



NEEPCO HR MANUAL
PROMOTION POLICY FOR
WORKMEN & SUPERVISORS

VOLUME : I
SECTION : A
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SECTION – I

General – Title & Commencement etc

1. TITLE AND COMMENCEMENT:

These rules shall be called “NEEPCO Promotion policy for Workmen & Supervisors” and shall come into force with effect from 1st July 2016.

2. SCOPE AND COVERAGE:

This Promotion Policy will be applicable to Workmen and Supervisors of the Corporation whose names are in the roll of the Corporation as regular.

3. DEFINITIONS:

3.1 Employees: Persons employed on regular basis who are in workmen and supervisory cadre.

3.2 Length of service: The period of service rendered by an employee in the present grade as on date when considered for promotion.

3.3 Eligibility period for promotion: The minimum length of service required in the present grade by an employee for promotion to the next higher grade.

3.4 Grade: Based on the pay scale drawn by an employee, the employee is placed in a particular grade like W1 to W8 for Workmen and S1 to S3 for Supervisory Cadre as given in Rule 5.2

3.5 Cadre: Groups of grades categorized into Supervisory cadre and workmen cadre based on their nature of job and pay scales drawn as given in Rule 5.2

4. POLICY OBJECTIVES:

The objectives of the Company's Promotion Policy for employees in the Workmen and Supervisory Categories are–

- (a) to provide equal and adequate career growth opportunity to employees consistent with merit, suitability and Fitness keeping in view the organizational requirement.
- (b) to sustain high morale of the employees by informing them of the promotion and growth opportunities existing in this Corporation and the manner in which the promotion will be effected.
- (c) to encourage the employees in acquiring updated knowledge and skills which would help them in their job performance and career growth contributing to the performance of the organization.

5. GENERAL PRINCIPLES:

The following factors will be taken into account in promotion:

5.1 Channel of Promotion(CoP):

All the functional areas and disciplines will be suitably grouped into well-defined channels of promotion taking into account the nature of duties and other relevant considerations and the promotions will be effected strictly in accordance with the

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channels so laid down(as shown in the CoP as per Annexure - CoP). The Channel of Promotion (CoP) will also indicate the eligibility period, **Test + Interview & Test/Interview**, essential qualification and relevant experience, if any, which will be required for promotion to a certain grade.

Wherever channel of promotion indicates **Test + Interview & Test/Interview**, all eligible employees are required to qualify the **Test + interview & Test/Interview** for placement to next higher grade. Further, employees have also to satisfy all the conditions of promotion relating to Annual Performance Appraisal Reports (APARs), Disciplinary/Vigilance clearance etc.

5.2 CATEGORIZATION OF WORKMEN & SUPERVISORS:

For the purpose of promotion workmen and supervisors are categorized as:

Cadre	Grouping of Skill levels	Grade
Supervisors	Supervisory	S3
		S2
		S1
Workmen	Highly Skilled	W8
	Skilled	W3, W4, W5, W6
	Unskilled/ Semi-Skilled	W1,W2

5.3 PROMOTION MODE:

CADRE	GRADE	MODE OF PROMOTION	REMARKS
WORKMEN (W1 – W8)	W1 to W2	Seniority cum Fitness	
	W2 to W3	Seniority cum Fitness	
	W3 to W5	Seniority cum Fitness	
	W5 to W6	Seniority cum Fitness	
	W6 to W8	Seniority cum Fitness	
SUPERVISOR (S1-S3)	W8 to S1	Merit cum Seniority	With test/interview*
	S1 to S2	Merit cum Seniority	
	S2 to S3	Merit cum Seniority	
	S3 to E1	Merit cum Seniority	With test/interview*

***There will be Test and Interview for the Workmen & Supervisors who joined the Corporation on or after 01/01/2010.**

Note: W3 to W4 (Handyman-I to HV Driver-III) = Seniority cum Fitness

W4 to W5 (HV Driver-III to HV Driver-II) = Seniority cum Fitness

5.4 Notwithstanding anything stated in Rule 4, where such eligible candidates are not available, the Corporation will take recourse to lateral entry at certain levels within the prescribed limit to the extent considered essential from outside to meet Organizational needs and to ensure infusion of new blood and fresh outlook with a view to sustaining the growth, vigor and vitality of the Organization.

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5.5 The procedures of promotion can be introduced/ modified without affecting the major criteria of promotion with the approval of CMD.

5.6 Promotion will be effected only against vacant sanctioned posts.

5.7 PROBATION ON PROMOTION (Promoted from S3 to E1):

Employees of supervisory cadre S3 promoted to the level of E1 shall be placed on probation for a period of 6 months. Depending on performance, the probationary period may be extended. The period of probation shall not be deemed to have been completed unless informed in writing. Order regarding clearance of probationary period shall be issued within one month from completion of probation period subject to disciplinary/vigilance clearance & satisfactory performance report of the employee concerned which is to be submitted by the Competent Authority to the Corporate HR within 10 days of the completion of the probation period. The period of probation shall be counted towards qualifying period for considering an employee for promotion. However, the extended period of probation shall not be counted towards eligibility period for promotion.

6. ELIGIBILITY CRITERIA

6.1 ELIGIBILITY PERIOD FOR PROMOTION

CADRE	Grade	Eligibility Period
WORKMEN (W1 – W8)	W1 to W2	5 years
	W2 to W3	5 years
	W3 to W5	5 years
	W5 to W6	5 years
	W6 to W8	5 years
SUPERVISOR (S1-S3)	W8 to S1	2 years
	S1 to S2	5 years
	S2 to S3	5 years
	S3 to E1	2years

Note: W3 to W4 (Handyman-I to HV Driver-III) = 5 years

W4 to W5 (HV Driver-III to HV Driver-II) = 5 years

6.1.1 The minimum eligibility period for promotion of Employees of various grades has also been prescribed and mentioned in the CoP.

6.2 ESSENTIAL QUALIFICATION:

6.2.1 The essential educational and professional qualification for induction and promotion has been prescribed in the Channel of Promotion (CoP).

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6.2.2 Employees, without the essential qualification as prescribed in CoP, shall not be considered for promotion in the next higher grade.

6.2.3 All those employees who have availed one-time benefit of promotion, although they do not possess the essential qualification, shall have to appear in Departmental Examination. The course curriculum and the Syllabus shall be devised for conducting such examination. The employees, who qualify in such departmental examination, shall be considered as having acquired the “Essential Qualification” for promotion to the next higher grade in NEEPCO. A detailed guideline for conduct of departmental examination will be devised and issued separately with the approval of CMD.

6.3 Annual Performance Appraisal Reports(APARs):

Marks allocated against ratings in APAR of employees are as under:

Grading	Workmen to Supervisor (W8 to S1)	Within Supervisory cadre & Supervisor to Executive (S1-S2-S3-E1)	Within Workmen Cadre
Outstanding	30		20 points
Very Good	20		15 points
Good	10		10 points
Average	5		5 points
Below Average	No Point		No Point

Average of the last three years APAR ratings of employees shall be counted for the purpose of promotion.

6.4 Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets

Sl. No	Test	Internal Faculty	External Faculty
1.	Setting of Question paper (objective/descriptive) up to 1 to 2 hours duration	Rs. 700	Rs. 800/-
2.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers up to 1 to 2 hours duration.	Rs. 32 per pages (Minimum Rs. 400)	Rs. 40 per paper (Minimum Rs.400)

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SECTION –II

FOR THE EMPLOYEES INDUCTED UPTO 31/12/2009 IN THE ROLL OF CORPORATION

7 METHOLOGY FOR PROMOTION

7.1 TEST/INTERVIEW

7.1.1 TEST/INTERVIEW: Interview shall be conducted for effecting promotion whenever there is change in the cadre i.e. for promotion of employees from workmen cadre to supervisory cadre(W8 to S1) and employees from supervisory cadre to Executive Cadre(S3 to E1).

7.1.2 Interview:

The following skills and competencies shall be the basis of interview:

- i) Communication (clarity and logical exposition).
- ii) Mental Caliber (ability to understand problems and make decision relating to his job/ profession).
- iii) Emotional stability (Confidence and adaptability and meeting stresses and strains).
- iv) Motivation (Orientation to responsibility, growth and willingness to works).

7.1.3 ALLOCATION OF POINTS IN INTERVIEW:

Interview	30(Thirty) marks
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The qualifying marks in Interview will be 50% for employees in unreserved category and 40% for SC/ST employees.

ZONE OF CONSIDERATION

7.1.4 The number of eligible candidates fulfilling the criteria of having acquired essential qualification, having completed minimum eligibility period for promotion will be called for Interview before the DPC, based on the zone of consideration and calculation given below:

NO. OF VACANCIES	NO. OF EMPLOYEES TO BE CONSIDERED
1	5
2 or more	No. of vacancies x 2 + 4

Further, when adequate number of SC/ ST candidates are not available within the normal field of choice as indicated above, the field of choice shall be extended to 5 time the number of vacancies and the SC or ST candidates who qualify **the interview** (as per vacancies) coming within the extended field of choice shall be considered against the vacancies reserved for them.

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7.1.5 PROMOTION FROM WORKMEN TO SUPERVISORY & SUPERVISORY TO EXECUTIVE CADRE:

For Promotion from Supervisory group/cadre to Executive group/cadre and Workmen group/cadre to Supervisory group/cadre will be effected on the basis of following factors:

	FACTOR	WEIGHTAGE
A	Qualification	20
B	Length of service in present post	20
C	Annual performance Appraisal Reports	30
D	Test/Interview	30

7.1.6 Unskilled/Semi-Skilled/ Skilled, Ministerial and Highly Skilled involving promotion from one group/cadre to another group/cadre.

7.1.7 As already defined, the objective of the Corporation's policy for employees in the Workmen categories is to provide keeping in view the Organizational requirement, adequate growth opportunity consistent with merit and suitability.

7.1.8 The promotion of Workmen from one group/cadre to another group/cadre will be based on Seniority-cum-fitness and considering the job requirement, responsibility to be shared and nature of duty to be performed.

7.1.9 All the functional areas/disciplines will be suitably grouped in to well defined channel of promotion taking into account the nature of duties and other relevant consideration and the promotion will be effected strictly in accordance with the channels so laid down in the Channel of Promotion. The zone of consideration for this category will be same as the case of Supervisor and Executives for promotion based on Merit-cum-Seniority.

7.1.10 Eligibility Period, Minimum Qualification, Experience, Quota for Promotion, Basis and Criteria for Promotion have been indicated in Channel of Promotion.

7.1.11 PROMOTION WITHIN A GROUP

7.1.12 For **Supervisory posts within the group**(S1-S2, S2-S3), Promotion will be based on Merit-cum-seniority and the relative weightage for the different factors will be as follows:-

	FACTOR	WEIGHTAGE
a)	Qualification	20
b)	Length of service in present post	20
c)	Appraisal Reports/ACRs	30

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7.1.13 The allocation of points against each of the factors will be on the basis as mentioned below:

a) Qualification

The points to be allocated for the qualifications will be determined in accordance with the rating scale provided in the CHECK LIST (Annexure-44).

b) Length of Service

The points for experience/length of service will be 2(two) points for every six months service subject to the maximum of 30 points.

c) Appraisal Reports/ACRs

For Appraisal Reports/ACRs the points will be allocated as per the rating scale on 20 points scale i.e. "Outstanding", "Good" "Very Good" and "Average" for the purpose of aggregation the points will be allocated to various ratings as follows.

Outstanding	20 points
Very Good	15 points
Good	10 points
Average	5 points

Similarly, the Methodology for Preparation of Panel, Zone of consideration, other procedures and guidelines in respect of promotion of Supervisors within group/cadre will be same as in the case for promotion based on Merit-cum-Seniority from one group/cadre to another group/cadre except Tests/Interview.

7.1.14 For Workmen posts within the group/cadre classified as highly skilled, Skilled/ Ministerial group/Semi-skilled and Un-skilled group the promotion will be based on Seniority cum fitness and the relative weightage for different factors will be as follows.

	FACTOR	WEIGHTAGE
a)	Qualification	20
b)	Length of service in present post	30
c)	Appraisal Reports/ACRs	20

7.1.15 The Qualifying marks for promotion will be 50% of aggregate points obtained in respect of (a), (b) and (c) above provided the Appraisal Reports/APARs under consideration by DPC do not contain anything adverse in the **latest Appraisal Reports/APARs** which makes him/her unfit for promotion. Based on same the candidates will be categorized into two categories "FIT" & "NOT YET FIT" by the DPC. **In case of Merit-cum-Seniority criteria, candidates will be graded as Recommended/Not Recommended.**

Those securing 50% and above will be placed under "FIT" category and empanelled for promotion in order of their seniority in the grade from which promotion is to be made.

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Candidates securing less than 50% aggregate points will be categorized as “NOT YET FIT” and will not be recommended for promotion. However, the qualifying points in respect of SC & ST candidates for categorization as “FIT” will be 40% of the aggregate points.

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SECTION-III

FOR THE EMPLOYEES INDUCTED ON OR AFTER 01/01/2010 IN THE ROLL OF CORPORATION

8 METHODOLOGY FOR PROMOTION:

8.1.1 TEST+INTERVIEW : Test + Interview shall be conducted for effecting promotion whenever there is change in the cadre i.e. for promotion of employees from workmen cadre to supervisory cadre(W8 to S1) and employees from supervisory cadre to Executive Cadre(S3 to E1).

8.1.2 Written test when conducted will be for 100 marks for a duration of 1 to 2 hours duration, will be conducted by a Committee duly constituted by Director(Personnel)comprising of the following:

- (i) At least one member from the functional area, and
- (ii) One from HR

8.1.3 Interview:

The following skills and competencies shall be the basis of interview:

- i) Communication (clarity and logical exposition).
- ii) Mental Caliber (ability to understand problems and make decision relating to his job/ profession).
- iii) Emotional stability (Confidence and adaptability and meeting stresses and strains).
- iv) Motivation (Orientation to responsibility, growth and willingness to works).

8.1.4 ALLOCATION OF POINTS IN TEST & INTERVIEW:

(1)		(2)	(3)	(4)
Test		Test points out of 20	Interview	Total(2) +(3)
Total Marks	Duration			
100	1 to 2 hours	20	15	35

As illustrated above, the marks obtained by the candidates in written test as in Sl. No. (1), will be converted in terms of marks obtained out of 20 as in Sl. No. (2). The aggregate of Sl. No.2 and 3 as shown in Sl. No.(4)indicates the total allocation of 35 marks in Test + Interview. The qualifying marks in written (test + Interview) will be 50% for employees in unreserved category and 40% for SC/ST employees.

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8.1.5 DESIRABLE/ ADDITIONAL QUALIFICATION & CERTIFICATION:

Desirable/ Additional qualification indicates different long term, mid-term and short term certificate courses which has relevance to one's job profile. The allocation of points in these qualifications will be as the following:

Sl. No.	Courses/ Certificates(can be both essential & desirable/ additional)	Duration	Points
1.	Very Long term Course/certification Course	More than 1 year	10
2.	Long term Course/certification course	10months to 1 year	8
3.	Mid-term courses/certification course	6 months to 9 months	6
4.	Short- term courses/certification course	2 months to 5 months	4
5.	Very Short-term courses/certification course	Up-to 2 months	2

There will also be more weightage in points when one or more certificates/ courses will be acquired by an employee. In such cases the points will be allocated on the basis of the duration. Thus, if three (3) Very Short-term courses/ certification course (total of 6 months duration) are done by an employee, as per the illustration in the table, 6 points will be allotted.

Courses/Certifications obtained during the last 10 years, from the date on which an employee becomes eligible for promotion, shall be considered for allocation of marks by the DPC.

8.1.6 DPC Marks:

When there is promotion within the Workmen cadre i.e. W1-W2-W3-W5-W6-W8 and Supervisory cadre i.e., S1-S2-S3, apart from allocating marks in factors like desirable/ additional qualification & certification, length of service in the present post and APAR ratings, weightage will also be given to DPC marks for consideration of an employee for promotion to the next higher grade. The DPC members after due review of Overall performance records, job experience including appreciation letters received, special skill & knowledge acquired by the employees will allot points subject to the maximum of 10 marks, keeping in view :

- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
- b) the need to ensure uniformity, consistency and equitability;

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- c) potential and suitability for the specific job position to which he is to be promoted;
 - d) general conduct, personality and sense of involvement and commitment to the organization; and
 - e) the upward or downward trend in the appraisal ratings. In case of upward trend, the DPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.
- The qualifying DPC mark for promotion to the next higher grade is 50% for unreserved category and 40% for SC/ ST candidates.

ZONE OF CONSIDERATION:

8.1.7 The number of eligible candidates fulfilling the criteria of having acquired essential qualification, having completed minimum eligibility period for promotion will be called for the written tests and Interview before the DPC, based on the zone of consideration and calculation given below:

NO. OF VACANCIES	NO. OF EMPLOYEES TO BE CONSIDERED
1	5
2 or more	No. of vacancies x 2 + 4

Further, when adequate number of SC/ ST candidates are not available within the normal field of choice as indicated above, the field of choice shall be extended to 5 time the number of vacancies and the SC or ST candidates who qualify the written test and the interview (as per vacancies) coming within the extended field of choice shall be considered against the vacancies reserved for them.

