

No. 2021/HQ/Admin/RTI-79

Sh. Gaurav Kumar
Delhi

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

Reference: Your RTI application dated 01.02.2021 received through DOPT.

Please connect your online RTI application dated 01.02.2021. As advised through DOPT portal on 03.02.2021, you have online deposited the required stationery charges on 19.02.2021. Now, 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 dt. 01.02.2021	Copy of APARs is enclosed.
2.	2 & 3		Applicant should adhere to the definition of information as per the Section 2(f) of the RTI Act 2005, as and when they wish to seek information. However, Promotion Policy is enclosed for reference.

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: 24 sheets


26/02/2021
(S.K. Roy)
Dy. G.M./Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

OFFICIALS WORKING IN N1 – N4

(Multi-Tasking- Staff)

Name of the Employee GAURAV KUMAR

Designation/Level MTS/S&T/GR.IV

Employee Code 101228

Place of Posting NEW SHRIMADHOPUR

Report for the year /period 2019-2020

Department S&T

Year 2019-20

FORM

Annual Performance Assessment Report of officials working in N1 – N4 level

(Multi-Tasking- Staff)

Report for the year / period 2019-20

PERSONAL DATA

PART-1A

1. Name: GAURAV KUMAR Emp. Code: 101228

2. Date of Birth (DD/MM/YYYY): 13/01/1992

3. Whether the official belongs to SC/ST/OBC: SC

4. Qualification (Academic & Professional): BCA, I.T.I (ELECTRICIAN)

5. Date of Joining in DFCCIL 11-Aug-2017. Designation (Joined as): MTS (S&T)

6. Date of continuous appointment to the present post: 16-oct-2017 Pay Scale/level: GS 80 | GR: IV

7. Date of posting in the present place/station: 26-OCT-2017 (NEW SHRIMADHOPUR)

8. Period of absence from duty (unauthorized leave/leaves except CL & RH)

S. No.	From	To	Purpose
1	13-04-19	16-04-19	Personal (LAP)
2	22-04-19	22-04-19	Medical leave..(HLAP)

P.T.O. Ctr 3

9. Training undergone during the period, if any, to be specified: - No -

PART – 1B

1. Name and designation of the Reporting Officer: Sh. Manjank Raj Singh, Dy PM / Sr.

2. Name and designation of the Reviewing and Accepting Officer: Sh. P.S. Neena, GM / Sr

Place New Shrimadhapur

Dated 10-06-2020

Signature of the official reported upon

(ASSESSMENT BY THE REPORTING OFFICER)

Numerical grading to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of personal attributes

Col. - I Parameters	Col. II Reporting Authority	Col. - III Revised grades by Reviewing/Accepting Authority (if he/she does not agree with col. no. 2)	Col. - IV Initial of Reviewing/ Accepting Authority
i) Attitude of work	8		
ii) Sincerity and efficiency	8		
iii) General intelligence	8		
iv) Regularity & Punctuality in attendance	10		
v) Maintenance of Discipline	7		
vi) Conduct	8		
vii) Ability to work in team	7		
viii) Ability to meet deadline	7		
ix) Inter-personal relations	8		
x) Cleanliness of uniform	8		
Overall Numerical Grading /Total	79		

Note: Linkage of numerical grading to corresponding grades is under:

90-100 (Outstanding), 70-89.99 (Very Good), 50-69.99 (Good), 30-49.99 (Average), below 30 (Below Average)

PART-3

GENERAL

1. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

recommended for technical training

2. State of Health

GOOD

3. Integrity

(Please comment on the integrity on the officer)

BEYOND DOUBT


Signature of the Reporting Officer

Place New Shrimadhapur

Name in Block letters MAYANIL RAJ SINGH

Date 11/06/2020

Designation Dy. PM / SPT

1. Length of service under the Reviewing & Accepting Officer

01/04/2019 to 31/03/2020

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-2 and Part-3. [In case you do not agree with the any of the numerical assessment of attributes please your assessment in the column provided for you in that section and initial your entries.]

I agree with the assessment.

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

—

4. Overall numerical grading on the basis of Part 2 above of the Report.

Numerical grading

79

Numerical grading in words..... Seventy Nine.....



