



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2021/HQ/Admin/RTI-254

New Delhi: 19.05.2021

Sh. Sumit Mani Tiwari
UP

Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.

Reference: Your online RTI application dated 25.04.2021 (Registration No. DFCCIL/R/E/21/00167) received through DOPT.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application	Kindly refer Advt. No. 04/2021 uploaded on career section at www.dfccil.com > other links > Career > Employment Notice.
2.	2	dt. 25.04.2021	No instructions/guidelines are available regarding promotion and pay and allowances during training period. However, following instructions are attached:- (a) promotion policy Circular No.640/2020 dated 16.10.2020 (b) Pay Circular No.41/2018 dt. 14.8.2018 Perks and allowances Circular No.23/2019 dt. 09.09.2019
3.	3		No particular department is mention. Hence, information cannot be provided.
3.	4		Kindly refer Advt. No. 04/2021 uploaded on career section at www.dfccil.com > other links > Career > Employment Notice.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 28 sheets

19/5/21
(S.K. Roy)

Dy. G.M/Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707

Circular No. 23 /2019

Sub: Revision of perks and allowances other than basket, lodging charges, daily allowances and lease accommodation ceiling limit as per 3rd PRC in respect of Board level and below board level executives of DFCCIL.

Competent Authority has reviewed the following perks / allowances/ reimbursements being granted to the employees (regular/ deputationists) and have approved the revision of the same as shown here under:-

1. Hard and Soft furnishing;

Category	Recommended by NRC
CMD/MD Director	Rs. 250000/-
ED (E9)	Rs. 225000/-
GGM/GM	Rs. 200000/-
AGM (E7)	Rs. 150000/-
JGM (E6)	Rs. 125000/-
DGM (E5)	Rs. 100000/-
E4 – E0	Rs. 75000/-

- i) Employees will be eligible to purchase any household items like, A/C, inverter, Multi-functional printer, Heat convector, Furniture, Television, Carpet, Mattresses, Curtain, Refrigerator etc.
- ii) Regular employees are entitled to two times in their whole tenure including the period of deputation with a minimum gap of 5 years between the two purchases.
- iii) Five years period for next purchase is to be counted from the date of first purchase of any of the furnishing items by the employee including the period of deputation/extended period of deputation.
- iv) Deputationists will be entitled to the furnishing reimbursement once in their tenure.
- v) Where an officer on deputation takes permanent absorption, he will be eligible for the next purchase only after a gap of 5 years.
- vi) The depreciated cost for the above items will be 60% for the first year, 40% for the second year, 20% for the third year, 10% for the fourth year and nil for the fifth year. If an officer is leaving the organization, he/she will be allowed to purchase the items at the depreciated value indicated above. The existing cases, if any, will also be dealt at mentioned rates.
- vii) At the time of leaving the organization the employees will be allowed to buy back the items at the depreciated value indicated in item (vi) above without GST.
- viii) The official (GM and above) who have already availed the furnishing allowance as per the existing rate may avail the difference between the existing and the revised rates.
- ix) The existing pending cases will be dealt as per the above policy.



2. Reimbursement limit on entertainment Expenses:

Grade	Proposed limit for DFCCIL
Jr. Manager/Asstt. Manger/Manager (E2, E3 and E4)	Rs. 1500/- per occasion subject to a maximum of Rs. 20,000/- p.a.
DGM/JGM (E5 and E6)	Rs.4000/- per occasion subject to a maximum of Rs. 50,000/- p.a.
AGM (E7)	Rs.7500/- per occasion subject to a maximum of Rs. 90,000/- p.a.
GM /GM (Co-ord.)(E8)	Rs 10,000/- per occasion subject to a maximum of Rs. 1,20,000/-p.a.
ED/GGM/CGM	Rs 12,500/- per occasion subject to a maximum of Rs. 1,50,000/-p.a.

This will be reimbursed on submission of the bills, subject to ceiling.

3. The following existing allowances are to dispensed with w.e.f 01.09.2019;

- News Paper Allowance-CDA Employees
- Sumptuary-CDA employees
- Annual grants for technical journal / Magazine-CDA
- Club membership (Reimbursement of membership fee for club/societies/Library)
- Children education allowance

4. Professional updation-education allowance (part of basket in IDA): This allowance is payable @ 15% of the revised pay in 7th CPC for CDA employee's w.e.f 01.09.2019.

5. Transport Allowance(part of basket in IDA): in case of deputationists (CDA scale) the revised rates of Transport Allowance notified by Govt. of India (Ministry of Finance)will be payable at the following rates w.e.f. 1/9/2019:-

Level	Employees posted in X & Y cities as per Ministry of Finance(O.MNo.21/5/2017-E.II(B) dt.7-7-2017)	Employees posted in all other places
9 and above	Rs.7200 + DA thereon	Rs.3600 + DA thereon
3 to 8	Rs.3600 + DA thereon	Rs.1800 + DA thereon
1 and 2	Rs.1350 + DA thereon	Rs. 900 + DA thereon

The other conditions for grant of Transport Allowance will be as per Ministry of Finance, Government of India letter No. 21/5/2017-E.II (B) dt.7-7-2017.

6. Medical Allowance (Outdoor Treatment): The Medical Allowance for CDA employees (deputationist) is revised from 4% of BP to 7% of basic pay and dispensed with electricity allowance w.e.f 01.09.2019



The allowance is admissible on reimbursement basis i.e. on submission of bills/ certification on monthly basis.

7. **Revised Basket of allowances under Cafeteria Approach for IDA employees:** The limit of outdoor medical allowance in the basket of allowances for IDA employees of DFCCIL increased from 4% to 7%. This allowance will be admissible on reimbursement basis.

