



GENERAL INSURANCE CORPORATION OF INDIA

**PROMOTION POLICY FOR
OFFICERS – 2006**

(Amended upto 2018)

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INDEX

Para No.	Heading	Page No.
	Introduction	3
1	Preamble	3
2	Short Title and Commencement	3
3	Definition	3
4	Applicability	4
5	Seniority and span of promotion	4
6	Determination of vacancies	4
7	Broad criteria for promotion	4
8	Eligibility and zone of consideration	5
9	Qualifying benchmarks for consideration of promotions to various cadres	6
10	Criteria for promotion upto Scale V	7
11	Scheme of weightage to various parameters in the criteria for promotion upto Scale V	7
12	Promotion Committee	9
13	Promotion from the cadres of Scale V to Scale VI and Scale VI to Scale VII	9
14	Promotions from Scale I to II, Scale II to III, Scale III to IV & Scale IV to V	11
15	Special provisions for SC / ST officers	12
16	Appointing Authority for promotion	12
17	Effect of supercession	12
18	Probation on promotion	13
19	Seniority in promoted cadre	13
20	Fixation of salary on promotion	13
21	Effect of non-acceptance of promotion	13
22	Removal of doubts and clarifications	14
23	Overriding effects	14

GENERAL INSURANCE CORPORATION OF INDIA
Promotion Policy for Officers – 2006
(Amended upto March 2018)

Introduction:

The Promotion Policy for Officers (hereinafter referred to as the '1990-Policy') adopted by the General Insurance Corporation of India (hereinafter referred to as 'GIC') in February, 1990 has been in force since then, with amendments from time to time. In the meanwhile, a number of changes have taken place in the Insurance Industry, particularly, after the opening up of the sector resulting in creation of a competitive environment. These changes have called for a review of various systems and procedures being followed by GIC with a view to face the new environment effectively. Such a review, inter-alia, reveals that the 1990-Policy falls short of the expectations of the Organisation in the current and the emerging scenario and, therefore, requires replacement by a new policy, which addresses the changing requirements of GIC while taking adequate care of the career prospects of its officers. Accordingly, the 1990-Policy is hereby replaced by the following Promotion Policy:-

1. Preamble:

This Policy aims to provide requisite manpower competent to hold positions at various levels in GIC to meet the challenges of the contemporary scenario, while providing reasonable opportunities of career growth to its deserving and capable officers in various Scales 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 Officers-2006" (hereinafter referred to as the 'Policy'), and it shall come into force from a date to be notified by the Chairman-cum-Managing Director after its adoption by the Board of GIC.

3. Definitions:

- (a) "GIPSA" means the Association of the four non-life Public Sector Insurance companies known as General Insurers' (Public Sector) Association of India, having its office at 3rd floor (Rear wing), Jeevan Vihar Building, Sansad Marg, New Delhi.
- (b) "GIPSA Member Companies" means National Insurance Co. Ltd., The New India Assurance Co Ltd., The Oriental Insurance Co Ltd. and United India Insurance Co Ltd.
- (c) "Officer" means a person to whom the General Insurance (Rationalization of Pay Scales and other Conditions of Service of Officers) Scheme, 1975 applies.
- (d) Other words and expressions used in this Policy and not defined herein but defined in the General Insurance (Rationalization of Pay Scales and other Conditions of Service of Officers) Scheme, 1975 shall carry the same meaning as assigned to them respectively thereunder.

4. Applicability:

The provisions of this Policy are applicable to promotions of Officers upto the cadre of Scale-VII.

5. Seniority and Span of Promotion:

5.1 Promotions of officers from Scale-V to Scale-VI and from Scale-VI to Scale-VII shall be within GIC and the four GIPSA Member Companies taken together. For this purpose, all officers in Scale-V in all the five companies taken together shall be ranked in a single seniority list to be maintained by GIPSA. Similarly, a single seniority list of all officers in Scale-VI in all the five companies taken together shall also be maintained by GIPSA.

5.2 Promotions of officers in GIC upto the Scale-V shall be within GIC on all India basis. For this purpose, all Officers in each Scale upto Scale IV shall be ranked in a single seniority list on all India basis for GIC.