METHODOLOGY OF PROMOTION:

8.1.8 PROMOTION FROM A CADRE TO A DIFFERENT CADRE (W8 to S1 & S3 to E1):

The promotion from Supervisory cadre to Executive cadre and Workmen Cadre to Supervisory Cadre will be based on Merit cum Seniority. The factors & weightage to be considered are as follows:

	FACTORS	WEIGHTAGE
1)	Annual Performance Appraisal Reports	40
2)	Length of service in present post	15
3)	Desirable/ Additional Qualification & certification	10
4)	Test or Interview/ Test & Interview	35
TOTAL		100

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8.1.9 Annual Performance Appraisal Reports/APARs

The calculation of marks to be allotted for APARs for promotion of the employees is as follows:

Grading	Workmen to Supervisors (W8 to S1)	Supervisors to Executive (S3-E1)
Outstanding		40
Very Good		30
Good		20
Average		10

8.1.10 LENGTH OF SERVICE:

The calculation of marks to be allotted for the length of service in the present post for promotion of employees is as follows:

Workmen Cadre to Supervisory Cadre(W8 to S1)	4 points for every 1 year subject to the maximum of 15 points
Supervisory Cadre to Executive Cadre (S3 to E1)	

8.1.11 DESIRABLE/ ADDITIONAL QUALIFICATION & CERTIFICATION: Weightage will be awarded to an employee subject to maximum of 10 marks as per Rule at Clause 8.1.5 of this policy.

8.1.12 Test + Interviews: Weightage will be awarded to an employee subject to maximum of 35 marks as per Rule at Clause 8.1.4 of this policy.

8.1.13 PROMOTION WITHIN A GROUP:

8.1.14 SUPERVISORY CADRE

For Supervisory posts within the cadre the promotion will be based on Merit-cum-seniority (also given in Rule 5.3) and the relative weightage for the different factors will be as follows:

	FACTOR	WEIGHTAGE
a)	Annual Performance Appraisal Reports/APARs	30
b)	Length of service in present post	20
c)	Desirable/ Additional Qualification & Certification	10
d)	DPC Marks	10
	TOTAL	70

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8.1.15 (a) Annual Performance Appraisal Reports/APARs: The calculation of marks to be allotted for APARs for promotion of the employees is as follows:

GRADING	Within the Supervisors(S1-S2-S3)
Outstanding	30
Very Good	20
Good	10
Average	5
Below Average	No point

(b) Length of service in present post: The calculation of marks to be allotted for the length of service in the present post for promotion of employees is as follows:

SUPERVISORY CADRE	ALLOTMENT OF POINTS
S1-S2	3 point for every 1 year subject to the maximum of 20 points
S2-S3	

(c) Desirable/ Additional Qualification & Certification: Weightage will be awarded to an employee subject to maximum of 10 marks as per Rule at Clause 8.1.5 of this policy.

(d) DPC Marks: Weightage will be awarded to an employee subject to maximum of 10 marks as per Rule at Clause 8.1.6 of this policy.

8.1.16 WORKMEN CADRE

For Workmen posts within the cadre, the promotion will be based on seniority-cum- fitness (as given in Rule 5.3) and the relative weightage for different factors will be as follows.

WORKMEN(within cadre) Seniority cum fitness		
	FACTOR	WEIGHTAGE
a)	Annual Performance Appraisal Reports/APARs	20
b)	Length of service in present post	30
a)	Desirable/ Additional Qualification & Certification	10
d)	DPC Marks	10
TOTAL		70

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8.1.17 Annual Performance Appraisal Reports/APARs: The calculation of weightage of marks to be allotted for APARs for promotion of the employees is as follows :

GRADING	Within Workmen Cadre (W1-W2-W3-W4-W5-W6-W8)
Outstanding	20
Very Good	15
Good	10
Average	5
Below Average	No point

(a) Length of service in present post: The calculation of marks to be allotted for the length of service in the present post for promotion of employees is as follows:

WORKMEN CADRE	ALLOTMENT OF POINTS
W1-W2, W2-W3, W3-W4, W4-W5, W3-W5, W5-W6, W6-W8 W3-W4(Handyman- I to HV Driver-III) & W4 to W5(HV Driver-III to HV Driver-II)	4 points for every 1 year subject to the maximum of 30 points.

(b)Desirable/ Additional Qualification & Certification: Weightage will be awarded to an employee subject to maximum of 10 marks as per Rule at Clause 8.1.5 of this policy.

(c) DPC Marks: Weightage will be awarded to an employee subject to maximum of 10 marks as per Rule at Clause 8.1.6 of this policy.

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SECTION –IV

Departmental Promotion Committee

9 DEPARTMENTAL PROMOTION COMMITTEES(DPC)

9.1 METHODOLOGY FOR PREPARATION OF PANEL

9.1.2 Qualifying Marks:

(a) For the employees inducted upto 31/12/2009 in the roll of Corporation - Panel will be drawn, based on the marks secured by the candidate. Qualifying marks is 50% for UR & 40% for SC/ST of the aggregate of all the factors (Annual Performance Appraisal Reports (APARS) + length of service in present post, qualification + Test/Interview) (when there is promotion within the cadre).

(b) For the employees inducted on or after 01/01/2010 the roll of Corporation - Panel will be drawn, based on the marks secured by the candidate. Qualifying marks is 50% for UR & 40% for SC/ST of the aggregate of all the factors (Annual Performance Appraisal Reports (APARS) + length of service in present post+desirable/ additional qualification + (Test +Interview) +DPC marks (when there is promotion within the cadre).

9.1.3 Preparation of merit list:

(a) For the employees inducted upto 31/12/2009 in the roll of Corporation: The DPC will prepare the panel indicating the comparative merit of the eligible employees based on aggregate points obtained on various factors i.e. Annual Performance Appraisal Reports (APARS), length of service in present post, qualification, Test/Interview (when there is promotion within the cadre).

(b) For the employees inducted on or after 01/01/2010 the roll of Corporation: The DPC will prepare the panel indicating the comparative merit of the eligible employees based on aggregate points obtained on various factors i.e. Annual Performance Appraisal Reports (APARS), length of service in present post, desirable/ additional qualification, (Test + Interview) and DPC marks (when there is promotion within the cadre).

9.1.4 Validity of the Panel: The panel for promotion drawn up by DPC will be valid for a period of six months from the date of approval and may be revalidated for a further period of six months if so decided by the panel approving authority.

9.1.5 DPC Recommendations: For promotion within the Workmen Cadre the candidates whoever secures the aggregate qualifying marks i.e., 50% for Unreserved candidates and 40% for SC/ST candidates, shall qualify for promotion and DPC shall recommend them as **“Fit for promotion”** and those employees who do not secure the aggregate qualifying marks shall be remarked as **“not fit for promotion.”**

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Other promotions where there is change in Cadre and within the Supervisory Cadre (Merit cum Seniority), the DPC shall recommend with remark **“Recommended for promotion to next higher grade”** for the selected candidates.

9.1.6 Supersession: In case when the promotion is based on merit-cum-seniority i.e. promotion from W8 to S1, within the supervisory cadre and Supervisors to Executive (S3 to E1), the supersession in the seniority will be made only if the total difference of marks obtained by an employee is 10 (ten) or more than 10 points, than his/her immediate senior.

9.1.7 When there is promotion within the cadre (W1-W2-W3-W4-W5-W6-W8) & (S1-S2-S3), an employee who secures **“Average”** rating in the latest year’s APAR under consideration, will not be considered for promotion even if he secures the minimum prescribed qualifying marks for promotion. The employee who secures **“Adverse”** remarks, in such, case shall be communicated about his rating and to improve his/ her performance accordingly.

9.2 DPC Periodicity:

The Promotion in all categories of employees, subject to availability of vacancy, shall be considered normally once a year w.e.f 1st July of each year. **The employees who are eligible and due for promotion on 1st January, their promotion shall be preponed to 1st of July.**

The DPC members will assemble on the date, time & venue as may be fixed and intimated by the HR Dept. The DPC will assess the Merit of each candidates keeping in view the principles, criteria, factors and other conditions as laid down under this policy, other relevant rules and orders in-force in the corporation, orders and guidelines of Govt. of India, such as Reservation Policy etc.

9.3 COMPOSITION OF DPC:

All the cases of promotion will be dealt and decided centrally from Head Quarters, Corporation Office. The assessment of fitness and otherwise for promotion will be adjudged through DPCs constituted for the purpose by the Competent Authority as mentioned hereunder:

Promotions	Composition of DPC	Competent Authority to constitute and approve DPC proceedings.
S-1 to S-2 S-2 to S-3 S-3 to E-1	a) ED/CGM or equivalent rank as chairman.	

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W-1 to W-2 W-2 to W-3 W-3 to W-4 W-4 to W-6 W-6 to W-8	b) GM/DGM or equivalent from the functional area from Corporate Office/Project. c) GM/DGM from HR d) One executive from appropriate level (at-least two level higher) belonging to SC/ST community.	Director(Personnel)
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9.3.2 The DPC shall not go beyond the task assigned to them or assumes power that might come in the way of or effect other service matters.

9.4 CLOSE RELATIVE OF ANY EMPLOYEE IN THE PANEL NOT TO BE IN THE DPC AS MEMBER /CHAIRMAN:

On consideration of equity and in order to eliminate every element of biasness, it is considered desirable, that member of the DPCs whose close relatives are being considered by the committee should not take part on the deliberation in the Departmental Promotion Committee keeping in view of the rulings of the Hon'ble Supreme Court of India and High Courts. In this regard this will be incumbent upon the Chairman and member to declare and intimate to HR Department well in advance so that Competent Authority can include another Executive of equivalent rank in the DPC.

9.5 DOCUMENTS TO BE PUT UP FOR CONSIDERATION BY THE DPCs

- a) In all cases of promotion the proposals will be prepared by the Promotion Cell, HR Department, Corporate Office in the prescribed proforma and shall be placed before the DPC.
- b) The Annual Performance Appraisal Report/APAR folders containing the Annual Performance Appraisal Reports/APARs & Special Performance Reports/ SPRs of employees concerned.
- c) Final Seniority List.
- d) **Disciplinary Clearance:** If there are names of persons in the list of eligible candidates whose disciplinary proceeding is pending or has been contemplated at one stage or other, then this fact shall also be brought to the notice of the DPC.
- e) **Vigilance Clearance:** A clearance from the Vigilance Department shall be obtained by the HR Department and shall be placed before the DPC.

9.6 PROMOTION OF EMPLOYEES against whom Disciplinary/court proceedings are pending or whose conduct is under investigation – PROCEDURE AND GUIDELINES TO BE FOLLOWED BY DPC:

Cases of employees to whom sealed cover procedure to be followed: -

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At the time of consideration of the cases of employees for promotion, details of employees in the consideration zone for promotion falling under following categories shall be specifically brought to the notice of the DPC.

- i) Employees under suspension.
- ii) Employees in respect of whom a charge-sheet has been issued and the disciplinary proceedings are pending.
- iii) Employees in respect of whom prosecution for a criminal charge is pending.

The DPC shall assess the suitability of employees covering within the purview of the circumstances mentioned above along with other eligible candidates without taking into consideration the disciplinary case/ criminal prosecution pending.

The assessment of the DPC, including '**not yet qualified for promotion**' and the **percentage of marks** awarded by it will be kept in a sealed cover. The cover will be superscripted **Findings regarding suitability for promotion to the grade/post ofin respect of Shri(Name of the employee). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri The proceedings of DPC need only contain the note: 'The findings are contained in the attached sealed cover'.** The Authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the DPC in respect of the suitability of an employee for his promotion are kept in a sealed cover.

9.6.1 Procedure by Subsequent DPCs:

The same procedure outlined in para **IV under Rule 9.6**, above will be followed by the subsequent Department Promotion Committee convened till the disciplinary case/criminal prosecution against the employee concerned is concluded.

9.6.2 Action after completion of disciplinary case/criminal prosecution:

a) Disciplinary Case/ Criminal prosecution resulting into dropping of Allegation:

On the conclusion of the disciplinary case/criminal prosecution which results in dropping of allegations against the Employee the sealed cover of covers shall be opened. In case the employee is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The employee may be promoted, if necessary, by reverting the junior- most officiating person. He may be promoted notionally with reference to the date of promotion of his junior.

However, whether the employee concerned will be entitled to any arrears of pay for the period of national promotion preceding the date of actual promotion and if so to

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what extent, will be decided by the Appointing Authority by taking into consideration, all the facts and circumstances of the disciplinary proceeding/criminal prosecution. Where the authority denies arrears of salary or part of it. It will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary.

However, there may be cases where the proceedings, whether disciplinary or criminal are for example, delayed at the instance of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

b) Disciplinary case/ Criminal prosecution leading to award of penalty:

If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

It is also clarified that in a case where disciplinary proceedings have been held under the relevant discipline rules. **‘Warning’** should not be issued as a result of such proceedings. If it is found, as a result of the proceedings, that some blame attaches to the employees at least the penalty of censure should be imposed.

9.7 Six monthly review of “Sealed Cover” cases:

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any employee is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of an employee in a sealed cover is limited to the barest minimum.

Therefore, the Appointing Authorities concerned shall review comprehensively the cases of employees whose suitability for promotion to a higher grade has been kept in sealed cover on the expiry of six months from the date of convening the first Departmental Promotion Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, interalia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

9.8 Procedure for Adhoc Promotion:

In spite of the six monthly review referred to in 9.7 above, there may be some cases, where the disciplinary case/criminal prosecution against the employee is not concluded even after the expiry of two years from the date of meeting of the first DPC, which kept its findings in respect of the employee in sealed cover. In such a situation the Appointing Authority may review the case of the employee provided he is not

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under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view the following aspects:

- a) Whether the promotion of the employee will be against public interest ;
- b) Whether the charges are grave enough to warrant continued denial of promotion;
- c) Whether there is any likelihood of the case coming to a conclusion in a near future;
- d) Whether the delay in the finalisation of proceedings, departmental or in a Court of law, is not directly or indirectly attributable to the employee concerned ; and
- e) The post from which he was promoted.

If the employee concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits. In case the employee could have normally got his regular promotion from a date prior to the date of his promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of normal promotion as envisaged in 8.6.2 above.

If the employee is not acquitted on merits in the criminal prosecution but purely on technical grounds and Management either proposes to take up the matter to a higher court or to proceed against him departmentally or if the employee is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

9.8 Punishment no bar in assessing suitability for promotion:

An employee whose increments have been withheld or who has been reduced to a lower stage in the scale cannot be considered on that account to be ineligible for promotion to the higher grade as the specific penalty of withholding promotion has not been imposed on him. The suitability of the employee for promotion should be assessed by the DPC as and when occasions arise for such assessment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the employee and the fact of the imposition of the penalty he should be considered suitable for promotion. However, where the DPC considers that despite the penalty the employee is suitable for promotion, the employee should not be actually promoted during currency of the penalty.

9.9 Validity of the proceedings of the DPCs when one member is absent:

The proceedings of the DPC shall be legally valid and can be acted upon notwithstanding in absence of any of its members other than the Chairman provided that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC

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and provided further that majority of the members constituting the DPC are present in the meeting.

9.10 REVIEW OF DPCs:

When review DPCs may be held

The proceedings of any DPC may be reviewed only if the DPC has not taken all material facts into consideration or if material facts have not been brought to the notice of the DPC or there have been grave errors in the procedure followed by the DPC. Thus, it may be necessary to convene Review DPCs to rectify unintentional mistakes e.g;

- a) Where eligible persons were omitted to be considered; or
- b) Where ineligible persons were considered by mistake ; or
- c) Where the seniority of a person is revised with retrospective effect resulting in a variance of the seniority list placed before the DPCs ; or
- d) Where some procedural irregularity was committed by a DPC ; or
- e) Where adverse remarks in the APARRs were toned down or expunged after the DPC had considered the case of the employee.

9.11 Scope and Procedure:

A Review DPC shall consider only those persons who were eligible as on the date of meeting of the original DPC. That is, persons who become eligible in a subsequent date shall not be considered. Such cases will, of course, come up to consideration by a subsequent regular DPC. Further, the review DPC shall restrict its scrutiny to the Annual Appraisal Reports/APARs for the period relevant to the first DPC. The Annual Appraisal Reports/APARs written for subsequent periods shall not be considered. If any adverse remarks relating to the relevant period were toned down or expunged, the modified APARs shall be considered as if the original remarks did not exist at all.

A review DPC shall consider the case again only with reference to the technical or factual mistakes that took place earlier and it should neither change the grading of an employee without any valid reason (which should be recorded) nor change the zone of consideration nor take into account any increase in number of vacancies which might have occurred subsequently.

9.12 Cases where adverse remarks have been expunged or toned down:

In cases where the adverse remarks were toned down or expunged subsequent to consideration by the DPC, the procedure set out herein may be followed. The Appointing Authority shall scrutinize the case with a view to decide whether or not a review by the DPC is justified, taking into account any increase in number of vacancies which might have occurred subsequently.

While considering a deferred case, or review of the case of a superseded employee, if the DPC finds the employee fit for promotion it would place him at the appropriate place in the relevant select list/list of employees considered fit for promotion after taking into account the toned down remarks or expunged remarks and his promotion will be regulated in the manner indicated below:

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If employee placed junior to the employee concerned have been promoted, he should be promoted immediately and if there is no vacancy the management may consider to create superannuary post if necessary to accommodate the junior most person till final adjustment is made against regular vacancy. On promotion, his pay shall be fixed at the stage it would have reached, had he been promoted from the date of the person immediately below him was promoted but no arrears would be admissible. The seniority of the employee would be determined in the order in which his name, on review, has been placed in the select list by DPC. If any such case a minimum of qualifying service is prescribed for promotion to higher grade, the period from which an employee placed below the employee concerned in the select list was promoted to the higher grade, should be reckoned towards the qualifying period of service for the purpose of determining his eligibility for promotion to next higher grade.