8. **Lodging Charges (Hotel):** The revised rates are as under:

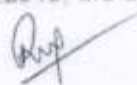
S.No	Level	Ceiling for Lodging Charges		
		in Rs		
		X	Y	Z
i.	MD	Ashoka Hotel Suite	90% of the rate of Ashoka Hotel Suite	80% of the rate of Ashoka Hotel Suite
ii.	Director			
iii.	ED	10000	9000	7500
iv.	GGM/GM	10000	9000	7500
v.	AGM/JGM	7500	6000	5000
vi.	DGM	6000	5000	4000
vii.	Jr. Mgr to Mgr	3000	2500	2000
viii.	Sr.Exe./Exe.	2200	2000	1000
ix.	Skilled Staff (N5 to N7)	1500	1300	800
x.	TADK (N1 to N4)	1000	800	500

9. **Daily Allowance on Tour :** The revised rates of Daily Allowance on Tour are as under:

Category	Rate per day	in Rs
CMD/MD	2800/- or actual supported by Bill	
DIRECTORS	2300/- or actual supported by Bill	
ED	1500/-	
GGM/GM	1350/-	
AGM/JGM/DGM	1200/-	
Mgr.	1050/-	
AM/Jr Manager/Sr.Exe	900/-	
Executive	800/-	
Non-Executives(N5-N7)		
Skilled Staff	500/-	

10. **Lease Accommodation**

Third Party lease: Base Lease Rates as on 01.07.2019, are as under:-



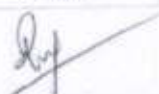
Level	DFCCIL Monthly rental ceiling for Third Party			in Rs.
	X	Y	Z	
MD	74263	NA	NA	
Director	69010	NA	NA	
ED	62381	43815	25356	
GGM	57183	40208	23340	
GM	50711	35646	20688	
AGM	42118	29599	17187	
JGM	34585	24401	14110	
DGM	34373	24189	14004	
Manager	33737	23764	13792	
AM	28114	19839	11458	
Jr.Mgr	26629	18778	10821	
Sr.Exe	22809	16126	9336	
Exe.	15065	10609	6153	

Note:

- 6.5%, 4 % and 1.5% of the employees' basic pay will be added to the base lease rate to arrive at the maximum lease entitlement of the employee. The amount so arrived is to be rounded off to the extent of next 10 in case of Rs.5 and above, and to previous 10 if it is less than Rs.5.
- Rent recovery will be @ 7.5%, 5% and 2.5% of the Basic pay for X, Y and Z class cities respectively.
- Lease rates shall be revised to the extent of an increase of @ 3% annually on 1st July.
- In addition to the above, base lease rate shall be enhanced to the extent of 25% for main areas of Delhi (A, B and C categories of colonies as per Delhi Govt. notification).
- Tax on housing perquisites value will be borne by DFCCIL@ average tax rates as per Income tax rules.
- The concept of self-lease has been withdrawn. The employees who are owners (fully/partial) of the property will be eligible to draw HRA only. All other properties will be treated as 3rd party lease.
- All the employees having Lease/Self Lease already in operation may continue the same as per current lease rates as well as rate of recovery till the expiry of the current Lease.

11.Reimbursement of expenses towards purchase of Instruments (Mobile / Landline)

Category	Rate(once in 2 years)		in Rs.
	Mobile	Landline/code-less phone	
ED	30000	5700	
GGM/GM	27000	5700	
AGM	21000	2990	
JGM	18000	2990	
DGM	15000	2990	



Mgr (E4)	12000	0
Jr. Mgr/Asst. Mgr	10000	0
Sr. Exe./Exe.	8000	0
Skilled Staff (N7 to N5)	6000	0
MTS (N4 to N1)	6000	0

DEPRECIATION: Depreciation (SLM) @ 47.5% pa, 5% being scrap to be paid by the concerned employee to DFCCIL. This is inclusive of GST. This will be applicable on the purchase of mobile instruments under revised rate w.e.f 01.01.19.

12. Brief case.

Category	Revised rate (once in 2 years)	in Rs.
ED (E-9)	9500	
GGMs (E8)	9000	
GMs (E-8)	8000	
AGM (E-7)	7000	
JGMs (E-6)	6000	
DGMs (E-5)	5000	
Mgr (E4)	4000	
AM /Jr.Mgr E-3) & (E-2)	3000	
Sr. Executive (E-1)	2000	
Executive (E-0)	2000	
Below Executives (N1 to N7) (E-0)	1500	


(R.K. Goyal)

Group General Manager/HR-II

Copy to:

1. MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CGMs – for information of all employees working under them.
5. Company Secretary.
6. Notice Board.
7. AM/IT- for placing on intranet.



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भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

HQ/HR/ 3rd PRC/1

Date: 14.08.2018

Circular No. 41/2018

Sub: Revision of Pay scales in respect of Board level and below Board level Executives w.e.f 01.01.2017.

In pursuance to Department of Public Enterprises OM No. W-02/0028/2017-DPE (WC)-GL-XII/17 dated 03.08.2017 and dated 04.08.2017, the proposal for revision of scale of pay w.e.f.01.01.2017 for Board level and Below Board Level Executives governed by IDA scale of pay, approved by the Board of Directors, was sent to Ministry of Railways for issuance of Presidential Directives on the subject.

2. Ministry of Railways vide letter No.2017/PL/61/9 dated 05.07.2018 have issued the Presidential Directives for revision of pay scale and Allowances under "Cafeteria Approach" w.e.f. 01.01.2017. Further, BOD in their 64th meeting held on 13.08.2018 have approved the basket of items under 'Cafeteria Approach' with its distribution.