6. Determination of vacancies:

6.1 Promotional vacancies for every financial year shall be determined on the basis of the norms / guidelines adopted by GIC for determining the cadre strength in each Scale from time to time having regard to the organizational needs.

6.2 Promotional Exercise for promotion to each Scale shall ordinarily be conducted for each financial year against the number of vacancies available:
Provided however, in the event of sufficient number of vacancies not being available in any particular scale/year, it may not be necessary to conduct the promotional exercise for that particular scale/year.

7. Broad criteria for promotion:

7.1 The organizational needs, by way of promotions of officers from one scale to another, shall be fulfilled in such a manner that merit is appropriately recognized while seniority is duly respected to the extent consistent with efficiency of the Organisation.

7.2 While promotions to Scale-VI and Scale-VII shall be based on the sole criterion of merit, promotions upto Scale-V shall be based on the overall ranking obtained under the various parameters for measuring merit and seniority amongst those qualifying the benchmark prescribed under Para 9.

[1] Provided that in respect of any Officer for whom the individual KRAs have been drawn for an Appraisal Year or a part thereof for a duration of six months or above on the basis of which the performance of the Officer has been evaluated for the purpose of PLI Scheme, the marks for rating the 'Performance' of the Officer in the Annual Confidential Report (ACR) shall be the 'score' of the concerned officer for performance parameters under PLI Scheme adjusted by the same proportion as the marks under Rating A for the respective cadre bear to the maximum score assigned to 'Performance' of the relevant officer under the PLI Scheme in that Appraisal Year.

[1] Inserted vide BM dated 20th Aug, 2012

[1]Example : If the maximum marks for performance under ACR for a particular officer 12.5 and the maximum marks for performance to the Officer under PLIS is 100, then a score of 60 under PLIS assigned to the Officer shall result in grant of 7.5 marks out of 12.5 in performance under his ACR for that particular Appraisal Year.

The above amendments in the Administrative Instructions to the Promotion Policy for Officers, comes into force with effect from the Performance year 2012-13 (i.e. Promotion Exercise 2013-14) for Scale IV, whereas the same will be effective from the Performance year 2013-14 (i.e. Promotion Exercise 2014-15) for all other Class I Officers.

8. Eligibility and Zone of Consideration:

- 8.1 For empanelment for consideration of promotion to the cadres of Scale-VI & Scale-VII, an officer should have completed a minimum two full years of continuous service in the existing cadre, subject to the provisions of Para 17:

Provided that depending upon the number of vacancies and number of officers eligible in terms hereof, the Committee of Chairmen-Cum-Managing-Directors of GIPSA Member Companies and GIC may, from time to time, restrict the number of eligible officers on the panel to be considered for promotion in order of seniority ranking upto certain multiple of vacancies and / or a batch to which they belong.

- (a) [6]Provided that out of such eligible officers, a number equal to three times the number of vacancies from the top of the respective seniority list shall constitute the zone of consideration.
- (b) [6]Provided further that in case of promotion to the cadre of Scale VI, all eligible officers either belonging to the same batch or selected on the same date shall be considered even if the total number of vacancies but in no case will exceed four times the number of vacancies.

- 8.2 To be eligible for being included in the process of consideration of promotion to the cadres of Scale-V, Scale-IV, Scale-III and Scale-II, an officer should have completed minimum three years of continuous service from the date of selection to the existing cadre, as on 31st March of the year prescribed for this purpose from time to time:

- 8.3 Provided that out of such eligible officers, a number equal to,
- (a) five times the number of vacancies, in case of promotion to the cadre of Scale-V,
- (b) four times the number of vacancies in case of promotion to the cadre of Scale-IV, and
- (c) three times the number of vacancies in case of promotions to the cadres of Scale-III and Scale-II,
- from the top of the respective seniority list shall constitute the zone of consideration, subject to the provisions of Para 17:

Provided further that, subject to the provisions of Explanation (3) to para 17, all eligible officers either belonging to same batch or selected on same date shall be considered even if the total number exceeds the above proportion:

Provided also that if the total number of eligible officers is less than the above proportion, all the eligible candidates shall be considered.