10 SPECIFIC CONDITIONS FOR PROMOTION:

10.1 CONSIDERATION OF PROMOTION IN RESPECT OF EMPLOYEES ON DEPUTATION:

The names of employees who are on deputation, either on their own volition or in public interest (including foreign service), shall also be included in the list submitted to the DPC for consideration for promotion; in case they come within field of choice for promotion and fulfill the prescribed eligibility conditions.

10.2 CONSIDERATION OF PROMOTION IN RESPECT OF EMPLOYEES ON STUDY LEAVE:

An employee proceeding on study leave shall be treated on the same basis as an employee proceeding on deputation if the study leave was duly sanctioned by the Competent Authority and the Competent Authority certified that he would have continued to officiate but for his proceeding on study leave. These provisions would also apply in case of employees who are granted special leave for training abroad under the various training schemes.

10.3 CONSIDERATION OF PROMOTION IN RESPECT OF DIRECT RECRUITS :

It may happen that an employee who is recommended for appointment to a post as a Direct Recruit may also be among those eligible for consideration for promotion to the same post. In such event, an employee shall not lose his right of consideration for such promotion merely because he has been recommended for appointment against the Direct Recruitment quota. Therefore, such employees if they are within the field of eligibility consideration shall be included in the list of employees for consideration by the DPC.

10.4 RESERVATION OF SC/STs:

Instructions and guidelines issued from time to time by the Govt. of India regarding reservation and concessions to SCs and STs in the matter of promotion shall be duly taken into account by the DPC while considering and finalising cases of promotion.

10.5 SCALE BENEFIT OF NEXT HIGHER GRADE:

The benefit of a scale of next higher grade will be allowed to all employees who are stagnating for more than double the eligibility criteria as applicable in the highest grade,

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as a one-time measure in the entire service career irrespective of their qualification and channel of promotion. This benefit will however be applicable only to employees of workmen cadre, supervisory cadre and executive cadre upto E1 grade.

Notwithstanding, where channel of promotion in respect of certain cadres saturates, this benefit shall also be applicable to them and the eligibility period for double the criteria shall be identical to other cadres where the channel of promotion remains open.

10.6 REDEPLOYMENT IN NEW POSTS:

Based on the requirement of manpower in specific post/grade, efforts will be made for re-training/ multi-skilling with specific training interventions in association with training agencies of repute like NPTI, ITI etc, so that they can be re-mustered and redeployed to new post/grade with new CoP. This endeavor will especially felicitate advancement & growth in their career with formal acquisition of new technical skills.

10.7 W7 GRADE WILL BE MADE INOPERATIVE:

The W7 grade which exists only in the CoP of the Design Technician/Supervisor & Tracer will be made inoperative. As such, the employees in Design Technician/Supervisor & Tracer cadre, who were earlier promoted from W6 to W7 grade, shall be considered to be promoted to W8 grade from the date on which they were promoted from W6 to W7 grade. New grade as Sr. Tracer (SG) W8 will be given to Tracers whose CoP prior to this change was up-to W7(Sr. Tracer).

10.8 REFUSAL OF PROMOTION:

When an employee does not want to accept a promotion which is offered to him, he may make written request that he may not be promoted and the request will be considered by the panel approving authority, taking relevant aspects into consideration. If the reasons adduced for refusal for promotion are acceptable to the panel approving authority, the next person in the select list will be promoted. However, since it may not be administratively possible or desirable to offer appointment on promotion to the persons who initially refused promotion, on every occasions on which a vacancy arises during the period of validity of panel, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of departmental promotion or till a next vacancy arises and DPC is held whichever is later. On the eventual promotion to the higher grade, such officials lose seniority vis-a-vis his junior promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or otherwise.

Further, if an employee refuses promotion for a second consecutive time, he/she may be considered for next promotion only after three years from date of refusal.

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10.9 APPEALS/ REPRESENTATION FROM EMPLOYEES REGARDING NON-SELECTION OR SUPERSESSION:

Any employee who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent the case to the Competent Authority through proper channel marking an advance copy to Head of the HR, Corporate Office. Such representation/appeal should be addressed to the Head of HR below functional Director and reach this Corporate Office within 45 days of notification of the promotion. Before forwarding such representation, the concerned Head of the Department/Project Head will examine the case, forward within 15 days with his remarks/recommendations for consideration and orders. Thereafter, the HR, Corporate Office will communicate the decision of the competent Authority within 30 days. Representation in impolite and unseemly languages will not only be rejected but may attract Disciplinary action under relevant provision of disciplinary rules of the corporation. Further, joint appeals/representations will not be entertained.

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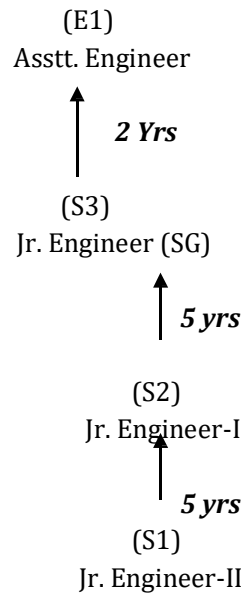
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TECHNICAL (ENGG.)

ANNEXURE - 1

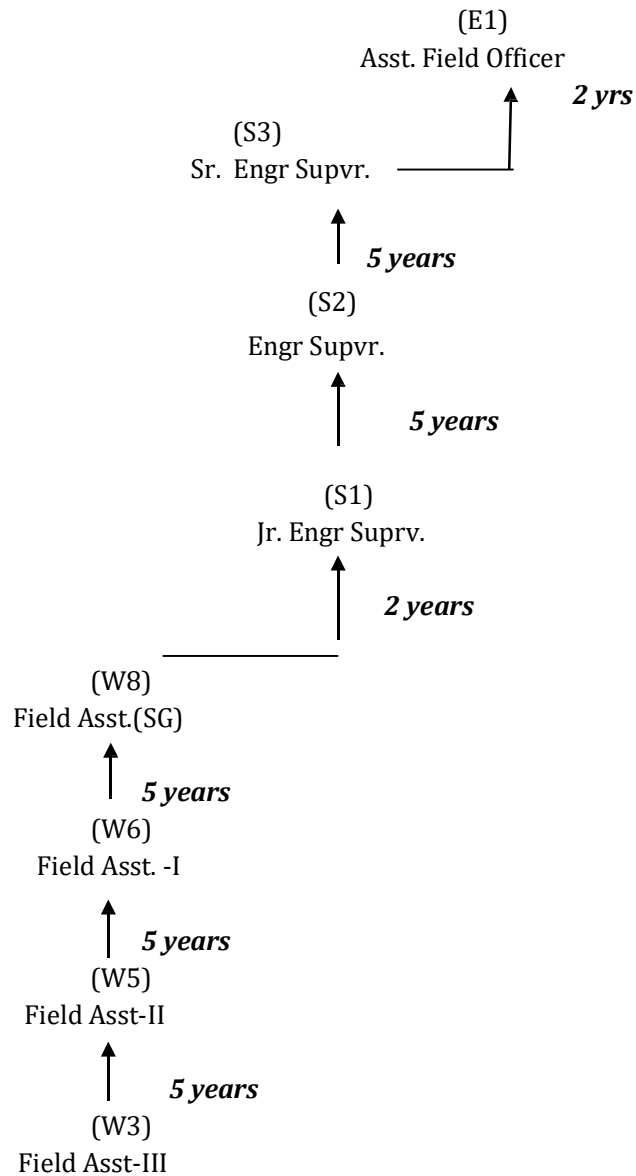


- 1. EQ for induction as J.E.: HSLC or equivalent + Three years Diploma in Civil /Elect / Mech. Engg. Recognized by the GOI with CoP upto E6.**

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FIELD ASST.

ANNEXURE – 2

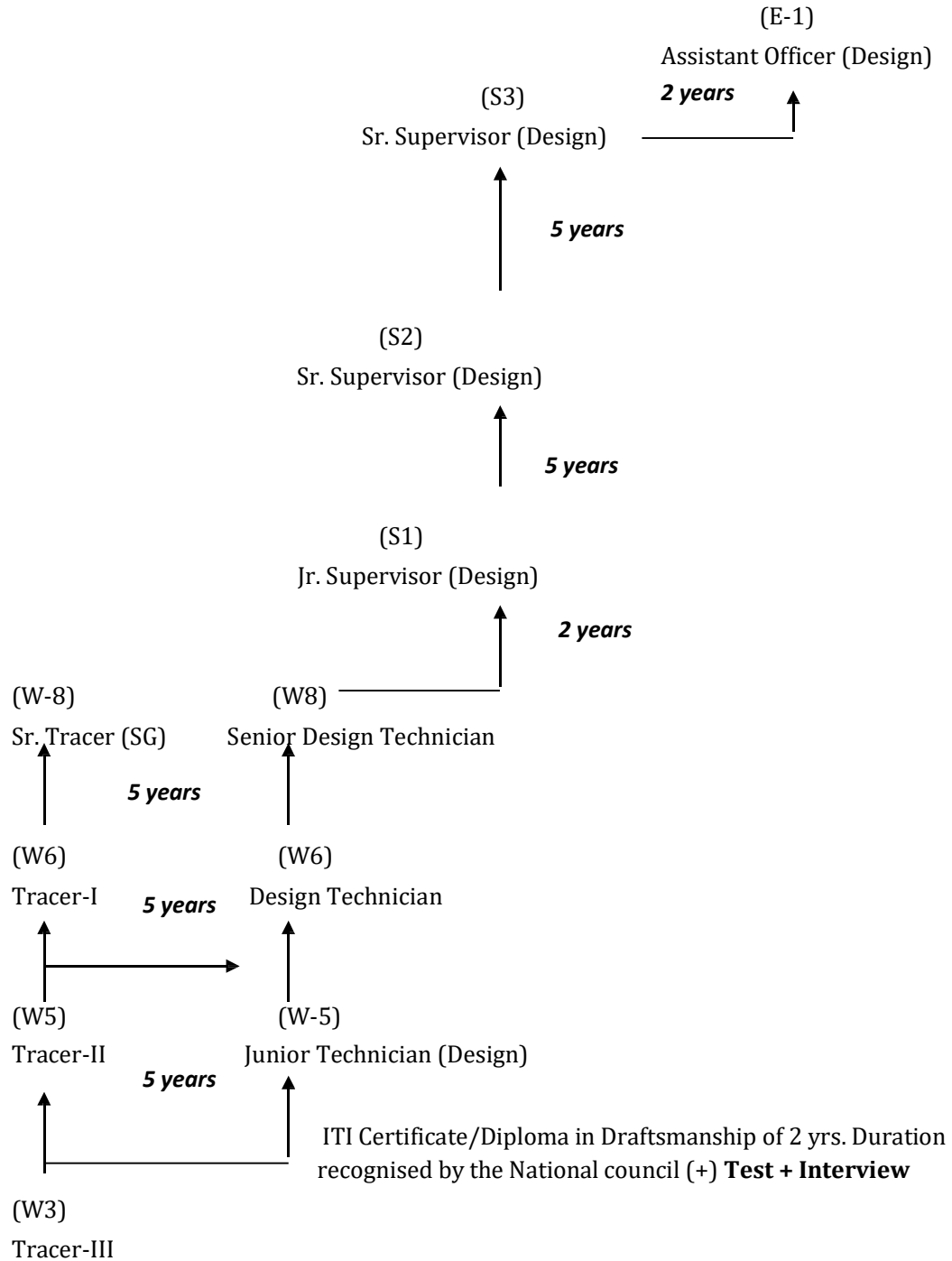


Induction at W5: HSLC or equivalent

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TECHNICAL (TRACER & DESIGN TECHNICIAN/SUPERVISOR)

ANNEXURE – 3

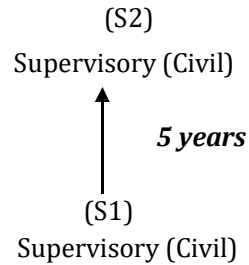


- (1) Q for induction as Junior Technician (Design) :** (a) HSLC or equivalent
(+) (b) ITI Certificate/Diploma in Draftsmanship of 2 yrs. Duration recognised by the National council.
- (2) Q for induction as Tracer – III :** HSLC or equivalent with proficiency in drawing.

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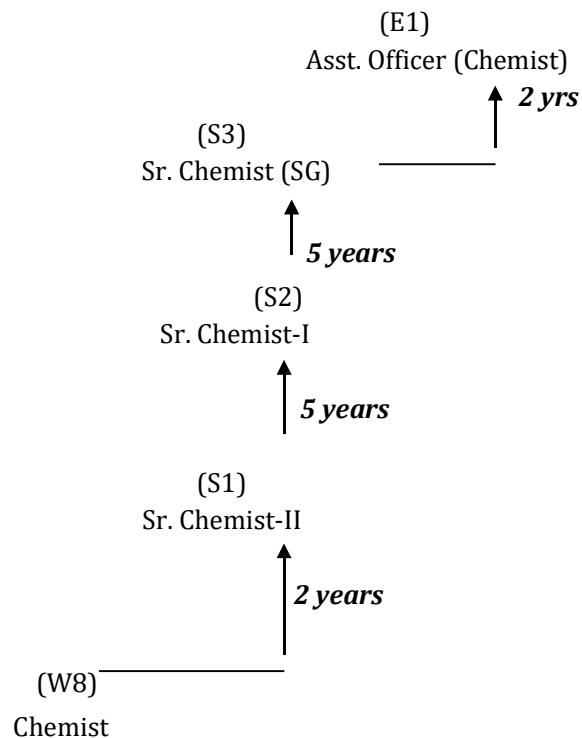
SUPERVISORY CIVIL

ANNEXURE-4



Induction at S1: HSLC or equivalent

CHEMIST

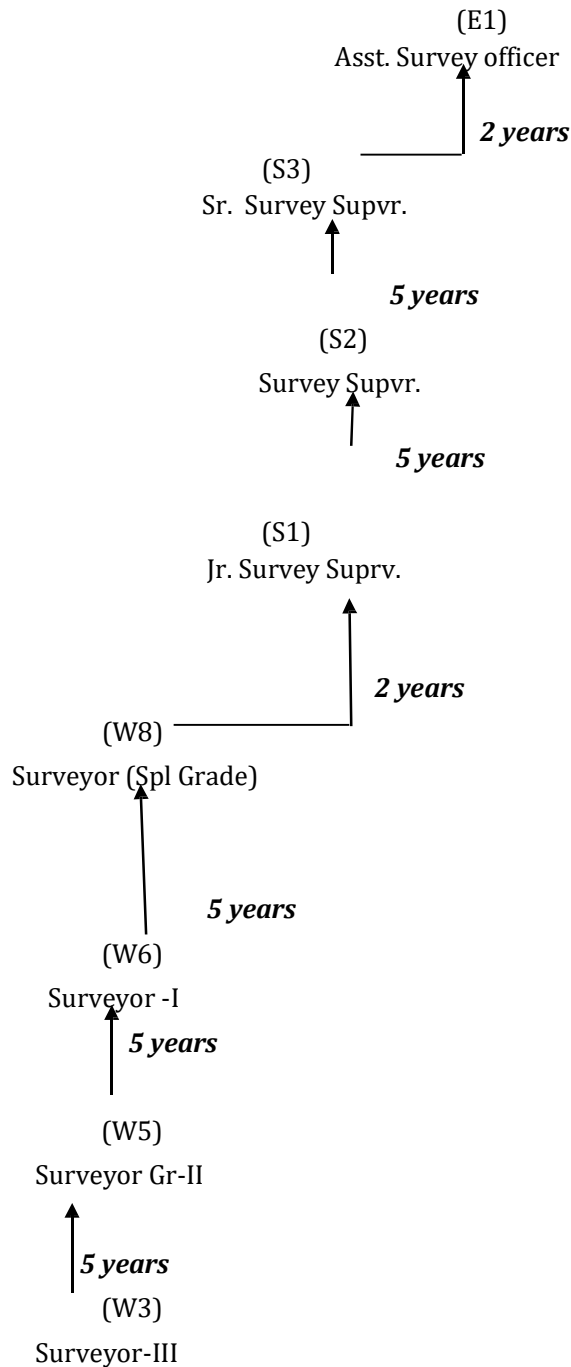


Qualification: B.Sc. Chemistry for induction at W8, CoP upto E5.