3. Accordingly the revised IDA pay scales and allowances for Board Level and below Board level Executives would be as under:

1. Revision of IDA Pay Scales

The revised pay scales for Board level and Below Board level Executives governed by IDA pay scales w.e.f 01.01.2017 would be as under;

Grade	Existing Scale	Revised Scale
E0	12600-32500	30000-120000
E1	16400-40500	40000-140000
E2	20600-46500	50000-160000
E3	24900-50500	60000-180000
E4	29100-54500	70000-200000
E5	32900-58000	80000-220000
E6	36600-62000	90000-240000
E7	43200-66000	100000-260000
E8	51300-73000	120000-280000
E9 (ED)	62000-80000	150000-300000
Director {Sch.'A'}	75000-100000	180000-340000
CMD/MD {Sch.'A'}	80000-125000	200000-370000

2. Fitment Benefit

2.1 A uniform fitment benefit@ 15% on existing basic pay (IDA) drawn by the employee as on 31.12.2016 + DA @ 119.5% as applicable on 01.01.2017 would be provided to all Board level and below Board level officers as on 01.01.2017. The aggregate amount would be rounded off upto next Rs.10/- and pay fixed in the revised scale.

2.2 Methodology for pay fixation

To arrive at the revised Basic Pay as on 1.1.2017 fitment methodology shall be as under:

A		B		C		D [Revised BP as on 1.1.2017] *
Basic Pay+ Stagnation increment(s) as on 31.12.2016 (Personal Pay/ Special Pay not to be included)	+	Industrial Dearness Allowance (IDA) @119.5% as applicable on 1.1.2017 [under the IDA pattern computation methodology linked to All India Cumulative Price Index (AICPI) 2001 = 100 series]	+	15% of (A+B)	=	Aggregate amount rounded off to the next Rs.10/-.

2.3 In case revised BP as on 01.01.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

2.4 In case of employees, who have been granted increment as on 01.01.2017 in pre-revised scale will be eligible for increment on 01.01.2017 in revised pay scale.

2.5 In the case of employees who have taken absorption in DFCCIL on or after 01.01.2016 after availing 7th CPC scales of pay, the following procedure will be adopted for fixation of pay in revised pay as per 3rd PRC:

- (i) Employees who have taken absorption between 01.01.2016 and 31.12.2016 and availed 7th CPC scales of pay, their basic pay in IDA as on 31.12.2016 will be taken and applicable IDA on the date (119.5%) will be added to the basic pay for fixing the pay in the revised scale as per 3rd PRC w.e.f 01.01.2017.
- (ii) The pay of the employees absorbed w.e.f 01.01.2017 onwards will be re-fixed in reference to their Cadre pay of 7th CPC.
- (iii) In respect of employees in Vigilance Department who have opted for IDA pay scale, their cases will also be dealt as per (i) and (ii) above.

3. Increment

A uniform rate of 3% of Basic Pay will be applicable for both annual increment as well as Promotion Increment and rounded off to the next multiple of Rs. 10/-

4. Stagnation Increment

In case of reaching the end point of pay scale, an Executive (all employees of DFCCIL) will be allowed to draw stagnation Increment, one after every two years upto a maximum of three such increments and rounded off to the next multiple of Rs. 10/-, provided executives gets a performance rating of 'Good' or above.

5. Dearness Allowance

100% DA neutralization will be adopted for all the Employees who are on IDA pattern of scales of pay w.e.f. 01.01.2017. The periodicity of adjustment will be once in three months as per the existing practice for these categories. The quarterly DA payable from 01.01.2017 will be as per new DA scheme as given below:

Effective Date	Rate of Dearness Allowance (in percentage)
01.01.2017	0
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.20
01.01.2018	3.40
01.04.2018	3.50
01.07.2018	3.80

6. House Rent Allowance (HRA)

The House Rent Allowance payable to the employees of the Company will be at the following rates from the date of issue of Presidential Directive i.e. 05.07.2018:

Classification of Cities	Rate of HRA
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z-Class (Population Below 50 Lakh.)	8% of Basic Pay

Note:

The rates of HRA will be revised to 27%, 18% and 9% for X, Y & Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% and 10% when IDA crosses 50%.

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7. Allowances under 'Cafeteria Approach'

7.1 The recommendation of 3rd PRC, duly accepted by the Government, has retained the concept of "Cafeteria Approach" for payment of allowances to CPSE employee with a change only in the maximum limit @ 35% of the new basic pay instead of existing 50%.

7.2 Accordingly, the revised items in basket under 'Cafeteria Approach' and its distribution subject to a ceiling of 35% of Basic Pay for IDA employees of DFCCIL w.e.f. 01.01.2017 will be as under;

S.N	Allowances	Proposed
1	Transport Allowance	4
2	Professional updation - cum-education allowance	15
3	Electricity Allowance	6
4	Recreation Allowance	6
5	Special Personal Allowance	4
6	House upkeep allowance	4
7	Fitness Allowance	6
8	Medical Allowance	4

Note:

- i. For the period from 01.01.2017 to 31.07.2018, the revised ceiling of 35% will be adjusted against the existing items of allowances under the basket proportionately.
- ii. The revised basket of items, as above, will be effective from 01.08.2018.
- iii. The employee can either choose allowances from the above basket of allowances or may opt for lump sum payment as per their entitlement w.e.f. 01.08.2018.
- iv. Employees can change their choice of allowances in the month of April every year.
- v. In case of officers below board level having official transport, the maximum permitted allowances under "Cafeteria Approach" will be further reduced by 4%. This will be effective from 01.01.2017.
- vi. Tax will be applicable as per the income Tax Act, or as amended from time to time.