[1] Inserted vide BM dated 20th Aug, 2012

[6] Inserted vide BM vide dated 29th May 2017

Explanation: For the purposes of this paragraph, 'continuous service' means a period of duty excluding period (s) of Extraordinary Leave.

9. Qualifying Benchmarks for consideration of promotions to various cadres:

9.1 Screening Interview for promotions to the cadres of Scale VI and Scale VII:

9.1.1 All officers in the eligibility cadre in GIC and GIPSA Member Companies empanelled as per Para 8.1 for consideration of promotion shall be interviewed by a Screening Committee comprising of 4 or 5 outside experts in the field of, say, Management, HR and Organizational behaviour, Public Administration, Economics, Psychology etc.

9.1.2 The Screening Committee shall assess the officers under the parameters of conceptual level/ vision, depth & range of overview of the Industry/economy, planning ability, decision making ability, management traits, positive attitude, problem solving ability including conflict resolution/ management, overall leadership ability etc and submit their assessment/ recommendations to the Promotion Committee.

9.2 Written Test for promotions upto the cadre of Scale-V:

9.2.1 All officers included in the zone of consideration in terms of Para 8 above for promotion from Scale-I to Scale-II, Scale-II to Scale-III, Scale-III to Scale-IV and Scale-IV to Scale-V shall be required to qualify in a Written Test, to be conducted by an independent, professional Examining Body of repute (for example, National Insurance Academy, Pune), before being included in further process for consideration of promotion for the year concerned.

9.2.2 The nature of the Written Test shall be objective or descriptive or both, and it shall carry a maximum of 100 marks.

9.2.3 An officer shall be declared as having qualified the Written Test provided he secures 35% or more marks (31.50% for SC/ST Officers), as per the evaluation done by the Examining Body. Officers securing marks below the minimum qualifying marks shall not be considered in the further process of promotion for the year concerned.

9.2.4 The Examining Body shall have absolute discretion with regard to adopting an appropriate technique/ methodology for evaluation and the decision of the Examining Body in this regard as also on the results of evaluation shall be final and binding.

9.2.5 ^[2] With effect from the Promotional Exercise for the year 2018-19, an officer, who qualified in a written test in earlier promotion exercise, but not more than **three** years, shall irrespective of his/her qualifying in the written test for the respective Promotional Exercise thereafter, be included in the zone of consideration in terms of para 8, for the set of promotions determined under para 14 of these exercises, alongwith others being reckoned for the said set of promotions.

Explanation: The officers who are qualified once in the pre-promotion written test are exempted from appearing for the written test for next three years' promotion exercise. ^[2]An Officer covered by the above proviso shall have the option of appearing in the written test for the next three years' Promotional exercises subsequent to the one in which he has qualified the Written Test for consideration of his/her promotion in terms of para 14 and in the event of his/her qualifying

the Written Test under such exercise, the marks scored in the Written Test for the relevant Exercise shall be reckoned for such consideration.

[2] Amended vide CR dated 1st March, 2018

10 Criteria for promotions up to Scale V:

- 10.1 Selection for promotion up to ^[5]Scale-III shall be based on the overall ranking obtained under the parameters of Merit as judged by the score in the Written Test (subject to the provisions of para 14.2), Insurance Qualification (for promotions upto Scale-III) and Work Record (as per the annual performance appraisal system in force) as well as Seniority.
- 10.2. In addition to the above, promotion ^[5]from the cadre of Scale III to IV and from the cadre of Scale-IV to Scale-V shall be subject to Interview.
- 10.2.1. The system of Interview may be introduced for promotion to other cadres also, subject to suitable adjustment of Weightage in numerical markings, from a date as may be deemed necessary and approved by the Board of GIC.

Note: For the purpose of this paragraph, 'interview' shall include an interview conducted through video conferencing, wherever the Promotion Committee so allows.