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TECHNICAL (SURVEY)

ANNEXURE – 5

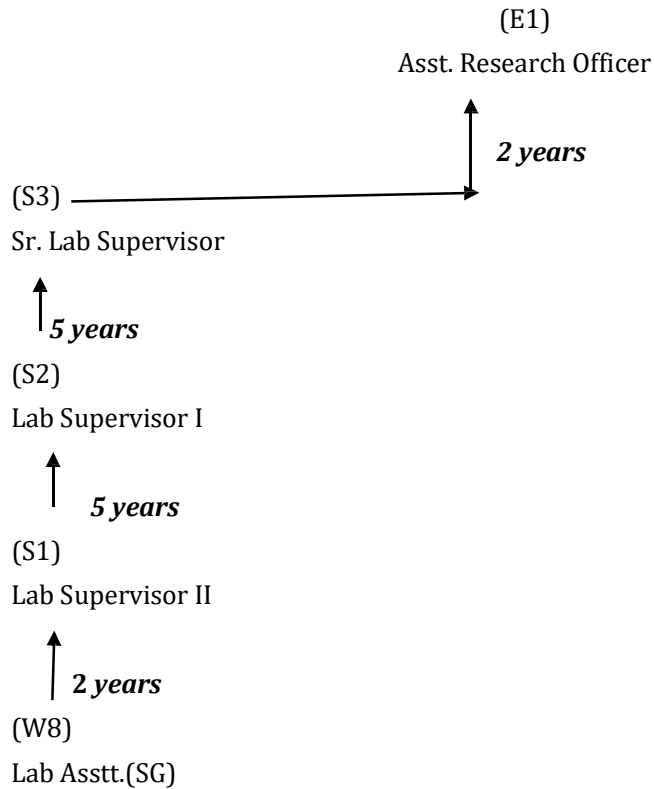


- EQ for induction as Surveyor Gr-III(W3):** (a) HSLC or equivalent with proficiency in drawing.
 (+) (b) Two yrs. Survey Training from a recognised
 Institute/ Organization. With CoP upto E3

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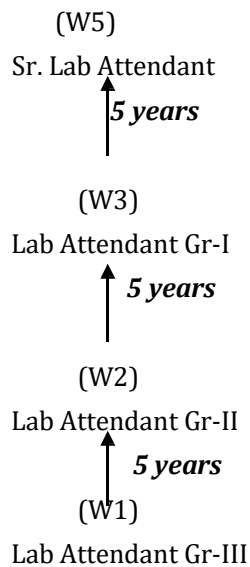
TECHNICAL (LAB)

ANNEXURE – 6



EQ for induction as Lab Asstt. : BSc Chemistry with CoP upto E5

LAB ATTENDANT

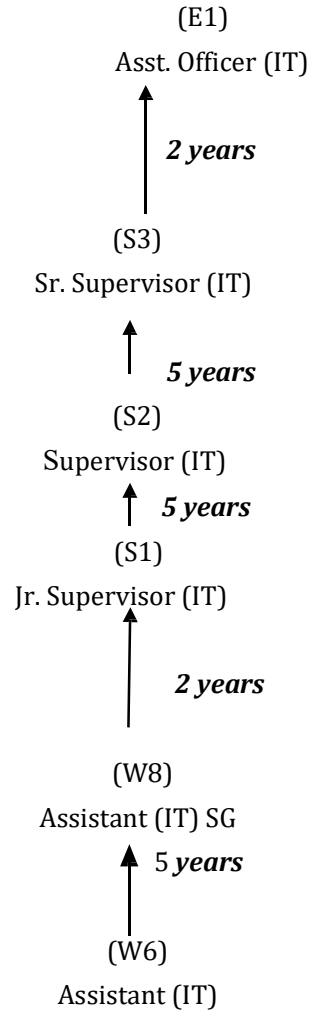


Induction at W1: Class VIII passed

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TECHNICAL (IT)

ANNEXURE- 7



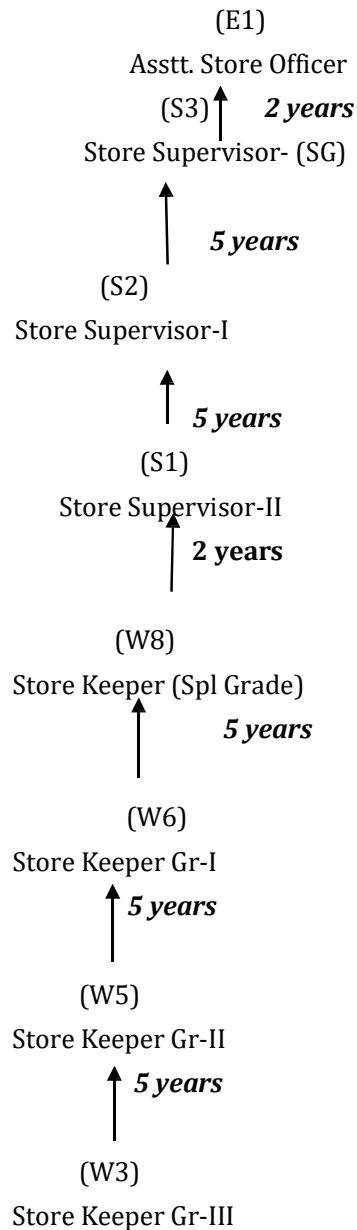
- 1) **EQ for induction as Assistant (IT)** : Graduate (+) PG Diploma in Computer Sc. of 1 year duration recognised by DOE,GOI or HSSLC or Equivalent +O Level foundation Course of 1 year duration + A level Adv. diploma Course of 1 year duration recognised by GOI.(For induction as Data Entry Optr. and promotion up-to E1)
- 2) **EQ for induction as Supervisor (IT)** : Graduate (+) PGDCA/Diploma in Computer Application for promotion upto E1.

Feeder Cadre: Assistant II / Stenographer III / Assistant Acct./ Field Asst.-II etc. Having EQ as mentioned in Serial no. 1

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TECHNICAL (Store)

ANNEXURE – 8



- **EQ for induction as Store Keeper in W3 (Gr-III):** HS or Equivalent and the channel of promotion is up-to S3 grade.
- **EQ for induction as Store Supervisor-II in S1:** Graduate + 1 year Diploma in Material Management and CoP is upto E6.

Feeder Cadre: Attendant / Chowkidar / Office attendant / Khalasi etc.
having EQ for Store Keeper grade-III

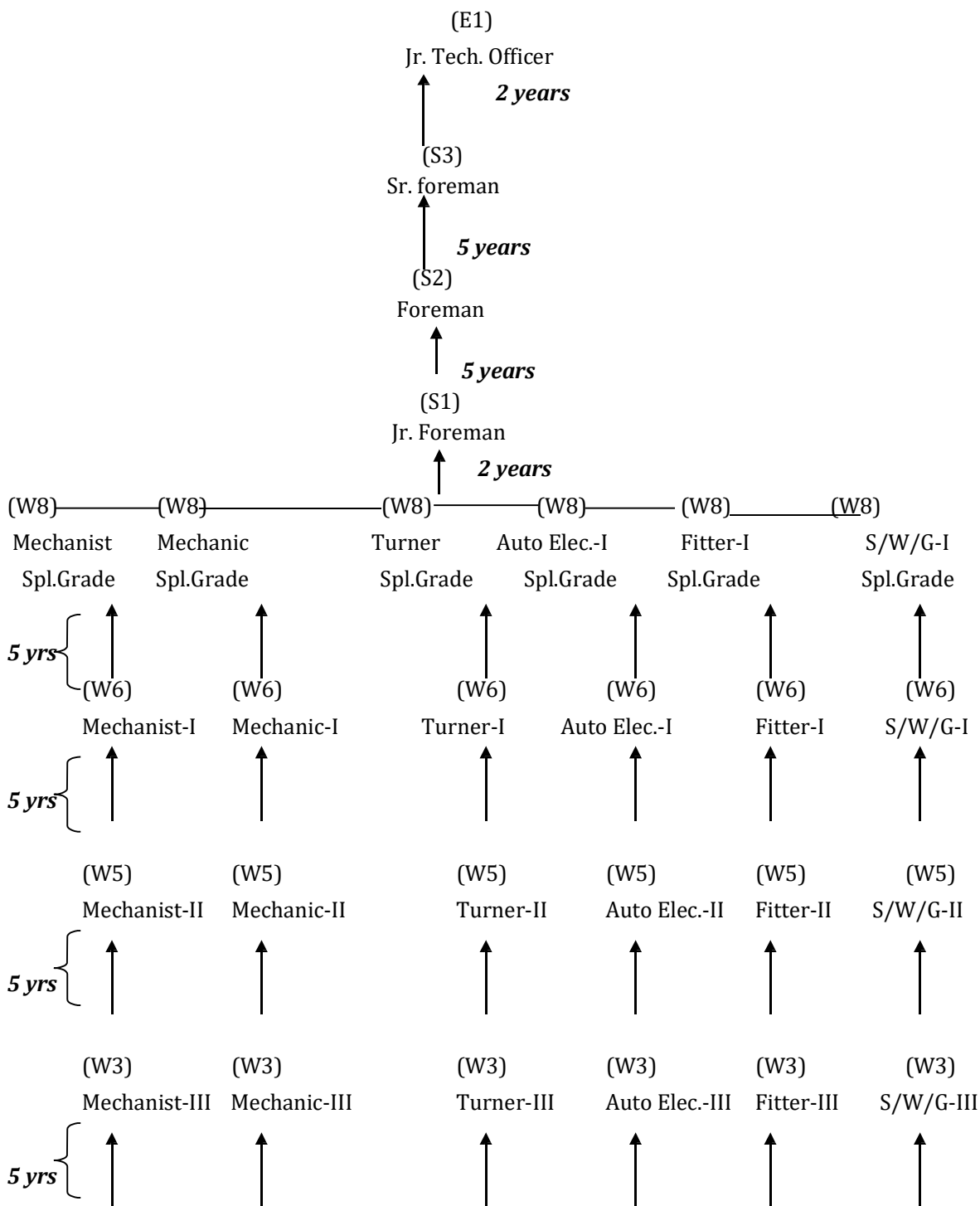


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TECHNICAL (Mechanical Technician)

ANNEXURE – 9



EQ for direct recruitment at induction level: HSLC or equivalent (+) ITI Trade Certificate of required duration

Feeder Cadres: Group 'D' employees having EQ as prescribed for direct recruitment at Induction level (+) Test + Interview.

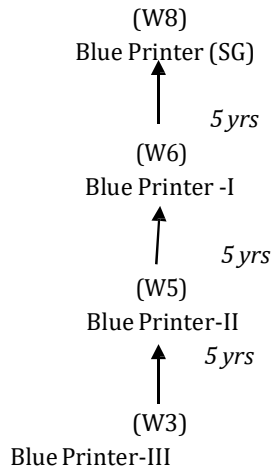


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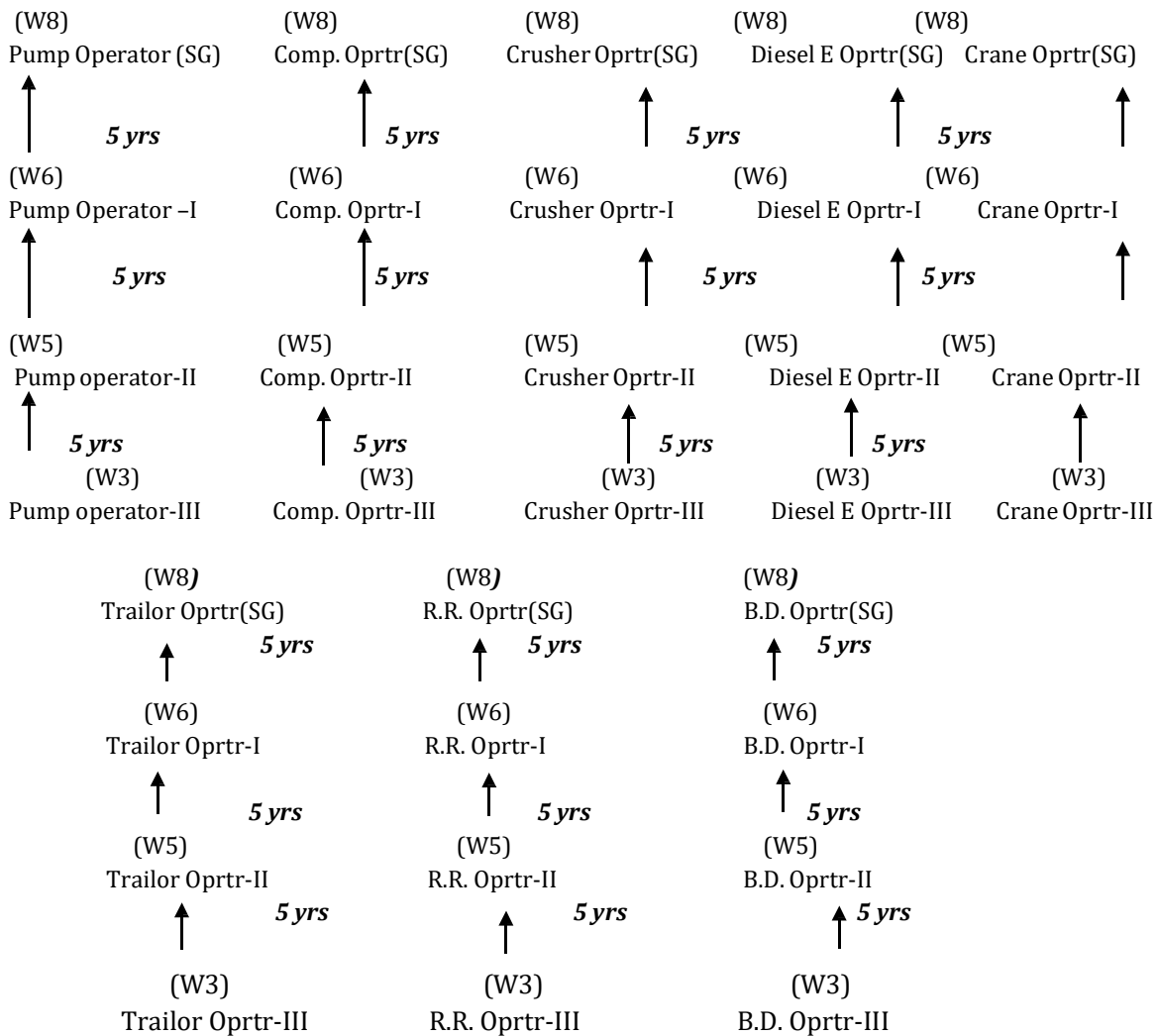
BLUE PRINTER

ANNEXURE-10



INDUCTION at W3: HSLC or Equivalent + 1 year experience in the line.

OPERATOR(Plant Equipment)



Induction at W3: Class VIII passes + Trade Certificate + License

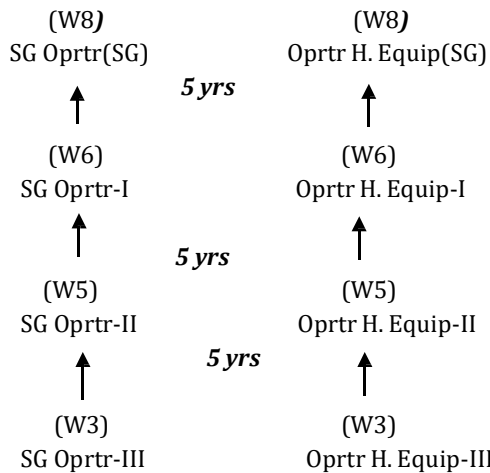
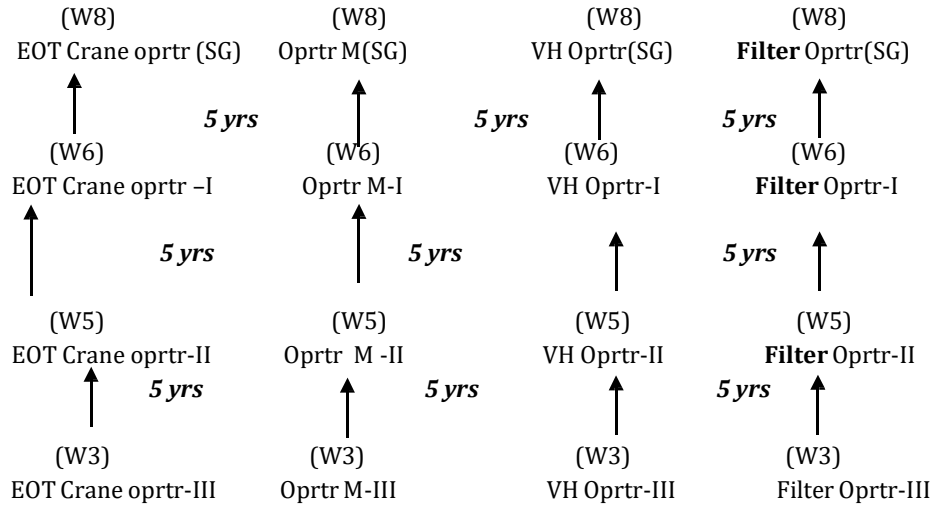


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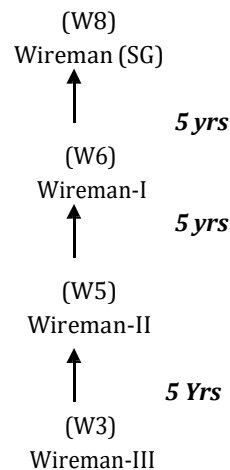
OPERATOR (PH)

ANNEXURE-11



Induction at W3: Class VIII pass + Trade Certificate + License

WIREMAN

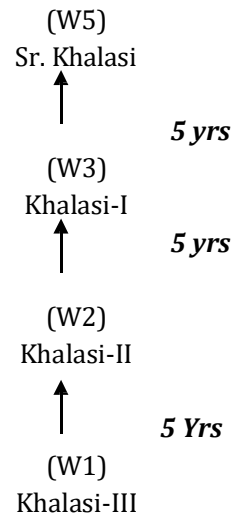


Induction at W3: Class VIII passes + ITI Trade Certificate of 2 years duration

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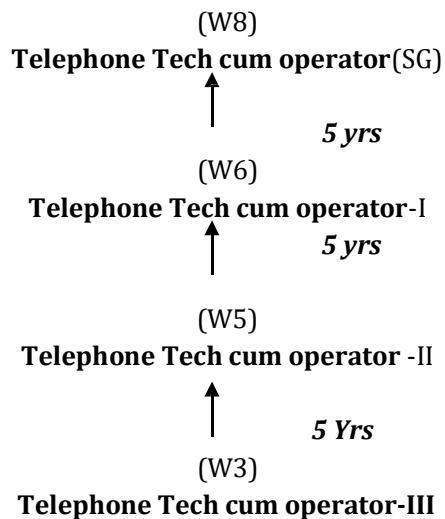
KHALASI

ANNEXURE-12



Induction at W3: Class VIII pass

TELEPHONE TECH CUM OPERATOR

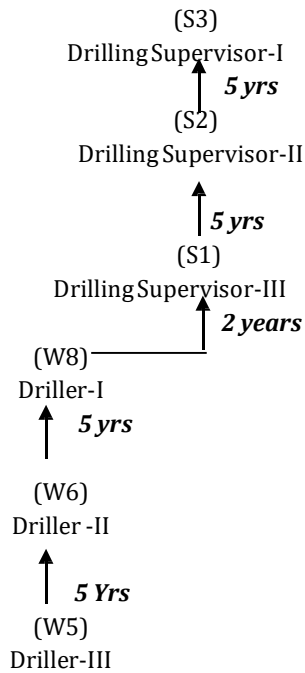


Induction at W3: HSLC or equiv. + 1 year experience in the line.