8. Superannuation Benefits

The existing provisions regarding superannuation benefits have been retained as per which CPSEs can contribute upto 30% of Basic Pay plus DA towards Provident Fund (PF), Gratuity, Post-Superannuation Medical Benefits (PRMS) and Pension of their employees.

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9. Gratuity

The ceiling of gratuity is raised from Rs 10 lakhs to Rs 20 lakhs with effect from 01.01.2017 and the funding for the entire amount of Gratuity would be met from within the ceiling of 30% of Basic Pay plus DA. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.

10. Club Membership

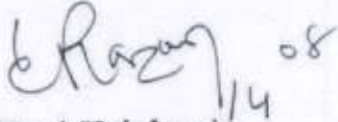
Board level executives will be allowed Corporate Club membership (upto maximum of two clubs), co-terminus with their tenure.

11. General

- a) Arrears of pay will comprise pay fixation benefits, allowances under Cafeteria, Dearness Allowance etc. w.e.f. 01.01.2017.
- b) Payment of arrears on account of revision of pay and allowance shall be subject to normal deductions towards Provident fund. Income Tax etc.
- c) A declaration in the prescribed format for opting set of allowances/perks, as per **Annexure-I** shall be submitted to Finance/ Pay Roll in the beginning of the each Financial Year i.e. by 20th of April. The declaration once submitted by employee to Finance department, will not be changed till end of the financial year and the employee will continue to draw the same set of allowances/perks during the currency of the financial year. However, officers who are promoted or transferred from one station to another or revision of pay scales may be permitted to change or resubmit their option a fresh. The declaration in the prescribed format for the present financial year may be submitted to Finance Pay Roll through the concerned CPM with change data by 25th August, 2018.
- d) The excess amount, wrong payments, incorrect fixation, clerical and arithmetical errors in calculation of the arrears shall be subject to corrections, adjustment and recoveries from the amount due to such employees.
- e) All the employees who were on the rolls of the company in IDA pay scale as on 01.01.2017 but subsequently ceased to be in service on account of superannuation, resignation, termination of employment, death, repatriation etc. would be eligible for the benefits of the revised scales and allowances of pay upto the period they were in employment with the Company.
- f) Anomalies, if any, arising as a result of fixation of pay in the revised scale, he/she may make a representation for consideration and decision by the management. All controlling Heads before forwarding such representation should invariably attach service particular certifying its authenticity in respect of such employees.

12. **Other Perks & Allowances:** Other Perks & Allowances will continue as per existing policy.

13. Separate Orders will be issued for revised scales/allowances for Non-executives.


(Hari Krishan) 1/4 08
General Manager/HR 2018

Copy to:

1. Secy. to MD – for kind information of MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. EDs/GGMs/GMs/AGMs
4. All CPMs – for information of all employees working under them.
5. DGM/Fin/PR
6. Company Secretary.
7. Notice Board.
8. AM/IT- for placing on intranet

(For Employees in IDA scales)

To,

**Account Department,
Corporate Office,
DFCCIL.**

Subject: **Option for Perks & Allowances under the Cafeteria Approach.**Ref: Corporate office letter No. HQ/HR/3RD PRC/1 dated- /4.08.2018

With reference to the above, I hereby opt for the following Perks and Allowances under Cafeteria Approach.

S.No.	Item	%	Put Tick Mark
1	Transport Allowance	4	
2	Professional updation-cum-education allowance	15	
3	Electricity Allowance	6	
4	Recreation Allowance	6	
5	Special Personal Allowance	4	
6	House upkeep Allowance	4	
7	Fitness Allowance	6	
8	Medical Allowance	4	

I understand that the above option will be valid till the end of the present financial year.

I certify that Company car has been provided/not provided to me.
My salary may accordingly be charged.

Thanking you,

Yours faithfully

(Signature)

Name: _____

Designation: _____

Place of Posting: _____



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.
Dedicated Freight Corridor Corporation of India Limited
(भारत सरकार का उपक्रम)
(A Govt. of India Enterprises)

HQ-HR0COPO(HRP)/3/2020-HR-COORD AND POLICY/100

Dated:16.10.2020

CIRCULAR No. 640 /2020

Sub: Revised Recruitment & Promotion Policy

The Board of Directors (BoD) in their 74th meeting held on 13.10.2020 (Item No 74.3.2) has approved the Revised Recruitment & Promotion Policy as indicated below-

1. Sourcing and Cadre formation:

- a) All the posts up to E8 level in DFCCIL will be distributed among different cadres as explained below. All posts in E9 level will be ex-cadre.

	Cadre
Infrastructure	Civil
Systems	Electrical
	S&T
Operations	Operations & BD
Mechanical	Mechanical
Finance	Finance
HR	HR, Administration & Legal
IT	IT

Note - Detailed functions for each cadre/post will be prepared with the approval of MD.

- b) The organizational structure of the company would be as decided from time-to-time.
- c) Up to E8 level, seniority will be maintained cadre wise.
- d) All the posts in Cluster A (N1 to N4) for different cadres will have common centralized seniority and employees can be posted and utilized as per requirement in different cadres/departments. At the time of promotion/selection from Cluster A (common cadre) to Cluster B (where the cadres will be different), options will be called from all the employees in the Cluster A.
- e) Company reserves right to form new cadres or split cadres as per the prevailing functional needs.
- f) Recruitment and Promotions will be made on the basis of posts sanctioned for the different cadres as per the chart given above.