* Relaxed qualifying percentage for SC/ST Officers Incorporated vide Amendment approved at B.M. dated 30.07.2008

11. Scheme of weightage to various parameters in the criteria for promotions up to Scale V:

- 11.1 In assessment, maximum Weightage in terms of numerical marks for various criteria shall be worked out as under: -

Parameter		Scale I to Scale II	Scale II to Scale III	Scale III to Scale IV	Scale IV to Scale V
a)	Written Test	^[5] 20	20	20	20
b)	Insurance Qualification	5	5	--	--
c)	Work Record	35	40	40	50
d)	Seniority	40	35	25	15
e)	Interview	--	--	15	15
Total		100	100	100	100

11.2 Written Test:

For the purpose of assigning weightage of scores in the Written Test under Para 11.1, for every mark scored in the Written Test, ^[5]a weightage of 0.2 shall be granted

^[5]**Example:**

An officer scoring 60 marks in the Written Test shall be assigned 12 marks (out of 20) in the scheme of weightage.

- 11.2(a) ⁽³⁾ For the purpose of assigning weightage of scores in the written test under para 11.2, the marks scored in the last examination (qualified) for which the candidate appeared in ^[2]four years including the respective Promotion Exercise will be considered, **which excludes the option exercised by the Officer for appearing in the written test for improvement in scores and under para 17(1A).**

[3] Inserted vide BM dated 20th Aug, 2012

[5] Inserted vide BM dt.24-04-2015

[2] Amended vide CR dated 1st March, 2018

11.3 Insurance Qualifications:

11.3.1 The Insurance Qualification marks are to be allotted only for Scale I and Scale II officers. For promotion to the cadre of Scale IV and above, no weightage will be given for Insurance Qualifications.

11.3.2 For promotion from Scale I to Scale II & from Scale-II to Scale-III, marks for Insurance Qualification shall be allotted as under:-

- | | |
|--|---------|
| (a) For Licentiate of I.I.I. | NIL |
| (b) For completion of A.I.I.I. or A.C.I.I. | 2 Marks |
| (c) For completion of F.I.I.I. or F.C.I.I | 5 Marks |

11.3.3 For first two promotional exercises to be conducted under the provisions of this Policy, the weightage of Insurance Qualification marks shall be available only once (in conjunction and continuation with similar provisions under 1990 Policy). Thereafter, this restriction shall not be applicable.

11.4 Work Record:

The work record shall be assessed through the annual confidential reports, the three parts of which shall carry maximum marks in various Scales as under:-

Part of C.R.	Scale I	Scale II	Scale III	Scale IV
Traits	^[5] 12	12	10	10
Performance	15	14	15	20
Growth Potential	8	14	15	20
Total	35	40	40	50

11.5 Seniority:-

Evaluation for the parameter of seniority shall be done as under:-

11.5.1 The marks for completed years of service will be allotted as under:-

- (a) For the first three completed years of service (i.e. the minimum eligibility period) in the existing Scale: Nil
- (b) For each completed year of service (beyond the first three years) in the existing Scale, as per following table:-

Scale	Marks for each completed year of service (beyond the first three years) in the existing Scale as on 31 st March of the year referred to in para 8.2	Maximum marks
Scale I	^[5] 6	40
Scale II	4	35
Scale III	3	25
Scale IV	2	15

11.5.2 To give weightage to inter-se seniority amongst the officers belonging to the same batch, 0.01 mark will be added in the ascending order, starting with 0.00 for the last officer in the list. If

there is more than one batch in the same year, all such batches of officers shall be arranged according to the date of selection and marks will be allotted as above.

[5] inserted vide BM dt.24-04-2015

11.6 **Interview:**

Promotion Committee shall interview candidates and allot appropriate marks, the maximum being 15.

12. **Promotion Committees** ^[5]**& interview Committees:**

12.1 The Promotion Committees shall comprise of, as under: -

(a) **For promotion to the cadre of Scale-VI and Scale-VII:**

CMDs of GIPSA Member Companies and GIC, besides one nominee of Government of India.

(b) **For promotion to the cadre of Scale-V:**

CMD, one Director on the Board of GIC, GM (Personnel), one SC/ST representative and one outside expert.

(c) **For promotion from Scale-I to Scale-II, Scale-II to Scale-III and Scale-III to Scale-IV:**

One Director or Senior Most GM, GM (In charge of Personnel) and one DGM preferably from Personnel Department and one SC/ST representative.

12.2 The Promotion Committee shall also be the Interview Committee for promotion to the cadre, in respect of which Interview is prescribed.