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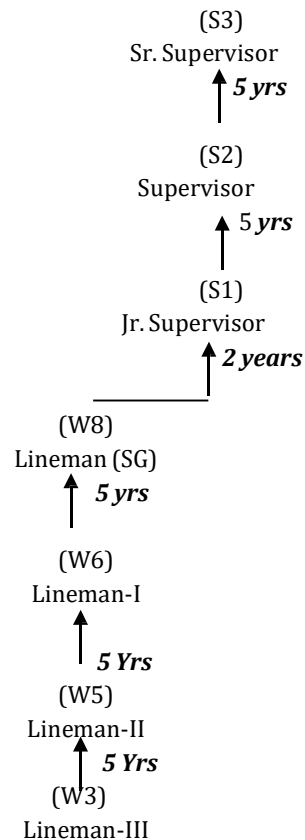
DRILLER

ANNEXURE-13



Induction at W5: HSLC or equiv. + 2 years experience in the line.

LINEMAN

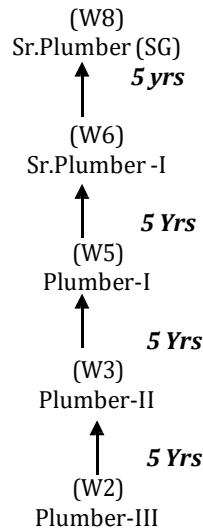


Induction at W3: Class VIII passed + ITI Trade Certificate/ license

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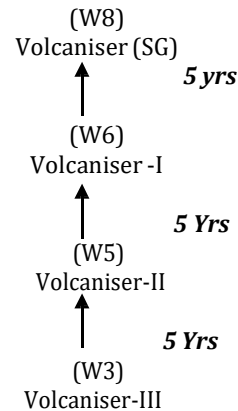
PLUMBER

ANNEXURE-14



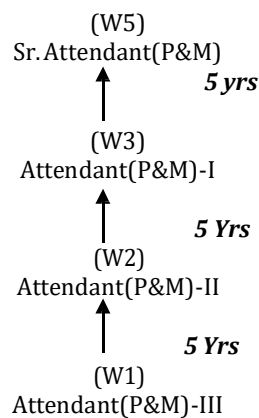
Induction at W2: Class VIII passed +ITI Trade Certificate

VOLCANISER



Induction at W3: Class VIII passed +ITI Trade Certificate

ATTENDANT(Plant & Machinery)

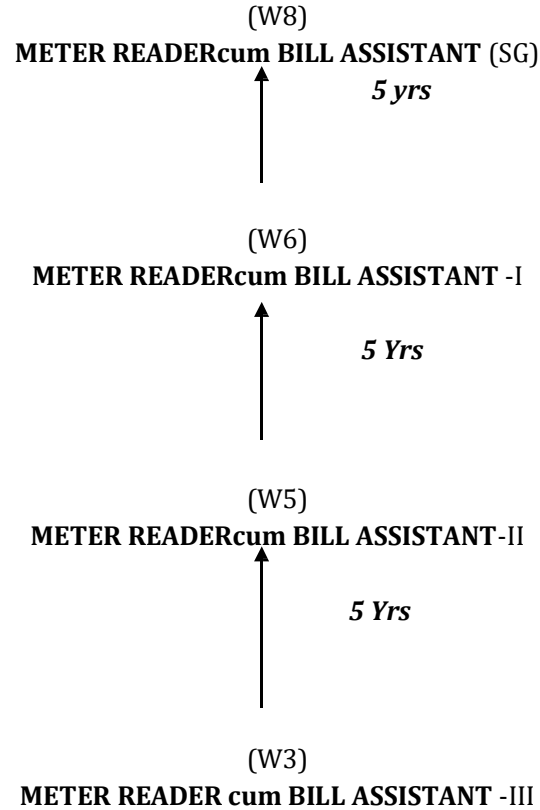


Induction at W1: Class VIII passed

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ANNEXURE-15

METER READER-cum-BILL ASSISTANT

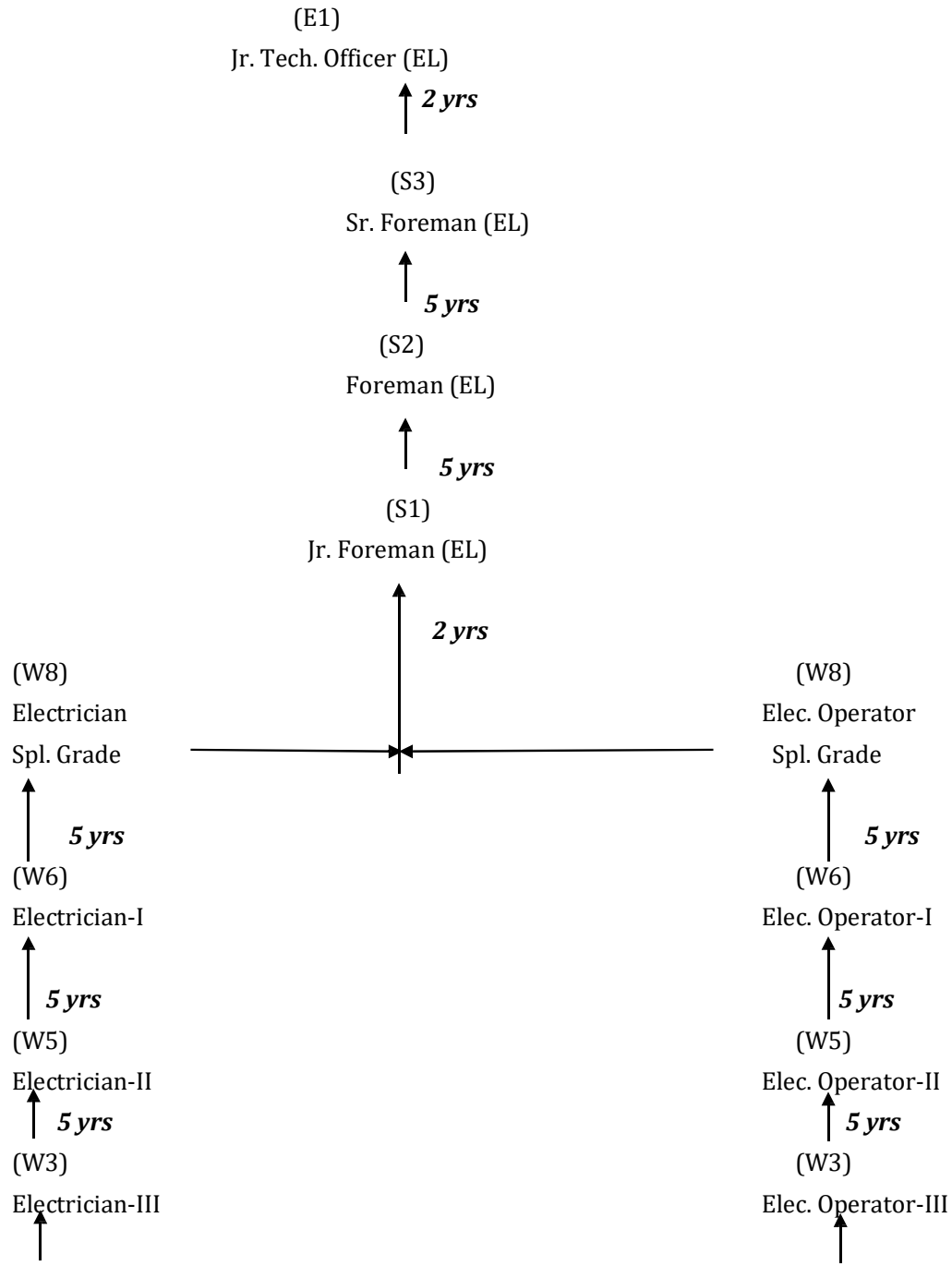


Induction at W3: HSLC or Equiv.

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TECHNICAL (Electrical Technician)

ANNEXURE-16



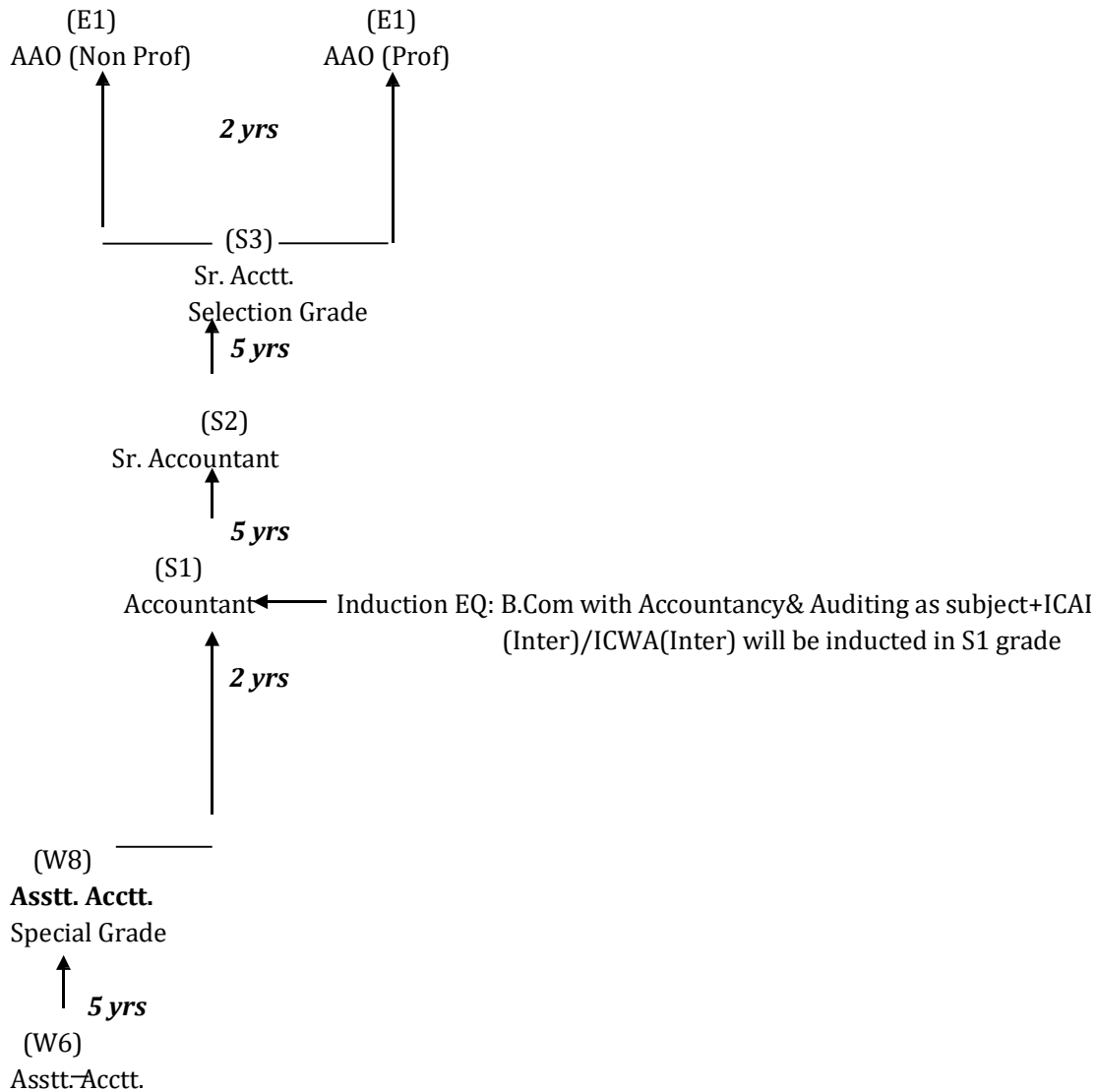
EQ for Induction as Electrician Grade -III: HSLC or equivalent (+) ITI Trade certificate
/ **Elect. Operator Gr-III** of two yrs duration

Feeder Cadre: Khalasi/ Office attendant/ Helper etc. having EQ as prescribed for direct recruitment at induction level.

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F&A

ANNEXURE - 18



- EQ for induction at W6:** B.Com with Accountancy and Auditing as subject with CoP upto E5(NP).
- EQ for induction at S1:** B.Com with Accountancy and Auditing as subjects + ICAI (Inter)/ ICWA(Inter) with CoP upto E6.
- EQ for promotion from S3 to E1(Professional):** BCom with Accountancy and Auditing as subjects + MBA(Finance) or equivalent of minimum 2 years duration from a recognized university/ Institute.

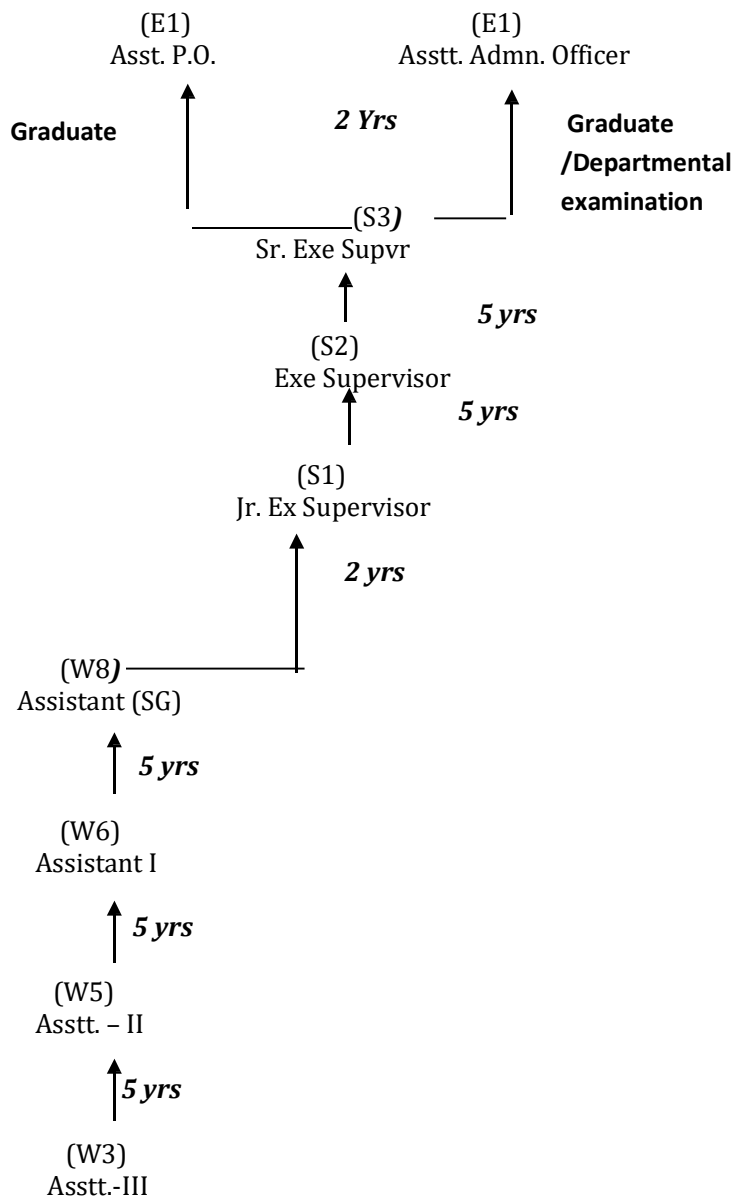


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HR

ANNEXURE - 19



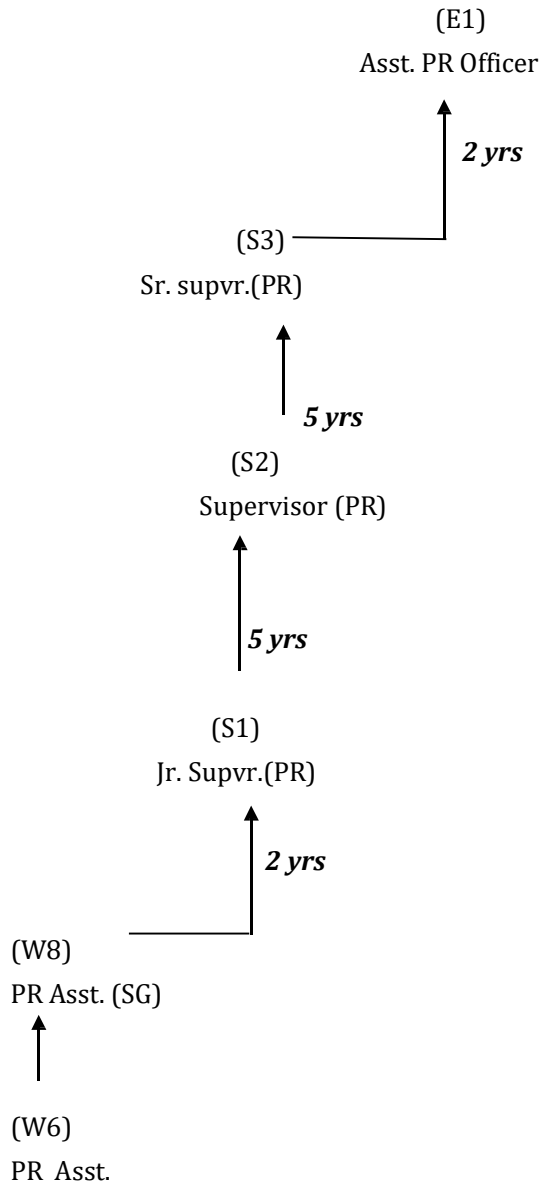
1. **EQ for induction at W3:** (i) HS or equivalent.
(ii) Diploma in typing with minimum 30 wpm in typing or proficiency in Computers with minimum 30 wpm in typing.
2. **EQ for induction as W6:** (i) Graduate + Proficiency in Computers with minimum 30 wpm in typing with CoP upto E5.
3. **EQ for induction at S1:** (i) Graduate + Proficiency in Computers with minimum 30 wpm in typing+ 1 year diploma in Personnel Management/ HRM/ IR
4. **Criteria for promotion to E6:** Must possess 1 year Diploma in Personnel Mgmt./ HRM/ IR

Feeder Cadre: Duplicating Optr. / Xerox Optr / Blue Printing Optr/Office attendant/ Daftary.Having passed PU or equivalent with diploma in typing with minimum 30 wpm in typing.