Kumar

- g) Employees working against isolated posts/small group of posts like Company Secretary will be promoted on fulfilling the requisite residency period as per the selection procedure contained in Para 8.7.
- For the post of Company Secretary, employees fulfilling the requisite residency period may be considered for promotion up to the level of E8.
 - For the post in Secretarial department, employees fulfilling the requisite residency period may be considered for promotion up to the level of E7.
- h) The posts in Vigilance department shall be filled up by inducting staff as per instructions issued by DPE from time to time.
- i) Isolated/small group of posts may be filled on tenure basis by calling for volunteers from among DFCCIL employees or from outside through lateral induction.
- j) Promotion to E9 level (ex-cadre level) will be done on the basis of combined inter-se seniority of all cadres at E8 level.

2. Composition of cadre

- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-1, either by direct recruitment or by absorption, shall be members of the respective cadres/disciplines till E8 level.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-1 shall be filled as per the mode of filling vacancies prescribed in Para -4, except for the posts as prescribed for Direct Recruitment.

3. Hierarchy and cluster of Posts

The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	150000-300000	G
E8	General Manager	120000-280000	F
E7	Addl. General Manager	100000-260000	E
E6	Jt. General Manager	90000-240000	
E5	Dy. General Manager	80000-220000	
E4	Manager	70000-200000	D
E3	Assistant Manager	60000-180000	
E2	Junior Manager	50000-160000	
E1	Sr. Executive	40000-140000	C
E0	Executive	30000-120000	
N7	Jr. Executive- Grade I	29000-91000	B
N6	Jr. Executive- Grade II	28000-80000	
N5	Jr. Executive- Grade III	25000-68000	
N4	MTS -Grade I	22000-63000	A
N3	MTS -Grade II	21000-60000	
N2	MTS -Grade III	18000-52000	
N1	MTS -Grade IV	16000-45000	

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4. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Cluster	Mode of filling vacancies	Educational Qualifications for Direct Recruitment/ Immediate Absorption for entry in lowest grade of the cluster
E9	Executive Director (Ex-cadre)	G	By Promotion or Lateral Induction by inviting applications	
E8	General Manager	F	70% by promotion, remaining 30% by lateral induction/deputation. In case Promotion quota does not get filled up due to non-availability of suitable candidate, the vacancy will be filled up by lateral induction/deputation. However, such vacancy will revert back to promotion quota on completion of deputation term of such incumbents.	
E7	Addl. General Manager	E	70% of the vacancies in Cluster E (E5/E6/E7) should be filled up by promotion and remaining 30% should be filled through lateral induction/absorption/Deputation. The absorbed officers should be counted towards 30% quota.	
E6	Jt. General Manager			
E5	Dy. General Manager			
E4	Manager	D	50% posts in E2 to E4 grade (cluster D) shall be filled by direct recruitment. 50% posts in E2 to E4 grade (cluster D) shall be filled by Promotion from eligible employees in E0/E1 grade having 3 years minimum service through competitive examination.	Relevant Degree from a recognized Institute with minimum 60% marks.
E3	Assistant Manager			
E2	Junior Manager			
E1	Sr. Executive	C	50% posts in E0 & E1 grade (cluster C) shall be filled by direct recruitment. 50% posts in E0 & E1	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 5 (b)
E0	Executive			

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			grade (cluster C) shall be filled by Promotion from eligible employees in N5/N6/N7 grade having 3 years minimum service through competitive examination.	
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N7	Jr. Executive-Grade I	B	50% posts in N5 to N7 grade (cluster B) shall be filled by direct recruitment. 50% posts in N5 to N7 grade (cluster B) shall be filled by Promotion from eligible employees in N1 to N4 grade having 3 years minimum service through competitive examination.	ITI approved by NCVT/SCVT / ITI equivalent, with not less than 60% marks in aggregate in ITI (Specific qualification/trade for different cadre will be prescribed separately as approved from time to time as per Clause 5 (b))
N6	Jr. Executive-Grade II			
N5	Jr. Executive-Grade III			
N4	MTS -Grade I	A	100% by Direct recruitment	ITI approved by NCVT/SCVT or ITI equivalent with not less than 60% marks in aggregate in ITI.
N3	MTS -Grade II			
N2	MTS -Grade III			
N1	MTS -Grade IV			

Note

- (i) For the purpose of promotion within the executive and non-executive posts from the grade of N1 to E9, the various grades have been placed in clusters viz-A,B,C,D,E,F&G as indicated above. N1 to N7 are non-executive posts, whereas, E0 and above are executive posts.
- (ii) All the posts in Cluster A (N1 to N4) will have common seniority. Employees working on these posts can be used as per requirement for different functions. For promotion from Cluster A (N4) to Cluster B (N5), where the posts will be distributed in different cadres, as per the chart in Para 1(a), options will be called from the senior most employees in the N4 grade. The promotion will be processed to N5 grade on the basis of options submitted, as per the Zone of Consideration as described in Para 8.4 (b-i).
- (iii) All Open Market Recruitment/Immediate Absorption shall be made in the lowest grade/level in the cluster.
- (iv) For higher grades/levels within the cluster, promotion will be made on completion of minimum residency period.
- (v) Vacancies earmarked at various levels will be filled up against prescribed quota. Lateral Induction/ Permanent Absorption should be made only against the quota earmarked for Direct recruitment/ Lateral induction/deputation.
- (vi) Eligibility conditions for lateral induction to Cluster E/F/G will be prescribed as per DPE guidelines.