13.0.0 **INSITU Promotions – Placement in immediately Higher Scale of Pay** ^[4]

13.0.0.1 An officer, subject to compliance with the provisions of the Policy, may be considered for placement in the immediately higher scale of pay without offering him regular promotion. Such placement in Higher Scale of pay shall be known as INSITU Promotion.

13.0.0.2 INSITU promotion shall be treated as on ex-cadre basis and such promotion shall not be counted against the regular promotional vacancies. INSITU promotion does not result in creation of additional post in the higher scale of pay.

13.0.0.3 An officer selected for INSITU promotions shall be offered applicable salary in the immediately higher scale of pay (and the consequential retirement benefits). Provisions of para 20 of the Policy in respect of Fixation of Salary on Promotion, shall apply to INSITU Promotions also.

13.0.0.4 An officer selected for INSITU promotion shall continue to be in his existing cadre i.e. the cadre prior to his placement in higher Scale of pay on INSITU promotion. It shall not result in any change in his cadre.

13.0.0.5 An officer so selected for INSITU Promotion shall not be entitled to the Designation, Financial Powers and the Position attached with such immediately higher scale of pay / cadre.

13.0.0.6 Acceptance of offer for placement in immediately higher scale of pay under INSITU promotion would mean that the concerned officer accepts that his placement in the immediately higher scale of pay does not amount to his promotion to the immediately higher cadre and he is neither entitled to such immediately higher designation nor to the powers vested in the holder of such immediately higher post. He further accepts that in spite of his INSITU promotion, he shall continue in his existing cadre and that his INSITU promotion will not change his cadre.

13.0.0.7 INSITU promotion is personal to the officer concerned and on his retirement, the said INSITU promotion shall cease to exist.

[4] Inserted vide BM dated 24th May 2013

[5] inserted vide BM dt.24-04-2015

13.0.1.0 **Placement in Scale VI or Scale VII**

13.0.1.1 **Number of Vacancies:**

Number of vacancies for INSITU promotion for placement in Scale VI or Scale VII, shall be restricted to one third (1/3) of the approved vacancies for regular promotion for the respective Scales, with any fractions thereof being rounded off to the next higher digit.

13.0.1.2 **Eligibility and other Criteria:**

- (a) On the cut-off date, an officer in the cadre of Scale V or Scale VI shall be eligible for consideration for INSITU promotion provided
 - (i) he has completed 02 years of service in the existing cadre;
 - (ii) he is left with a balance period of service of less than 02 years before attaining the age of superannuation; and
 - (iii) hence he is not eligible for consideration for regular promotion as per provisions under para 8.1 of the Policy.
- (b) On completion of Regular Promotion Exercise for promotion to the cadre of Scale VI or Scale VII, out of the officers so selected for regular promotion, the junior most officer in terms of seniority who is selected for regular promotion in the respective scales i.e. in Scale V for promotion from Scale V to Scale VI and in Scale VI for promotion from Scale VI to Scale VII, shall be determined;
- (c) Thereafter, a panel of officers (i) who are eligible for INSITU promotion in Scale V and Scale VI respectively in terms of para 13.0.1.2 (a) above; and (ii) who are senior to the junior most officer so selected for regular promotion in terms of para 13.0.1.2 (b) above, shall be prepared;
- (d) The candidates so empanelled for consideration for INSITU Promotion are not required to go through the screening and interview process;
- (e) Officers attracting the provisions of Para 17 of the promotion policy i.e. having been super-ceded in promotion in three consecutive promotional exercises shall not be included in the panel for consideration of INSITU promotions for two immediately succeeding promotional exercises as applicable in the case of regular promotions;

13.0.1.3 **Selection:**

The Promotion Committee shall select officers (equal to the number vacancies determined as per provisions under para 13.0.1.1) for INSITU promotion for placement in Scale VI or Scale VII, as the case may be, based on the overall merit, suitability, growth potential, length of balance service, qualifications, service experience in functional areas and seniority of the empanelled candidates as may be assessed from the performance appraisal and other records. Such selection of officers for INSITU promotion by the Promotion Committee shall be final. A list of officers so selected for INSITU promotions shall be prepared in the order of their inter-se seniority in their existing cadre, which shall be forwarded to the Appointing Authority for issuance of INSITU Promotion Order(s).

