility.
- (2) To secure the marks for technical qualifications and/ or eligibility for promotion on the basis of technical qualification acquired through Distance Learning Programme, appropriate approval from the Distance Education Council for the same should be in force.

- 17.3 **Work Record:** The Confidential Reports for the past three years will be taken into consideration and they shall be rated by the Promotion Committee as per the Scheme of Rating the Confidential Reports. For the purpose of the Scheme of appraisal the averages of the three years shall be taken. Where however, the reports are available for less than three years, the average shall be taken over the years for which the reports are available.

- 17.4 **Interview:** The Promotion Committee shall give marks for interview on the basis of the performance of the candidate at the interview. No candidate shall be included in the Ranking List for promotion to the cadre of Scale-I Officer unless he has appeared for Interview.

## 18 **Selection & Ranking :-**

- 18.1 The Committee shall first finalize the recommendations on the basis of marks gained on all the criteria entering into for appraisal and arrange the list in the descending order of the marks gained. For being ranked the candidate must secure at least 40 marks (30 marks in case of SC / ST candidates) in the aggregate. However, this proviso shall not apply to ranking list prepared under Para 13.2.

18.2 The list referred to shall include the number of candidates equal to the number of vacancies declared. The entire list of candidate shall be in the descending order of the total marks gained by the candidates on all counts of Seniority, Qualification, Work Record and, wherever prescribed, Interview. Selection for promotion shall be made in order of the rank so gained.

**19 Special provisions for SC/ST employees and Persons with Disability:**

In order to increase opportunities of promotions and to safeguard the interests of employees belonging to Scheduled Castes, Scheduled Tribes and Persons with Disability, the following reservations, concessions and relaxations are made available to them in the matter of promotions from the Subordinate Staff, within Clerical Staff cadres and from Clerical Cadres to Scale-I officers grade:

- a) As per the guidelines of Department of Personnel & Training, Govt. of India issued on the subject from time to time, 15% and 7-1/2% reservation shall be provided for SC and ST employees respectively in all promotions made to promotional grades under this Policy. The rosters shall be maintained separately for each promotion zone as laid down in Paragraph 7.
- b) As per the guidelines of Department of Personnel & Training, Govt. of India issued on the subject from time to time, 3% reservation for persons with disability (1% each for Visual disability, Hearing disability and Locomotor disability) whilst undertaking promotion exercise for promotion to the cadre of Assistant/Senior Assistant. The applicability of the reservation, will however, be limited to the promotion being made to those posts that are identified as being capable of being filled / held by appropriate category of Persons with Disability.
- c) The eligibility criteria for SC / ST employees for Competitive Examination for promotion to the cadre of Scale-I Officer, as laid down in Para 13.2, shall be AIII or ACII, as against FIII or FCII for General category candidates.
- d) The number of attempts allowed to SC/ST employees for the Competitive Examination under Para 13.2 shall be 5, as against 4 allowed to General category candidates.
- e) The passing percentage in the Departmental Test to be held under Para 15 for acquiring eligibility for consideration of promotion to the cadre of Assistant shall be 36% in the case of SC/ST candidates as against 45% for General candidates. The passing percentage in Competitive Examination to be held under para 13.2 for promotion to the cadre of Scale-I Officer shall be 50% in the case of SC/ST candidates as against 60% for General candidates and minimum marks to be scored for inclusion in the Ranking List for SC/ST candidates shall be 100 marks, as against 120 marks for General candidates out of the total 200 marks.

The Competent Authority for de-reservation shall be the CMD.

**20 Publication of Ranking List :-**

On receipt of the recommendations of the Promotion Committee, the Promoting Authority shall examine the recommendation and pass appropriate orders. Where the Promoting Authority is unable to accept the recommendations of the Committee, it shall record in writing the reasons for disagreeing with the recommendations of the Committee and pass such orders as it may deem fit.

**21 Posting from Ranking List : -**

Postings of employees included in the Ranking List shall be made in accordance with the requirements of the Corporation. Further, all employees selected for promotion, irrespective of their length of stay at the existing station, shall be liable to be posted, within the zone of promotion, to another station in the promoted cadre.

**22. Effect of non-acceptance of promotion:-**

No employee will have a right to reject the offer of promotion involving posting to a different place. If an employee feels that he is unable to accept promotion involving posting to a different place, he should represent in writing to the Promoting Authority within one week from the date of receipt of the posting order, giving the reasons why he cannot accept the promotion. The Promoting Authority may, if satisfied with explanation allow him to forego promotion. In such event, the name of the employee will be eliminated from the Ranking List and he will forfeit his right to be considered for promotion to that cadre in the next two Promotional Exercises:

Provided however, if the employee feels aggrieved of forfeiture of his right to be considered for promotion in the next two promotional exercises, he may, within one week from the date of receipt of the promoting authority's order allowing him to forego promotion, appeal in writing to the General Manager (Personnel) for waiving or relaxing the provision of such forfeiture in his case on grounds of reasons to be cited and substantiated by him, in which event, the General Manager (Personnel), having regard to the merit of the individual case, may waive or relax the said provision in such a manner and to such an extent, as he may deem necessary for doing justice in the individual case.