Signature of the Reviewing/Accepting Officer

Place:..... Jaipur.....

Name in Block Letter:..... PS MEENA.....

Date:..... 01/07/20.....

Designation:..... G.M./SET-1/J.P.....

डेडीकेटेड फ्रेट कोरीडोर



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India
Ltd.
A Govt. of India (Ministry of Railways) Enterprise

Working report for Multi-Tasking Staff

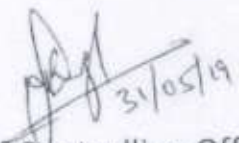
Year	From	To
2018-19	01-04-2018	31.03.2019

Name	Gaurav Kumar	
Father's Name	Sh. Gopal Kumar	
Emp.Code	101228	Grade- N1 (6000-12000)
Designation & Station	MTS (S&T)/SMPN	Date of Birth 13.01.92
Date of Appointment	11.08.17	Date of Present Posting 16.10.2017
Integrity	Beyond Doubt	
Conduct	Below Average	
Attendance	Regular (except absconding on dated 24/09/2018)	
General Intelligence	Average	
Sincerity & Efficiency	Below Average	
Keeness & Promptness	Below Average	

Emp. Code. 101228
Design. - MTS/S&T

Name. Sh. Gaurav Kumar
Year. 2018-2019

Power of Drafting Reliability	GOOD
Relations with others	Those above CORDIAL
	Those Below CORDIAL
Punishment/Award if any (During reporting period)	NIL
Since how long working under Reporting Manager who has signed the working report	19 months
Overall grading viz Average/Good/Very Good/ Outstanding	"AVERAGE"


31/05/19
Signature of Controlling Officer
Designation along with office
Stamp

APM / SRT / SMPN



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.

A Govt. of India (Ministry of Railways) Enterprise

Working report for Multi-Tasking Staff

Year	From	To
2017-18	01-04-2017	31.03.2018

Name	Gaurav Kumar	
Father's Name	Sh. Gopal Kumar	
Emp.Code	101228	Grade- N1 (6000-12000)
Designation & Station	MTS (S&T)/SMPN	Date of Birth 13.01.92
Date of Appointment	11.08.17	Date of Present Posting New Sri Madhopur
Integrity	Beyond Doubt	
Conduct	Good	
Attendance	Regular	
General Intelligence	Intelligent	
Sincerity & Efficiency	Sincere & efficient	
Keenness & Promptness	Keen & prompt for the work assigned to him.	

Registered Office :- 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi - 110001

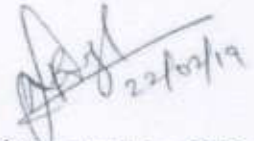
Regional Office :- C-16, Khushi Vihar, Patrakar Colony, Mansarovar, Jaipur - 302020

CIN : U60232DL2006GOI155068, Web : www.dfccil.gov.in

Emp. Code. 101228
Design. - MTS/S&T/SMPN

Name. Gaurav Kumar
Year. 2017-2018

Power of Drafting Reliability	Good
Relations with others	Those above Good
	Those Below Good
Punishment/Award if any (During reporting period)	NIL
Since how long working under Reporting Manager who has signed the working report	5 months. (five)
Overall grading viz Average/Good/Very Good/ Outstanding	"Very Good"


02/07/19

Signature of Controlling Officer
Designation along with office
Stamp

APM / S&T / SMPN



डेडीकेटेड फ्रेट कोरीडोर

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)/1/2020-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.

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- 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	C
E1	Sr. Executive	40000-140000	
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.



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

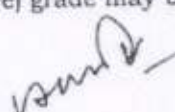
General Manager(E8)
↑ 4 Yrs.
Addl. General Manager(E7)

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

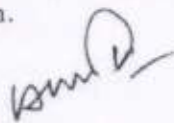
a) Within the cluster

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.

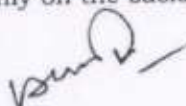
8.9.4 Currency of the Panel

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.



(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.

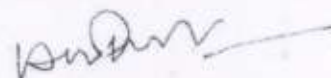
9. Applicability

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