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5. Open Market Recruitment

Recruitment to various levels as indicated in Para 4 will be conducted based on the following broad guidelines -

- a) All open market recruitments shall be made through reputed recruitment agency.
- b) Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.
- c) The detailed advertisement will be drafted by DFCCIL for publication in Employment News and other dailies as decided from time to time. Receipt of application, scrutiny and selection process shall be undertaken through a reputed recruitment agency.
- d) The process of selection may include written test/computer-based test followed by an interview (wherever prescribed).
- e) The Interview Committee shall be constituted by selected agency/agencies undertaking the selection process. The members of Selection Committee will be nominated by MD.
- f) Reservations/relaxations for SC/ST/OBC/PH etc. shall be as per GOI instructions.
- g) Formation of panel and Standby Panel - Recruitment Agency will recommend a panel up to the number of vacancies and stand by panel up to 2.5 times the number of vacancies. The recommendations of Recruitment Agency will be put up to Appointing Authority as per SOP for approval. Currency of panel will be for one year from the date of approval. Currency of panel can further be extended for one year with the approval of Appointing Authority as per SOP.
- h) Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons.
- i) Direct Recruits will be required to execute a bond as per the policy which will be prescribed from time to time.
- j) Probation
 - i. Direct Recruits shall be on probation for a period of two years from the date of joining. They shall be confirmed subject to satisfactory completion of the probationary period including test/training as prescribed.
 - ii. Probation period can be curtailed or extended on merits of individual cases duly bringing out the justification/ reasons of each individual case with the approval of appointing authority.
 - iii. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

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6. Absorption

6.1 Permanent Absorption

Employees working on deputation will be allowed to take Permanent Absorption against the vacancies earmarked for Direct Recruitment/Lateral Induction/ deputation as per the rules prescribed separately.

6.2 Immediate Absorption

Immediate Absorption will be allowed against vacancies earmarked for Direct Recruitment/ Lateral Induction as per the rules prescribed separately.

7. Lateral Induction

Lateral induction by inviting applications will be allowed against vacancies earmarked as mentioned in Para 4 above as per the rules that may be prescribed separately.

8. Promotion

8.1 Minimum Residency

Cluster A

Multi-Tasking Staff-Grade I (N4)

↑ 3 Yrs

Multi-Tasking Staff -Grade II (N3)

↑ 3 Yrs

Multi-Tasking Staff-Grade III (N2)

↑ 3 Yrs

Multi-Tasking Staff-Grade IV (N1)

Cluster A to Lowest Grade in Cluster B

Total three years' service in Grade N1/N2/N3/N4 will be required for employees to sit in the Competitive examination for promotion to Junior Executive Grade -III (N5).

Cluster B

Jr. Executive- Grade I (N7)

↑ 3 Yrs

Jr. Executive- Grade II (N6)

↑ 3 Yrs

Jr. Executive- Grade III (N5)

Cluster B to Lowest Grade in Cluster C

Total three years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).



Cluster C

Sr. Executive(E1)
↑ 4 Yrs.
Executive(E0)

Cluster C to Lowest Grade in Cluster D

Total three years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Junior Manager (E2).

Cluster D

Manager(E4)
↑ 4 Yrs.
Assistant Manager(E3)
↑ 3 Yrs.
Junior Manager(E2)

Cluster D to Lowest Grade in Cluster E

Dy. General Manager(E5)
↑ 4 Yrs.
Manager(E4)

Cluster E

Addl. General Manager(E7)
↑ 4 Yrs.
Jt. General Manager(E6)
↑ 4 Yrs.
Dy. General Manager(E5)

Grade E7 to grade E8

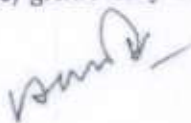
General Manager(E8)
↑ 4 Yrs.
Addl. General Manager(E7)

Grade E8 to grade E9

Executive Director(E9)
↑ 4 Yrs.
General Manager(E8)

Note:

Jr. Manager (E2) grade was introduced vide HR's Letter No. HQ / HR / E2 / Pt.I / 201501794 Dt. 10.02.2016. To ensure that the promotional prospects of existing Sr. Executives (as on 10.02.2016) is not adversely affected by the insertion of new level of E2, such Sr. Executives who have completed 3 years or more in E1 (Sr. Executive) grade may be given an option to opt either -



- (i) For promotion to E3 on completion of six years residency in E1 (Sr. Executive) grade; or
- (ii) For promotion to the new E2 (Jr. Manager) grade on completion of 3 years in E1 (Sr. Executive) grade and will become eligible for promotion to E3 (Assistant Manager) on completion of 3 years residency period in E2 (Jr. Manager) grade.

8.2 Counting of Residency

8.2.1 Counting of residency period of employees on promotion

- a) The residency period will be counted from the prescribed dates, i.e 1st January and 1st July every year in case of promotions within the cluster. For inter cluster promotions, residency will be counted from the date of availability of vacancy.
- b) The actual financial benefits and the date of pay and increment fixation will be w.e.f the actual date of joining by the employee in the higher post.

8.2.2 Counting of residency period of employees on permanent absorption

For the purpose of counting residency period for promotion in the case of employees joining on deputation followed by permanent absorption in DFCCIL, they will be governed by the following: -

- a) In the cases where the employees are considered for absorption in higher grade, their date of residency would be the date of absorption.
- b) In cases where they are absorbed in the same grade in which they are working on the date of absorption, their date of residency would be the date of entry to the grade in which absorption is being made but not before the date of joining on deputation.
- c) It is further clarified that the employee on deputation, if absorbed in the same grade in which he joined DFCCIL originally, will get the benefit of residency period. The employee, who was on deputation and later on given higher designation and later on, absorbed in higher designation, will not be entitled for the benefit of residency period.