**23. Seniority in the promoted cadre:-**

The promotion shall take effect only after the employee takes charge of the post in the promoted cadre. However, the date of taking charge of the post shall not affect the Seniority in the promoted cadre but the same shall be computed from the date of promotion order.

**24. Fixation on promotion:-**

On promotion to a higher cadre, the basic pay of an employee shall be initially fixed at one stage above the stage in the higher scale, which is next above his basic pay in the lower scale. Provided however, that where the basic pay in the lower scale is a stage in the higher scale, the basic pay shall be fixed at the stage in the higher scale, which is next above his basic pay in the lower scale.

Provided further that the basic pay shall be fixed at the minimum of the higher scale where such fixation results in an increase in basic pay of at least one grade increment obtaining at the minimum of the higher scale.

- 24.1 The employee shall have option to select a date, ranging between the date of taking charge in the higher cadre and the date of next annual increment from which his salary is to be fixed in higher scale.

**25. Assured Career Progression Scheme (ACPS) for employees in the cadres of Substaff, Driver & Record Clerks:-**

- 25.1 Employees in the cadre of Substaff and Driver, who fail to qualify for promotion to higher cadres and have been granted the maximum number of stagnation increments, as available to the respective cadre from time to time, shall, on completion of twelve months' continuous service from the date of receipt of the last stagnation increment, or from the first of the month following coming of this Policy in force, whichever is later, be placed in the pay scale of Record Clerk at an appropriate stage and shall continue in that scale, without being treated as Record Clerk, till they undergo exit from their existing cadre in the normal course.
- 25.2 Employees in the cadre of Record Clerk, who fail to qualify for promotion to higher cadres and have been granted the maximum number of stagnation increments, as available to the cadre of Record Clerk from time to time, shall, on completion of twelve months' continuous service from the date of receipt of the last stagnation increment, or from the first of the month following coming of this Policy in force, whichever is later, be placed in the pay scale of Assistant at an appropriate stage and shall continue in that scale, without being treated as Assistant, till they undergo exit from their existing cadre in the normal course.
- 25.3 The fixation of pay in the pay scale of the higher cadre (without being granted the cadre as such) in terms of this paragraph shall be in the same manner in which fixation of pay is done on promotion as per Para 24 of the Policy.
- 25.4 Placement of an employee in the pay scale of higher cadre under this paragraph shall not entitle him to any benefit, designation, duties and responsibilities attached to the said higher cadre, and he shall, for all purposes, other than the pay scale, be continued to be treated in the existing cadre.
- 25.5 The benefit of this paragraph shall be available to an employee only once in the entire service career.
- 25. A Special provision of minimum one promotion in life time for Assistants:-**

Such of the employees who joined the service of the Corporation in the cadre of Assistant, have put in 25 completed years of service in the same cadre, are not below 55 completed years of age, and have not received a single promotion, would be considered for promotion to the cadre of Senior Assistant to the extent of and against specific vacancies, as may be approved by the Chairman-cum-Managing Director of the Corporation for the purpose, on completion of normal promotion exercise, on the following basis:-

- (i) Eligibility would be restricted to employees who have put in minimum of 25 years of service in the cadre of Assistant, without receiving a single promotion so far in their entire service career.
- (ii) Such employees shall not be below the age of 55 completed years to be reckoned as on the cut-off date (31st December) of the preceding year.
- (iii) Selection would be subject to satisfactory work record and the concerned employee not being unfit for promotion. Any employee who is (a) under suspension; (b) in respect of whom charge-sheet has been issued and the disciplinary proceedings are pending; and (c) in respect of whom prosecution for a criminal charge is pending, would be deemed to be ineligible for consideration under this paragraph.

- (iv) Selection made under this paragraph would not reckon against regular vacancies but would be against the specific additional vacancies as may be sanctioned by the Chairman-cum-Managing Director of the Corporation.
- (v) Selection under this paragraph from amongst the eligible employees in the cadre of Assistant would be based on the marks obtained as provided for under the existing criteria for Seniority, Qualification & Work Record in relation to promotion to the cadre of Senior Assistant. However, weightage for Seniority would be to the extent of 3 marks for each completed year of service in the cadre beyond 25 years of service in the cadre.
- (vi) For employees who are 'ex-servicemen' within the meanings of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time, the service rendered in the Armed Forces of the Indian Union in the past before joining the services of the Corporation, shall be counted, up to a maximum of 5 years, as service rendered with the Corporation for the purpose of determining eligibility (i.e. calculating 25 years), as also for the purpose of grant of weightage for service under this paragraph.

**26. Power to modify / relax the Promotion Policy:-**

The CMD may by order and for reasons to be recorded in writing dispense with or relax the provisions of this Promotion Policy to such extent he may consider necessary for dealing with individual cases in a just and equitable manner or for meeting exigencies of work situation or for complying with official guidelines that may be issued from time to time.

**27. Removal of doubts and clarifications:-**

In case of any doubt on any provision requiring clarification, the CMD is authorized to issue necessary clarification(s).

**28. Overriding effect:-**

Unless expressly so specified herein, the provisions of this Policy shall have effect notwithstanding anything to the contrary in any rules, regulations or Policy framed by the Corporation for the time being in force.

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