13.1. Promotion from the cadres of Scale-V to Scale-VI and Scale-VI to Scale-VII:

- 13.1.1. Eligible Officers, after being interviewed by the Screening Committee, as per para 9.1, shall appear for an interview by the Promotion Committee. The Promotion Committee shall, after taking into account the assessment/ recommendations of the Screening Committee, overall merit, suitability, growth potential, length of balance service, qualifications, service experience in various functional areas and seniority of the candidates, as may be assessed from the performance appraisal records as well as personal interview, prepare a list of officers selected for promotion. The list shall be so prepared as to maintain the inter-se seniority of the concerned officers in the existing cadres. Such selection of officers for promotion by the Committee shall be final. The list shall be to the extent of the vacancies available for the year concerned.
- 13.1.2. Once the list of officers selected for promotion by the Promotion Committee is available, the Committee of CMDs of GIPSA Member Companies and GIC shall decide upon the postings of these officers on promotion amongst the five companies having regard to the availability of vacancies and other exigencies. Wherever necessary, the Chief Executive, GIPSA shall be required to forward to the Central Government the details of officers to be transferred from GIC to any of the GIPSA Member Companies, whereupon the Central Government, in exercise of its authority under section 22 of the General Insurance Business (Nationalisation) Act, 1972, shall issue the requisite transfer orders.
- 13.1.3. In cases, where an officer is required to join any of the GIPSA Member Companies in the promoted cadre, upon the officer concerned joining the said GIPSA Member Company, in pursuance to such transfer orders, the Appointing Authority for Promotion in the said GIPSA Member Company shall issue the promotion-cum-posting order.

14. Promotions from Scale-I to Scale-II, Scale-II to Scale-III, Scale-III to Scale-IV and Scale-IV to Scale-V:

- 14.1 The Promotion Committee shall examine the information about the officers who have qualified the Written Test under the reckoning parameters contained in the summary sheets and also give suitable weightage either plus or minus for the inconsistencies and / or exaggerated remarks, as may be observed from the confidential reports / work records of the officers concerned. Thereafter, the total marks shall be suitably moderated and recorded by the Committee, taking into account the marks secured in interviews, where applicable, provided that while giving such weightage, the Committee shall also take into account regional imbalances noticed, if any.
- 14.2 The Committee, on the above basis, shall select officers for promotion in the following manner:-
- (a) The officers shall be ranked in descending order of total marks obtained under the reckoning parameters and from the top of the said list a number equivalent to 75% (fraction of 0.5 and above being taken as 1) of the vacancies available shall be taken out to constitute one part of the Promotion List.
 - (b) Thereafter, the remaining officers shall be re-ranked in descending order of total marks obtained under the reckoning parameters (excluding the score in the Written Test) and

from the top of the said list a number equivalent to the balance number of vacancies available shall be taken out to constitute the other part of the Promotion List.

- (c) The two parts of the Promotion List shall thereafter be joined together, maintaining the inter-se seniority of the concerned officers in the existing cadres, so as to constitute the complete Promotion List to the extent of the vacancies available for the year concerned.
- (d) The Committee shall then forward the complete Promotion List so prepared to the Appointing Authority. Such selection of officers for promotion by the Committee shall be final.

15. Special provisions for SC/ST officers:

The guidelines/ directives/ administrative instructions issued by the Department of Personnel and Training, Government of India on the subject, as received by GIC from its administrative Ministry, from time to time shall be deemed to be a part of this policy and given effect to accordingly, *mutatis- mutandis*.

16. Appointing Authority for promotion:

The Appointing Authority for various cadres of officers shall be as under:-

Sr.No.	Promotion to the cadre of	Appointing Authority
i.	Scale-VII & Scale-VI	Chairman-cum-Managing Director
ii.	Scale-V & Scale-IV	General Manager (Scale-VII)
iii.	Scale-III & Scale-II	Deputy General Manager (Scale-VI)

17. Effect of supersession:

Officers who are superseded in promotion in three consecutive promotional exercises shall not be included in the zone of consideration for two immediately succeeding promotional exercises. If, as a result of such exclusions, the condition of the requisite multiple of number of vacancies for constituting the zone of consideration as per Para 8 is violated, a number equal to such shortfall shall be included in the zone of consideration from the immediately lower order of the seniority list, subject to such officers in lower order being otherwise eligible.