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HR(PR)

ANNEXURE -20



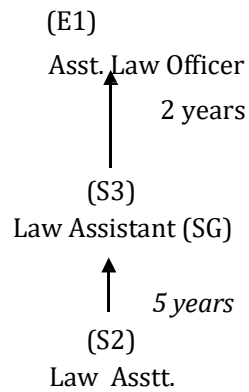
- Induction at W6:** Graduate in any Discipline with CoP up-to E5.
- For promotion up-to E6:** Graduate + 1 year Diploma in PR/ Mass Communication/ journalism correspondence course

Feeder cadre: Skilled or Ministerial Staff/Teacher/Asst. Receptionist

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HR(LEGAL)

ANNEXURE- 21



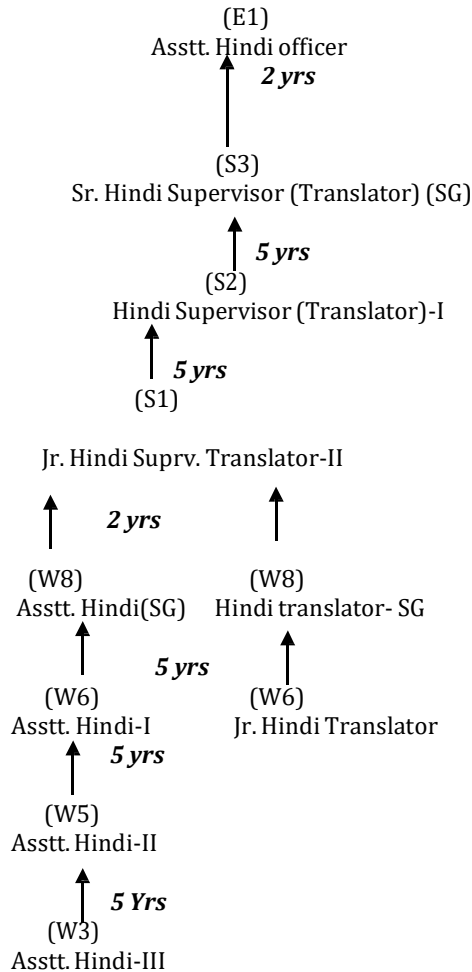
- 1) EQ for induction level as law Asst : Graduate (+) LLB 3 yrs. Or equivalent full time course recognised by GOI

Feeder Cadre: Jr. Exe. Supervisor/ accountant/Jr. Supvr./Pvt. Secy/ Steno Grade I etc. with LLB Degree.

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HR(HINDI)

ANNEXURE -22



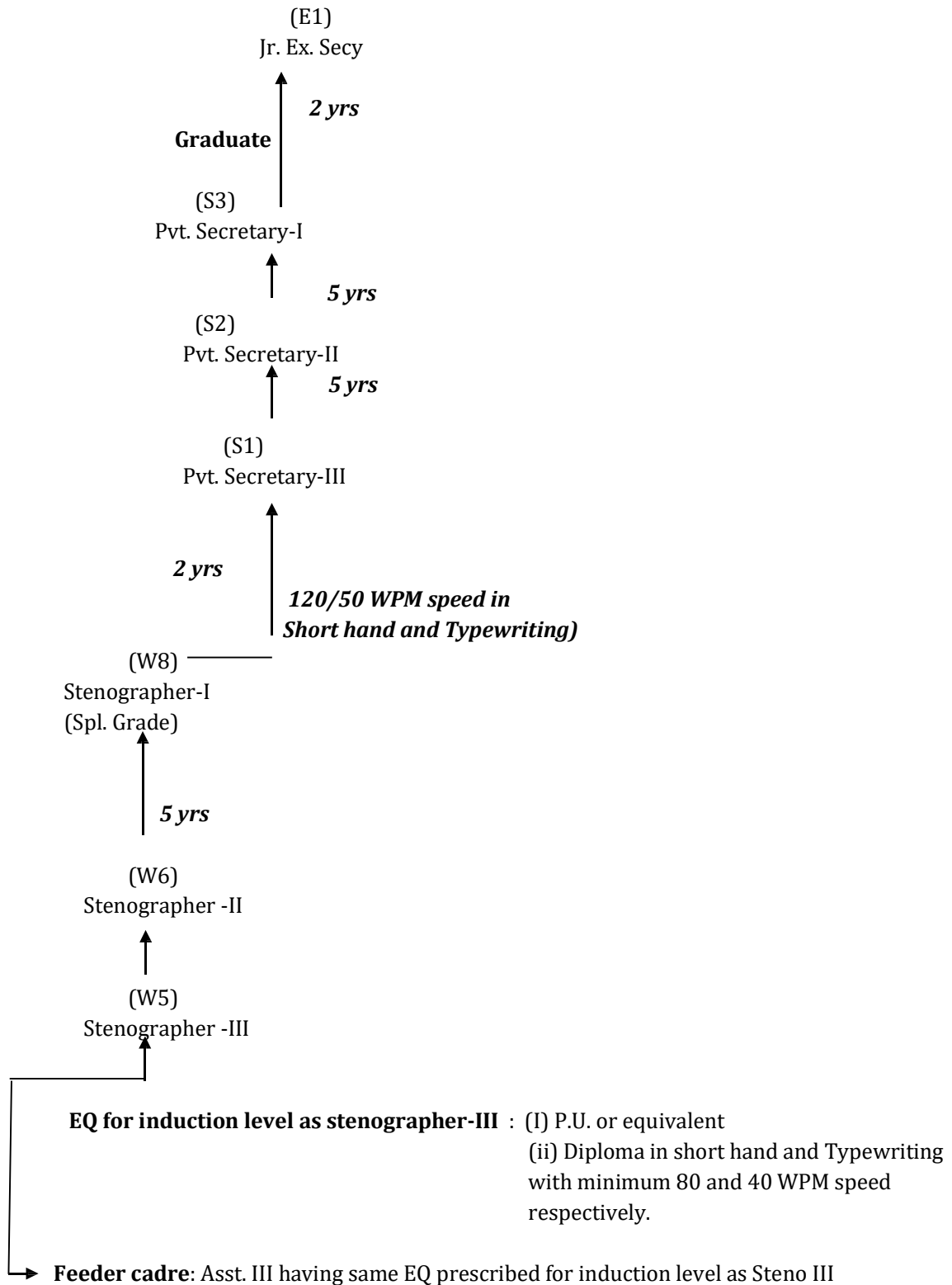
- (1) **EQ for induction level as Asstt. Hindi W3:** For induction at W3 Grade, HS or equivalent with Hindi as principal subject with typing speed of minimum 25 wpm or Proficiency in Computers with minimum 25 wpm in typing with channel of promotion upto E1 of Asstt. (Hindi) cadre.
- (2) **EQ for induction level as Asstt. Hindi W6:** For induction at W6 Grade, Graduate with Hindi as one of the principal subjects + Proficiency in Computers with minimum 25 wpm in typing with channel of promotion up-to E5.
- (3) **EQ for induction level as Jr. Hindi Translator (W6) :** 2nd Class degree in Hindi or Equivalent from a recognized University with English as one of the subjects at graduation Level + proficiency in computers with minimum 25 wpm in typing with CoP up-to E5. For promotion to E6 Masters degree or equivalent in hindi or English with English or hindi as one of the subjects from recognized university or Masters Degree or equivalent in any subject with hindi as one of the subjects at graduation level from recognized university; or Master Degree or equivalent in any subject from recognized university with Hindi and English as subjects at graduation.

Feeder Cadre ; Assistant-II/ Stenographer III/ PR Asst / Asst Receptionist/ Asst accountant having same EQ prescribed for induction level as Jr. Hindi translator.

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HR(Steno/ Secretary)

ANNEXURE -23



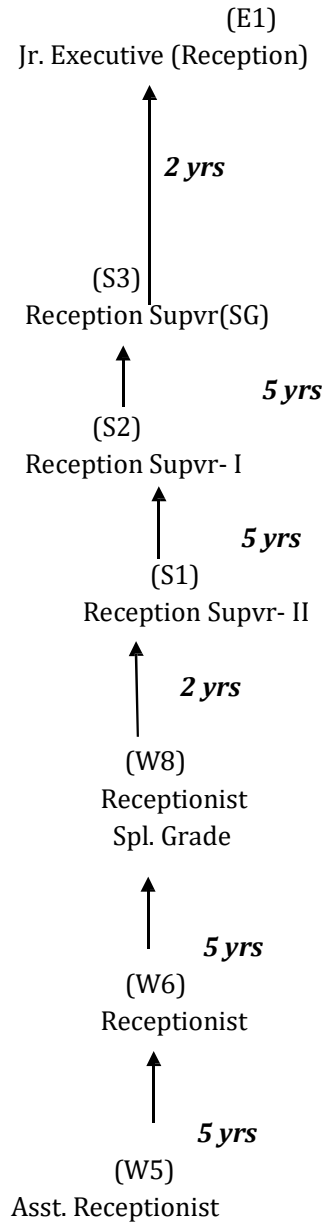


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HR(Reception)

ANNEXURE -24



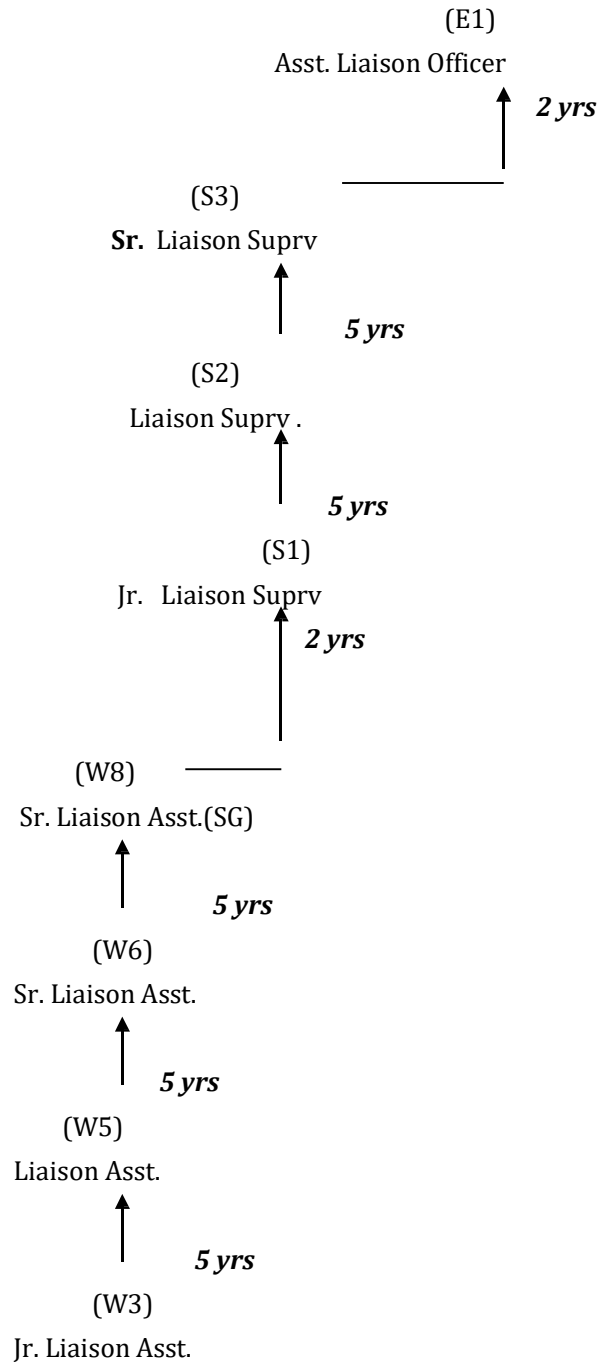
EQ for Induction as Asst. Receptionist: (i) Graduate in any discipline
(ii) Knowledge of operating Computer
(iii) Must be fluent in speaking in Hindi, English and preferably one of the local languages.

Feeder cadre: Asst III / Telex Operator

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LIAISON ASSISTANT

ANNEXURE- 25



Induction at W3: H.S. or Equivalent and CoP will be upto E1

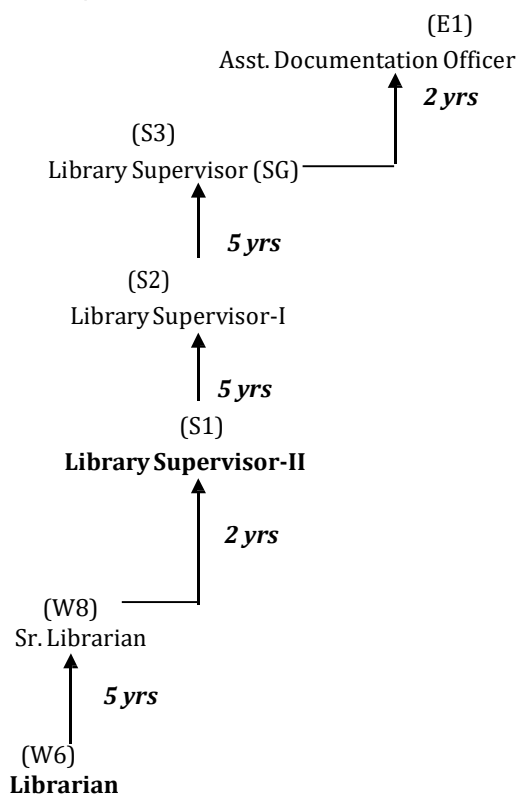
Induction at W6: Graduate and CoP will be upto E5.

For promotion up-to E6: Graduate + 1 year diploma in Mass Communication.

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LIBRARIAN/ DOCUMENTATION OFFICER

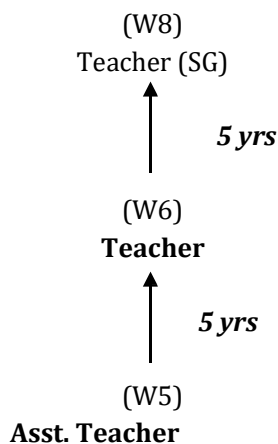
ANNEXURE- 26



1. **EQ for induction level as Librarian:** graduate in any Discipline with certificate in Library science recognised by GOI.

Feeder Cadre; Asst. II / asst. Accountant/ asst. Receptionist / Stenographer-III having same EQ as prescribed for induction level as Librarian (W6)

TEACHER

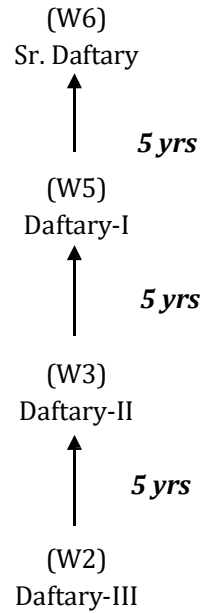


Induction at W5: Graduate + Montessori/ kindergarten trained

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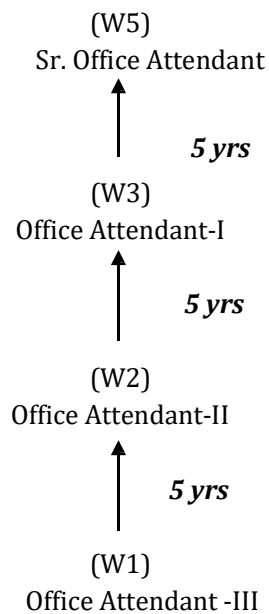
DAFTARY

ANNEXURE-27



Induction at W2: Class VIII passed.

OFFICE ATTENDANT

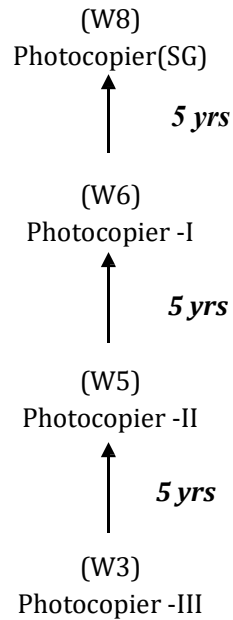


Induction at W1: Class VIII passed.