8.3 Assessment of vacancy for promotion

(a) Within the cluster

- i. The number of posts in each grade/level within one cluster will be on floating basis.
- ii. Promotion within the cluster will be considered on completion of requisite residency period in the present grade, irrespective of vacancy, as per the selection procedure contained in Para 8.7.
- iii. Assessment for promotions shall be undertaken twice in a year. For this purpose, eligibility lists of employees completing the minimum required residency for promotion to the next grade shall be prepared as on 1st July and as on 1st January.

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(b) From one cluster to another cluster

- i. Promotion from one cluster to another cluster shall be subject to availability of vacancy. Promotion from lower cluster to the lowest grade/level of next cluster as well to the post of GM (E8) and ED (E9) shall be subject to availability of vacancy, as per the selection procedure contained in Para 8.7.
- ii. Reservation will be applicable for promotions from Cluster A to B, Cluster B to C and Cluster C to D.
- iii. Post based rosters will be maintained for each cluster where reservation is applicable as mentioned above.
- iv. Assessment of vacancies for promotion from one cluster to another (inter cluster promotion) in N5, E0, E2 grade shall be undertaken on 1st January. Assessment of vacancy for E5, E8, E9 grade will be undertaken on 1st January and 1st July of every year. For assessing the vacancy, the existing and anticipated vacancies that will arise in the next six months/ one year will be taken into consideration.
- v. The anticipated vacancies will cover the following-
 - a) Vacancies on account of normal wastage, viz retirement on superannuation
 - b) Vacancies likely to be caused as a result of resignation provided the same are likely to be accepted.
 - c) Vacancies in higher clusters in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel.
 - d) Vacancies likely to be caused due to staff approved to go on deputation to other units.
 - e) Number of staff already empanelled for ex-cadre posts.
 - f) Vacancies likely to arise due to creation of additional posts in higher clusters and in the same cluster, with approval of Competent Authority.

8.4 Zone of Consideration (ZOC) for Promotion

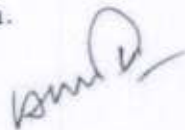
a) Within the cluster

All eligible employees who have completed the minimum residency period as on 1st January or 1st July will be called for selection.

b) From one cluster to another Cluster

(i) For promotion to N5, E0, E2 grades.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.



(ii) **For promotion to E5, E8, E9 grades**

The Zone of Consideration (ZOC) for E5, E8 and E9 grades, i.e. number of employees to be called for selection process out of the employees who have completed minimum residency period as on 1st January or 1st July shall be as under -

Number of Vacancies(X)	Normal ZOC
Up to 10	2X+4
More than 10	1.5X+3 but not less than 24.

8.5. Issue of notification of vacancies - The number of vacancies to be filled on promotion (within cluster or from one cluster to another cluster) will be notified. For promotion to N5, E0, E2, option will be called from the employees working in lower cluster who have completed 3 years of service in the cluster. List of employees who fall within the Zone of Consideration as explained in Para 8.4, who have opted for competitive examination in terms of Para 8.4 (b)(i) will be published.

8.6. Composition of Selection Committee (DPC)

- Selection Committee (DPC) shall be nominated by the Appointing Authority as per SOP.
- Composition of the Selection Committee (DPC) for various grades shall be as under:

For promotion to	Selection Committee Composition
GM and ED (E8 and E9)	Three Directors including Director in-charge of HR.
AGM, JGM, DGM (E5, E6, E7)	Three GGM/GMs, one each from HR, the concerned department and the sister department.
Manager and Asst. Manager (E3, E4)	Three AGMs one each from HR, the concerned department and the sister department.
Junior Manager (E2) (Cluster C to Cluster D)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Sr. Executive (E1)	Three AGMs one each from HR, the concerned department and the sister department.
Executive (E0) (Cluster B to Cluster C)	<ul style="list-style-type: none">Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Junior Executive Grade I and Junior Executive	Three AGMs/JGMs one each from HR, the concerned department and the sister department.

Grade II (N6, N7)	
Junior Executive Grade III (N5) (Cluster A to Cluster B)	<ul style="list-style-type: none"> • Three AGMs/JGMs, one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category). • In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.
Multi Tasking Staff (N2, N3, N4)	Three DGMs one each from HR, the concerned department and the sister department.

8.7. Selection Procedure

8.7.1 Method

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1** grades, promotions will be made on the basis of performance of the employee in the Annual Performance Appraisal. APAR's for last 3 years will be considered. Weightage of each APAR will be of 10 marks. Minimum Qualifying marks for the promotion will be 60% of the Total marks, (i.e 18 marks out of 30).
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7** promotions will be made on the basis of performance of the employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion). Distribution of Marks will be as under -

Professional/Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

Minimum Qualifying marks for the promotion will be 60% of Professional/Managerial ability (Presentation) & Personality Traits (Interview) and 60% of APAR. Thus, overall Qualifying marks shall be 60% (i.e minimum 60 marks out of 100).

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades**

For Cluster A to lowest Grade in Cluster B (N5), Cluster B to lowest Grade in Cluster C (E0) and Cluster C to lowest Grade in Cluster D (E2) promotions will be made on the basis of performance of the Employee in competitive examination

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comprising of Professional/Managerial ability (Written Test) and APARs.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.

Marks obtained in the written test (computer-based test) as per the result given by the reputed testing agency will be tabulated along with marks for APARs by the Selection Committee. APARs for last 4 years will be considered. Weightage of each APAR will be of 10 marks. Distribution of Marks will be as under -

Professional/Managerial ability (Written Test)	APAR	Total
60	40	100

If APAR for 4 years are not available then marks will be awarded on pro-rata basis on the basis of available APARs. Minimum Qualifying marks for the promotion will be 60% in Professional/Managerial ability (Written Test) and 60% in APAR. Thus, overall Qualifying marks shall be 60% (i.e 60 marks out of 100).