Explanations:

- (1) For the purpose of this paragraph, an officer "A" shall be deemed to have been superceded if, in a particular year, another officer junior to him in the seniority list for that cadre has been promoted to the higher cadre, but "A" has not been promoted:

Provided however, in case of promotions upto Scale-V, an officer who has qualified in the Written Test in a particular year, but not included in the final selection list for promotion, shall not be deemed to have been superceded for that year:

Provided further, in case of promotions to Scale-VI and Scale-VII, an officer who applies for being excluded from the process of promotion for a particular year sufficiently in advance before holding of interviews by the Screening Committee and has accordingly been so allowed, shall not be deemed to have been superceded for that year, and the shortfall, if any, in the zone of consideration as a result of excluding such Officers from the process of promotion in that particular year may be made up by

including Officer(s) from the immediately lower order of Seniority as per the discretion of the Committee referred to in the proviso to para 8.1.

- *(1A) From 2009-10 Promotional Exercise and onwards, in case of promotions upto Scale – V, an officer shall have an option for being excluded from the process of promotion for a particular year/exercise provided such an option is exercised within the time limit prescribed for such purpose by the Corporation, in which event the particular year / exercise for the promotional process of which such an option has been availed shall be excluded from the counting of 3 consecutive promotional exercises for the purpose of this paragraph:

Provided however, that such an option can be availed by an Officer not more than once while in a particular Scale for promotions upto Scale V.

Provided further that such exclusion of officers from the process of promotion in any particular year / exercise shall not affect the constitution of the zone of consideration for that particular process of promotion already constituted in terms of para 8.2.

- (2) For the purpose of counting three occasions under this paragraph, the first supercession to be reckoned shall be under the promotional exercises conducted under the provisions of this Policy.
- (3) The inclusion of Officers in the zone of consideration from the lower order of the Seniority List in terms of this paragraph is limited only for the purpose of filling up the shortfall in the requirement of requisite multiple of number of vacancies, and shall not be applicable for the purposes of second proviso to Para 8.2 relating to batch consideration.

18. Probation on promotion:

Officers promoted to the cadre of Scale-V and above shall be on probation for a period of one year.

19. Seniority in promoted cadre:

Promotion shall take effect only after the officer takes charge of the post in the promoted cadre at the place of posting. However, the date of taking charge of the post shall not affect the seniority in the promoted cadre which shall be reckoned from the date of selection, provided such date of taking charge is not later than the 31st of March of the promotion year.

20. Fixation of salary on promotion:

20.1 Fixation of salary on promotion shall be governed by the provisions of General Insurance (Rationalisation of Pay Scales and other Conditions of Service of Officers) Scheme, 1975, as amended from time to time.

20.2 The officers 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/her salary is to be fixed in higher scale. Such an option shall be required to be exercised within one month from taking charge in the higher cadre, failing which the fixation of salary shall be done from such date of taking charge.

21. Effect of non-acceptance of promotion:

Where an officer declines to accept promotion, such refusal shall be taken into account when considering his / her case for promotion for subsequent two years.

* Paragraph (1A) inserted vide approval of the Competent Authority w.e.f. 2009-10 Promotion Exercise.

Explanation:

Notwithstanding anything contained herein to the contrary, for the purpose of this paragraph, similar provisions appearing under Para 16 of the 1990-Policy shall be deemed to have continuous effect, in conjunction with the provisions of this paragraph.

22. Removal of doubts and Clarifications:

In case of any doubt on any provision requiring clarification, Chairman-cum-Managing Director of GIC is authorised to issue necessary clarification/s.

22A. Special Dispensation when post of CMD is vacant:

“Notwithstanding anything contained in the Policy, in the circumstances when post of CMD is vacant, the authority vested in and the functions to be discharged by the CMD for promotion of Officers up to Scale VI shall be vested in and discharged by the senior most Whole Time Director of the Corporation.”

23. Overriding effect:

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

* * * * *