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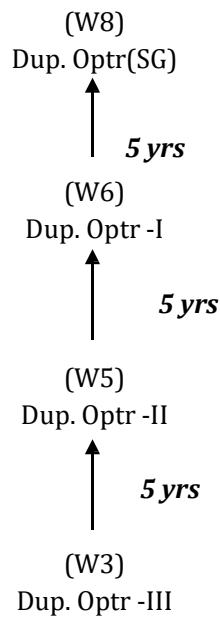
PHOTOCOPIER

ANNEXURE-28



Induction at W3: HSLC or equivalent

DUP. OPTR

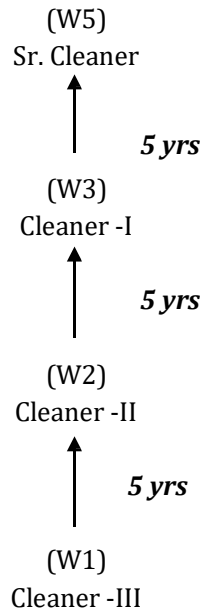


Induction at W3: HSLC or equivalent

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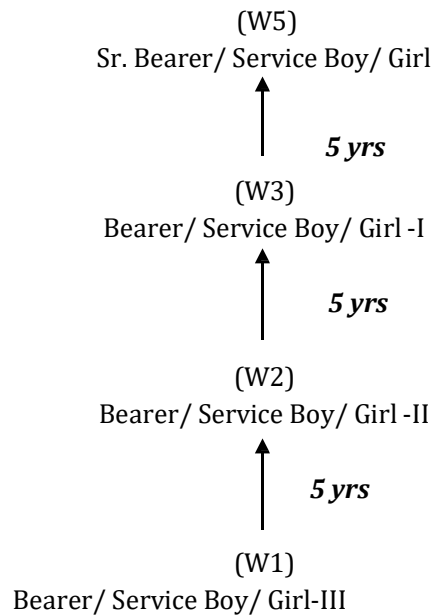
CLEANER

ANNEXURE-29



Induction at W1: Class V passed.

BEARER/ SERVICE BOY/ GIRL

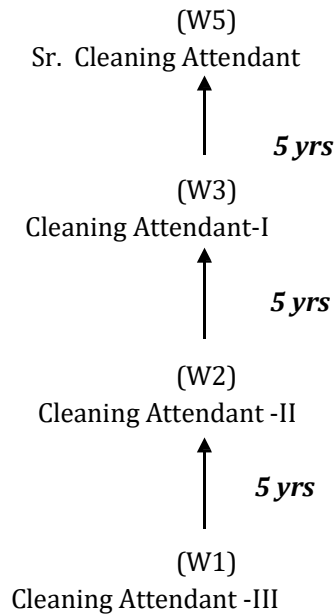


Induction at W1: Class V passed.

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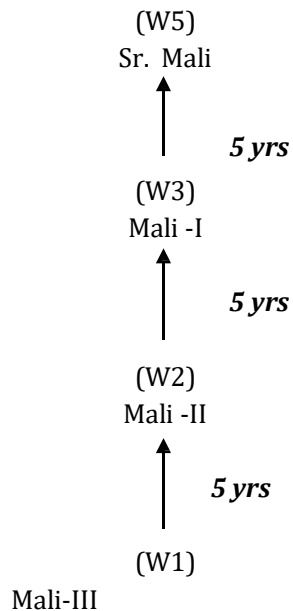
CLEANING ATTENDANT

ANNEXURE-30



Induction at W1: Class V passed.

MALI

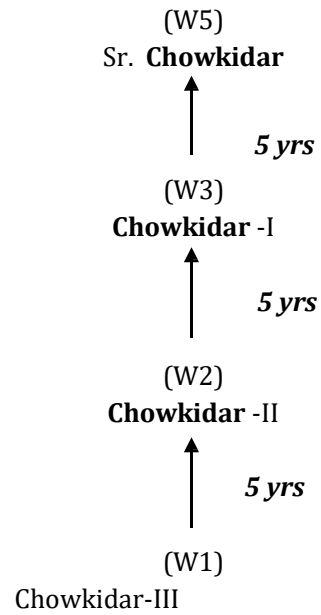


Induction at W1: Class V passed

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CHOWKIDAR

ANNEXURE-31

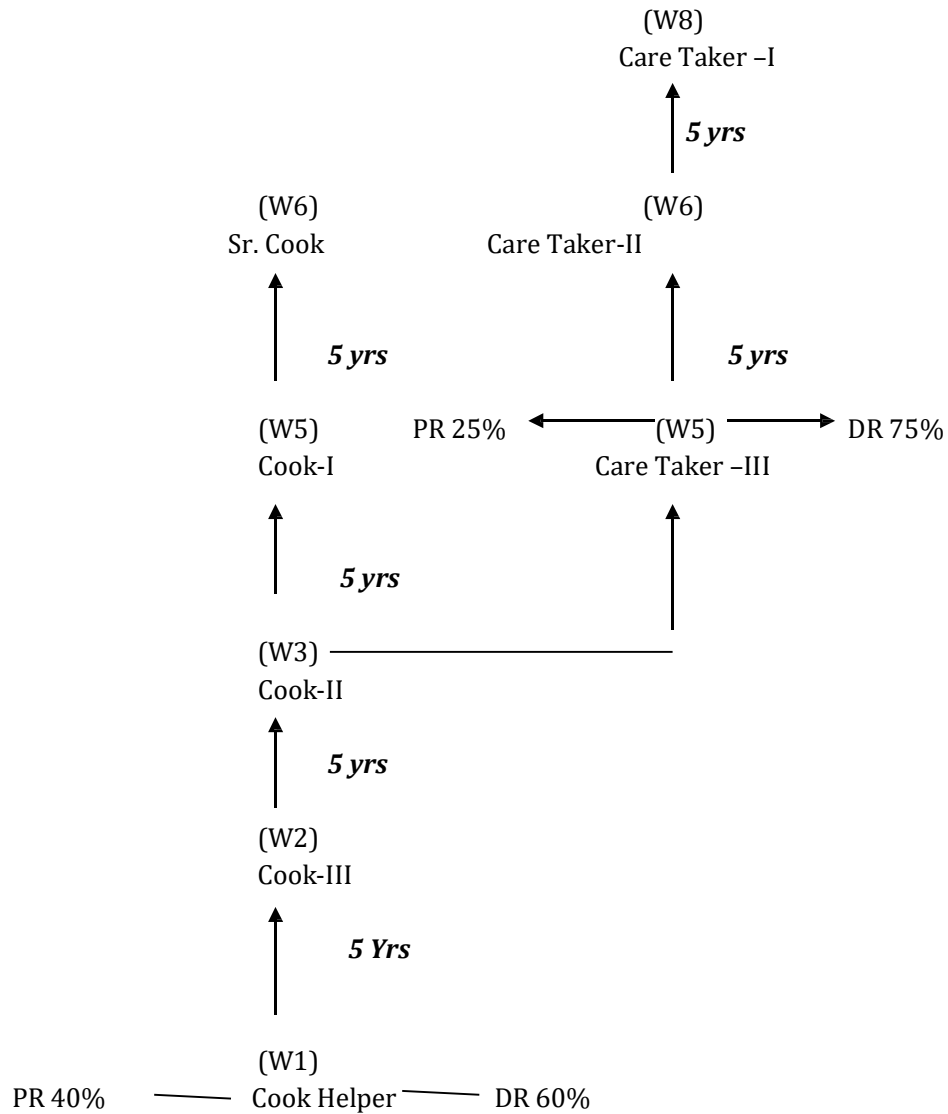


Induction at W1: Class VIII passed

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HR (COOK & CARE TAKER)

ANNEXURE -32



- 1) **EQ for induction level as cook helper (W1):** Class VIII Passed (+) Knowledge of Cooking/Trade License.
- 2) **EQ for induction level as Care Taker-III :** HSLC or equivalent with ITI certificate or certificate from recognised institute of GOI in Catering/Cooking

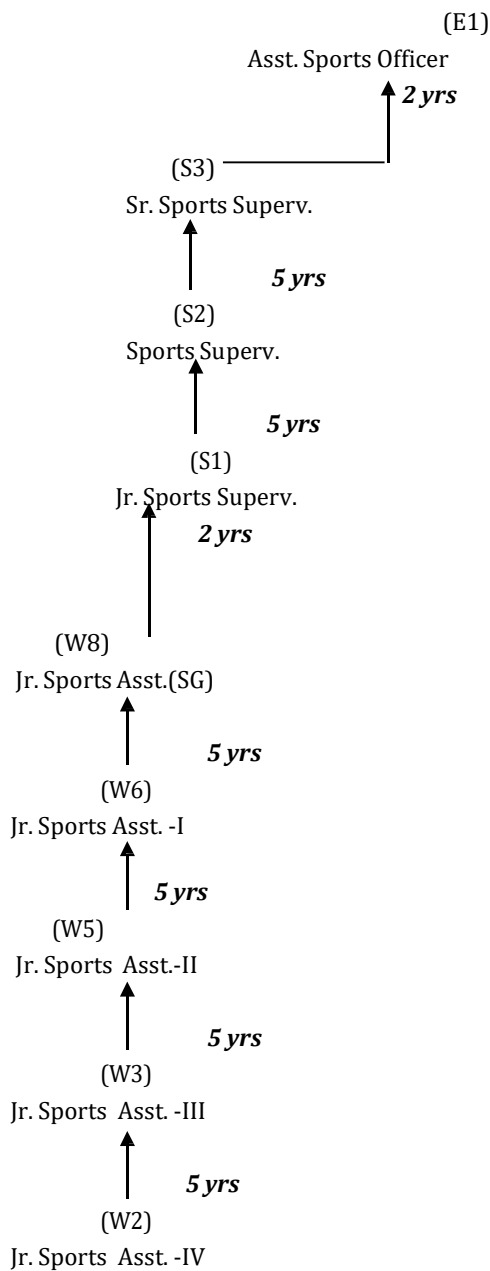


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SPORTS

ANNEXURE – 33



For induction at W2: Class VIII passed and must have represented District/ State/ National or NIS Coach for CoP upto W6

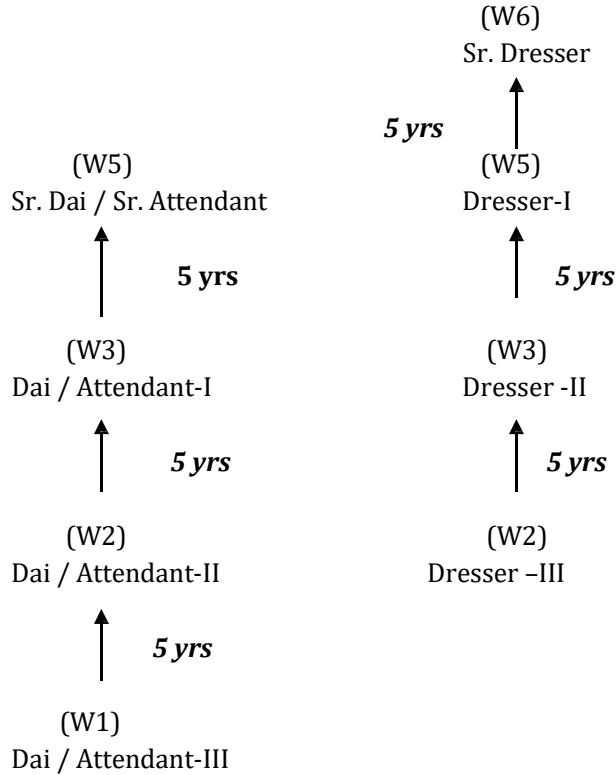
For promotion upto E1: HSLC passed and must have represented District/ State/ National or NIS Coach.

For promotion upto E5: Graduate and must have represented District/ State/ National or NIS Coach

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MEDICAL (DAI/ ATTENDANT/ DRESSER)

ANNEXURE -34

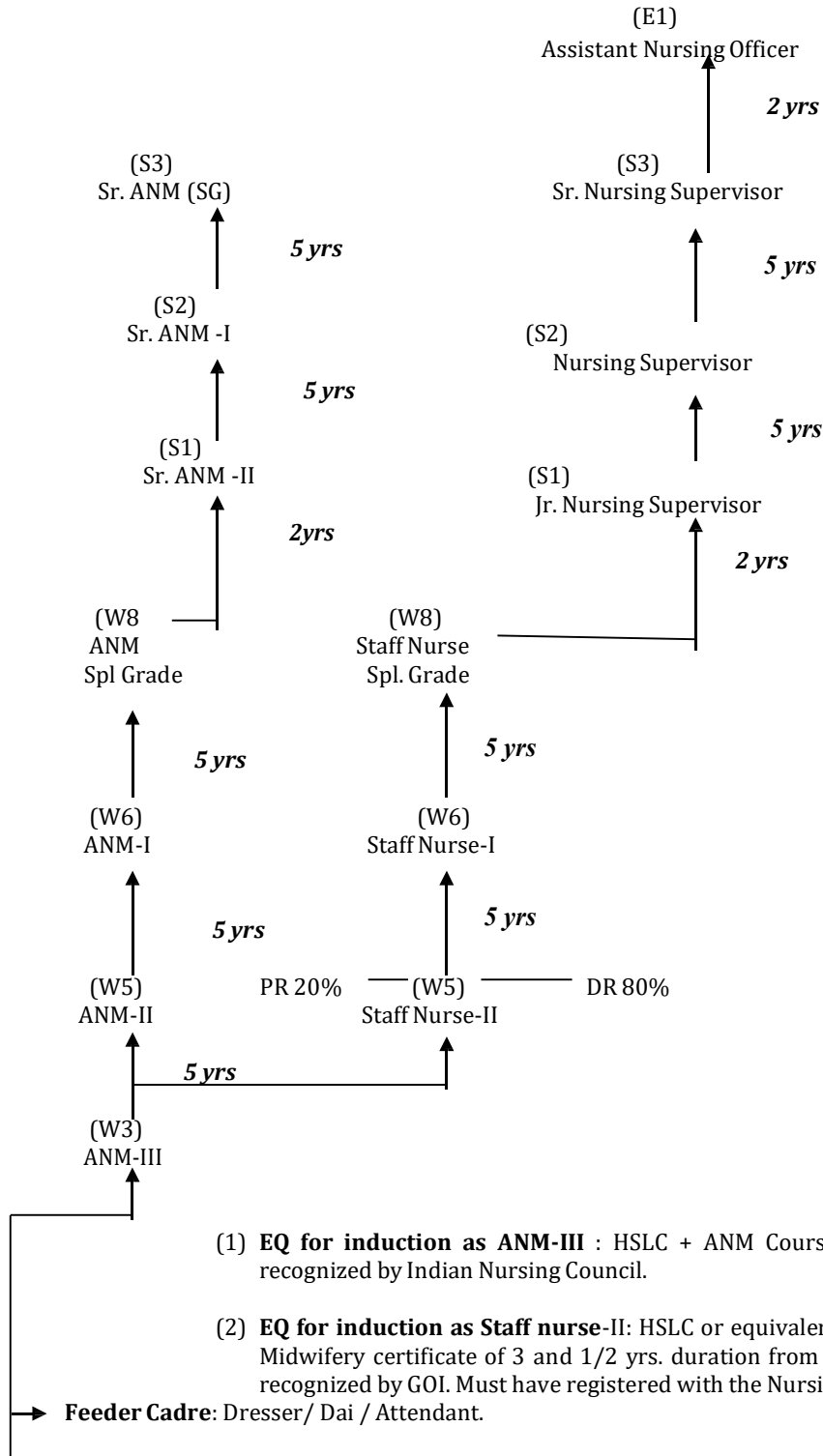


- (1) **EQ for induction level as Dai attendant-III** : Class VIII passed.
- (2) **EQ for induction level as Dresser-III** : (a) Class VIII passed (+)
(b) First Aid Certificate.

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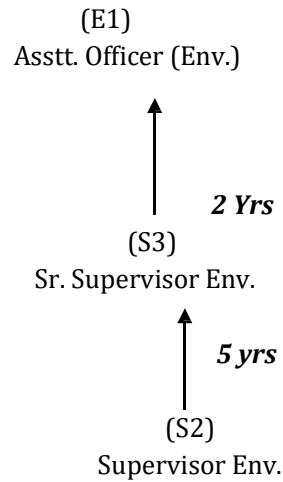
MEDICAL (ANM/ STAFF - NURSE/ NURSING)

ANNEXURE -35



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ENVIRONMENT



Qualification: Bsc (Agri)/ Bsc (Forsetry) for promotion upto E5.