(ii) **For promotion to E5, E8, E9 grades**

For Cluster D to lowest Grade in Cluster E (E5), Grade E7 to Grade E8 and Grade E8 to Grade E9 respectively, promotions will be made on the basis of performance of the Employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion).

Distribution of Marks will be as under: -

Professional/Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

For promotion to E5 grade, minimum qualifying marks shall be 60% in Presentation and interview and 60% in APAR. Thus, overall qualifying marks shall be 60% (i.e. minimum 60 marks out of total 100).

For promotion to E8 and E9 grade, minimum qualifying marks shall be 75% in presentation and interview and 75% in APAR. Thus, overall qualifying marks shall be 75% (i.e minimum 75 marks out of total 100).

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8.7.2 Presentation

Candidates may be required to make a presentation about his/her professional/managerial achievements/abilities before Selection Committee (DPC), wherever prescribed, for promotion to various levels. Topics for presentation will be decided by member of the Selection Committee for the concerned department /cadre.

8.7.3 Written Test

Candidates may be required to appear in the written test for his/her Professional/Managerial Abilities, wherever prescribed, for promotion to various levels. Computer-Based Test (CBT) will be conducted through reputed testing agency. Syllabus for the test will be prescribed with the approval of Appointing Authority.

8.7.4 Distribution of Marks for APAR

- a) For the purpose of assessing the suitability of the employees for promotion in every grade, the Selection Committee (DPC) shall award the marks against APARs four (04)/ three (03) preceding years, as prescribed.
- b) While awarding the marks under APAR head sum total of marks obtained on scale of 1 to 10 should be taken into account.
- c) Where one or more APAR is not available out of 03/04 (three/four), as prescribed, the Selection Committee may consider the APARs of preceding period. If this is also not available, Selection Committee may award the marks on the average of other available APARs.

8.7.5 D&AR & Vigilance Clearance

At the time of consideration of the cases of eligible employees for promotion, details of their D&AR/Vigilance clearance should be obtained and details thereof, should be brought to the notice of the Selection Committee.

8.8 Recommendations of Selection Committee

- a) The Selection Committee (DPC) after assessment of the employees shall prepare Select List/Panel.
- b) Cases in respect of employees, who are under suspension or who have been charge-sheeted or against whom criminal charges have been framed by a Court of Law, will specifically brought to the notice of the Selection Committee (DPC). The Selection Committee shall assess the suitability of such employees for promotion. The assessment and the recommendations of the Selection Committee shall be kept in a sealed cover.
- c) If the disciplinary case/ criminal prosecution proceedings are still pending against such employees at the time of subsequent selections, the Selection

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Committee (DPC) shall assess the suitability for promotion and the recommendations of the Selection Committee shall be kept in a sealed cover for each subsequent year.

- d) Detailed procedure and guidelines relating to processing the case kept in sealed cover will be issued from time to time.

8.9 Formation of Panel

8.9.1 a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades.**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

- (ii) **For promotion to E5, E8, E9 grades**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

8.9.2 Approval of Panel

The recommendation of Selection Committee (DPC) for promotion will be put up to Appointing Authority for approval, as per SOP.

8.9.3 Notification of Panel

List of candidates approved on recommendation of selection committee shall be notified.

8.9.4 Currency of the Panel

The currency of the panel shall be for a period of 12 months- up to the period of assessment of vacancies for next cycle.

8.10 Supplementary Selection

a) Within the cluster

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, no supplementary selection will be required as the assessment is made only on the basis of APARs only.

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- (ii) **For E2 to E3, E3 to E4, E5 to E6 and E6 to E7**
If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

b) From one cluster to another Cluster

- (i) **For promotion to N5, E0, E2 grades-** No supplementary written test (CBT) will be conducted. All the employees should appear in the written test (CBT).
- (ii) **For promotion to E5, E8, E9 grades-** If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

8.11 Orders of Promotion

- a) Within the cluster- Employees borne on the panel will be promoted irrespective of the vacancy by upgradation/down gradation of posts.
- b) Inter Cluster (one cluster to another) - Employees borne on the panel will be promoted subject to availability of vacancy.



- c) If an employee who is recommended for promotion by the Selection Committee, but in whose case, any of the circumstances indicated in Para 8.8 (c) arises after the notification of the panel but before he/she is actually promoted, the employee shall not be promoted until the case is finalized.

8.12 Refusal of promotion

In the event of an employee refusing promotion for any reason, he/she shall be debarred for promotion for a period of two years from the date of refusal by such employee. Further, an employee who has been called for selection for promotion to the next higher grade/post, declines to attend or fails to attend for any reason, he/she shall be considered again only in the next Promotion cycle.

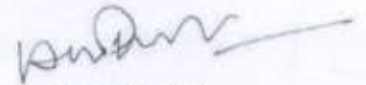
9. Applicability

In grades where CBT is not prescribed as method of promotion, policy shall be effective from date of issue. For grades where CBT will be conducted, policy shall be effective from 01.01.2021.

The above policy is applicable on Permanent Cadre and may be reviewed from time to time.

10. Interpretation

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc. for implementation of Promotion Policy. This policy may be reviewed periodically.



(S.K Panda)
Joint General Manager/HR

Copy to –

1. Secy. to MD, for kind information of MD
2. Director/Infra, Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of all employees
5. Company Secretary
6. Manager/IT – For placing the circular on intranet