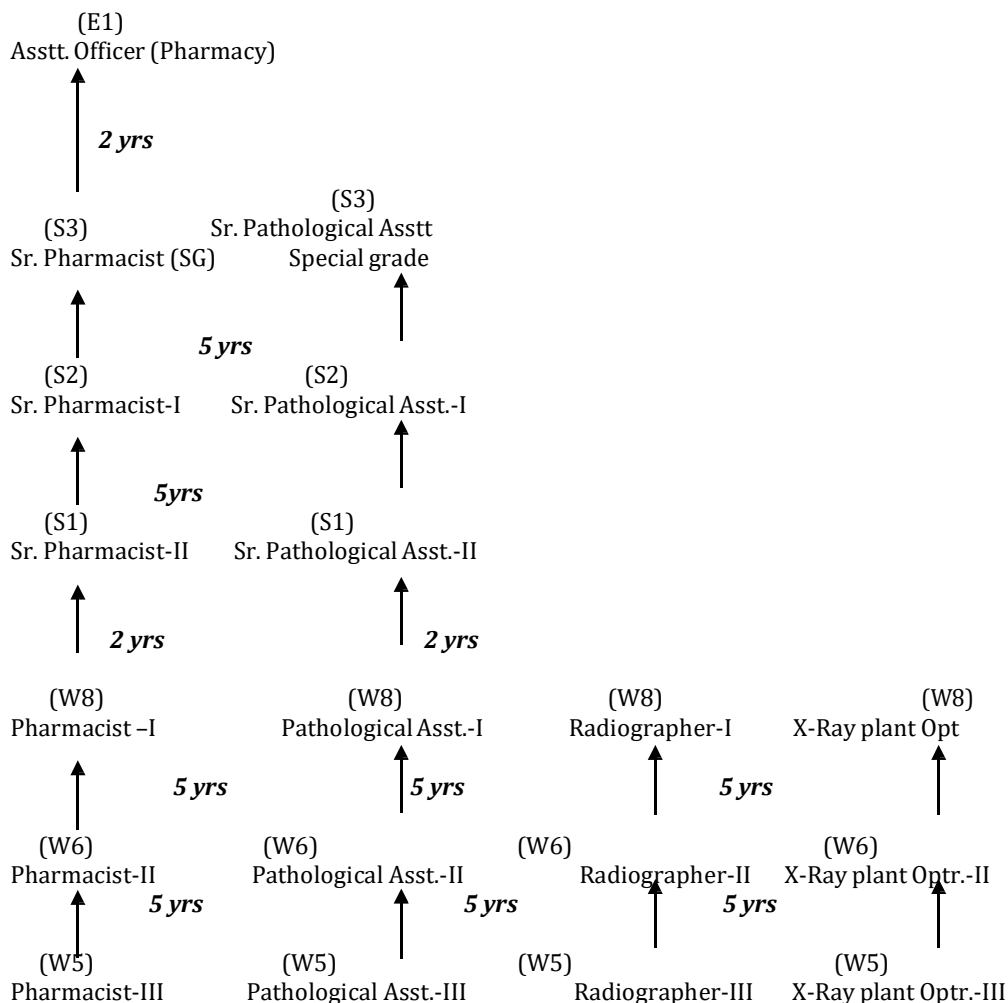


NEEPCO HR MANUAL
PROMOTION POLICY FOR
WORKMEN & SUPERVISORS

VOLUME : I
SECTION : A
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MEDICAL (Pharmacy / Radiographer/ X- Ray Plant)

ANNEXURE -37



(1) EQ for Induction as Pharmacist-III: 10+2 (science stream) + Minimum 2 years Diploma in Pharmacy recognized by Pharmacy Council Of India.

(2) EQ for induction as Pathological Asst-III: HSLC + Minimum 1 year recognized Diploma in Lab Technician

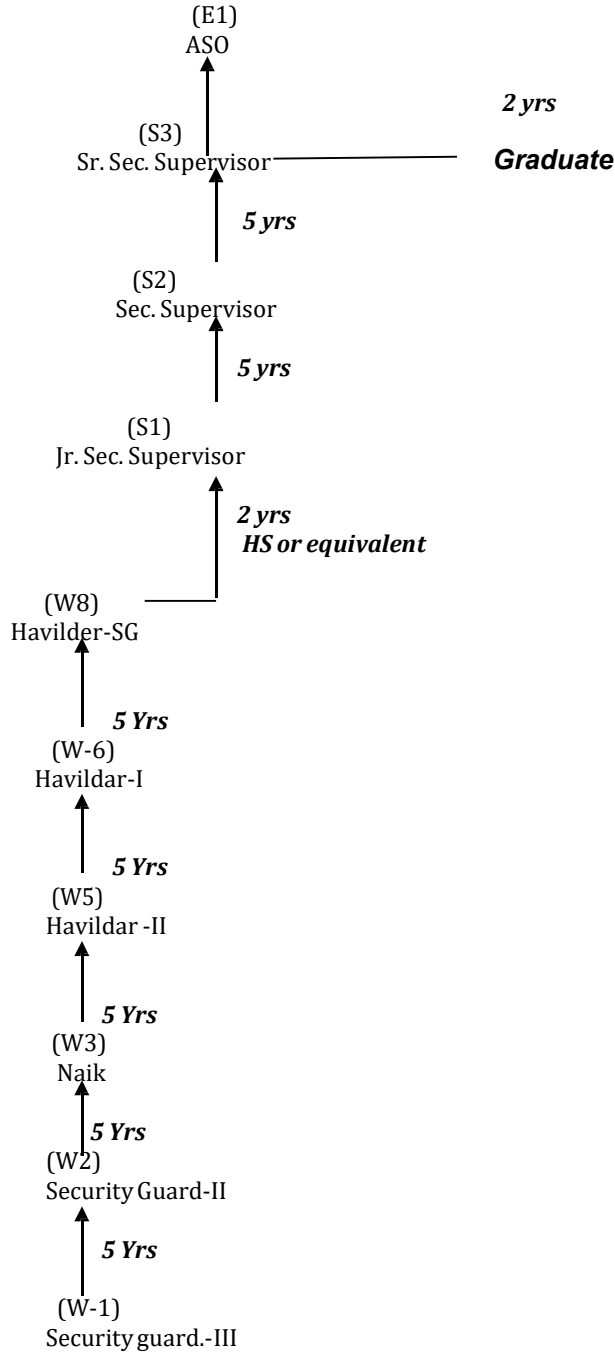
(3) EQ for induction as Radiographer-III : (a) HSLC or equivalent (+)
(b) Certificate Course in Radiology of 1 yr. duration recognised by GOI.

(4) EQ for induction as X-Ray plant Optr-III : (a) HSLC or equivalent (+)
(b) Certificate Course in X-Ray plant Operation of 1 yr. duration recognised by GOI.

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SECURITY

ANNEXURE-38

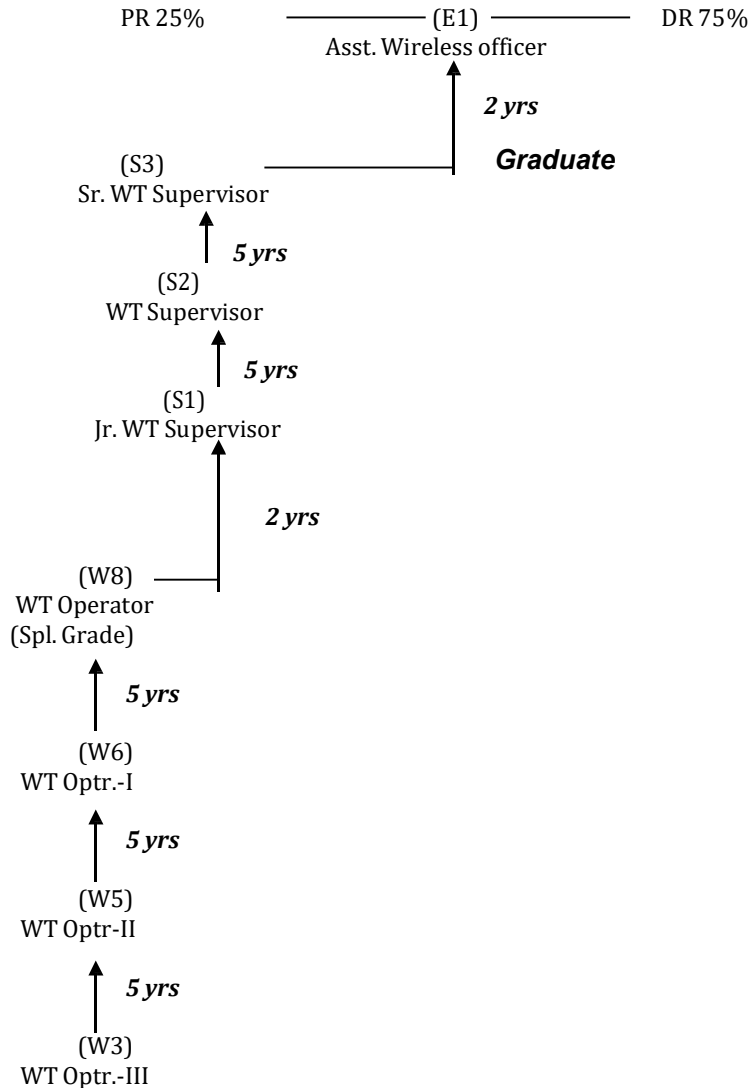


- 1) **EQ for induction as Security Guard :** (a) HSLC passed +
(b) Basic & refresher Course in Home Guard/Civil Defense/Para Military/Police/defense Services
- 2) **EQ for induction Supervisory cadre :** (a) HS or equivalent in armed forces +
(b) Must have rendered 2 yrs. Service as havildar or equivalent in Defense / Para military / police

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SECURITY (WIRELESS)

ANNEXURE – 39

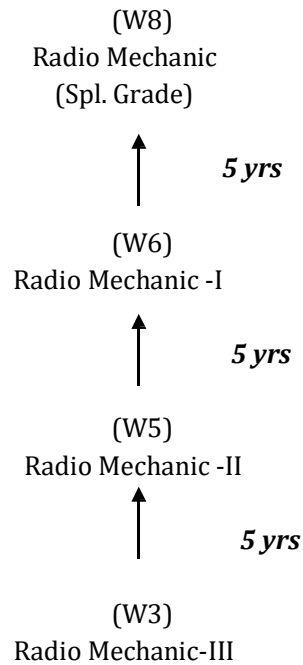


- (1) **EQ for induction as Asst. Wireless Officer :** (a) Graduate in any discipline
(b) Basic Training Course in WT from Armed/Police/Para Military/ GOI recognised institute with three yrs. experience in WT in the next below the scale.
- (2) **EQ for induction as Wireless Operator :** (a) HSLC or equivalent
(b) Certificate in operation of Wireless sets of HF/VHF type

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TRADE: RADIO MECHANIC

ANNEXURE – 40

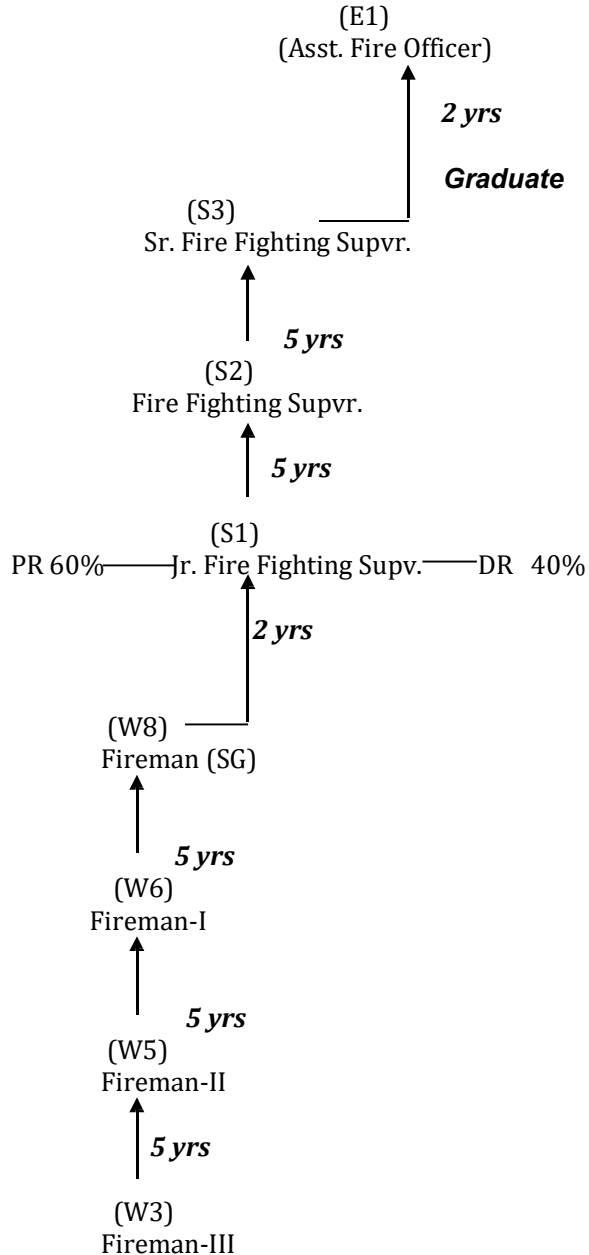


- a) EQ for induction as Radio Mechanic :i) HSLC/ Equiv.
ii) ITI or Diploma from recognized Institutions in
Wireless/ Tele-communication + experience in
the line.

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FIRE AND SAFETY

ANNEXURE - 41

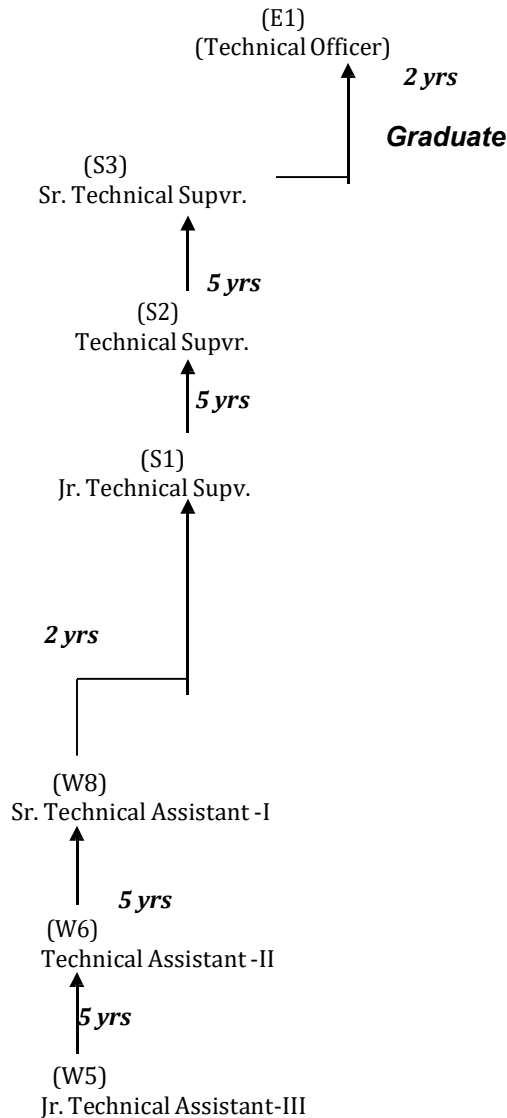


- (1) **EQ for induction as Fireman-III** : (a) HSLC or equivalent +
(b) At least 6(six) months basic training in Fire Fighting from Armed / Paramilitary / Police force / PSU / Reputed Agency.
- (2) **EQ for induction as DR in Supvr. Cadre:** (a) HSLC or equivalent
(b) Sub Officer course from National fire Service College, nagpur or any GOI recognised institute.

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TECHNICAL OFFICER

ANNEXURE - 42



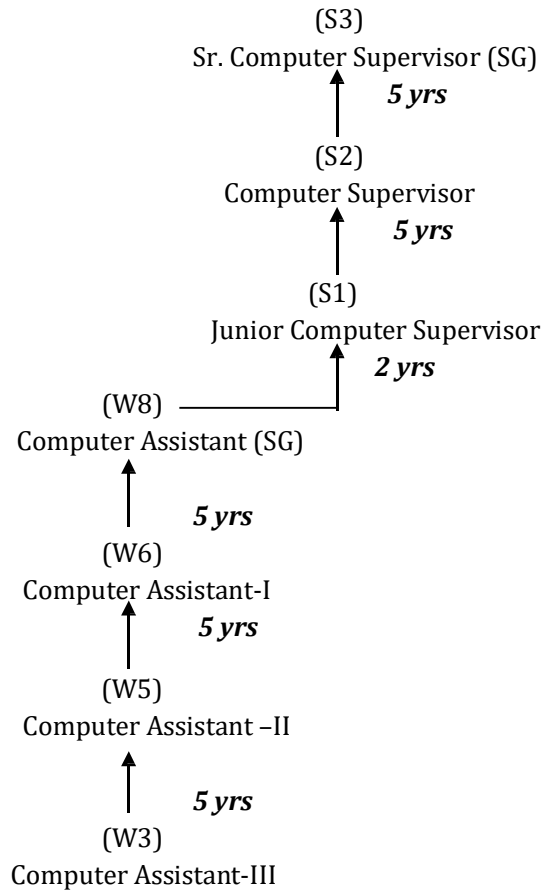
Employees of Draughtsman/ other posts with HSLC+ ITI Certificate/ Diploma in Draughtsman of 2yrs duration recognised by the Govt. of India after power plant On-the job training for Construction, Operation & Maintenance (COM) of Projects/ Plants in reputed institutes viz, NPTI, ITI etc., will be redeployed in the technical post corresponding to their Grades.

Note: The posts & COP is for those employees who have been trained & re-mustered and no induction will be made in any post/ grade contained in this CoP. Promotion beyond E1 and up-to E4 shall be governed by Promotion Policy for Executives.

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COMPUTER ASSISTANT (NON-TECHNICAL)

ANNEXURE-43



Employees with HSLC+ Trade Training on Office Automation(through tailor made Training Module on Office Automation in association with training institutes, viz, BDPS, APTECH, NIIT, etc.) will be redeployed in the Computer Assistant post corresponding to their Grades.

Promotion from W8 to S1: HSSLC +Trade Training on Office Automation

Note: The posts & COP is for those employees who have been trained re-mustered and no induction will be made in any post/ grade contained in this CoP.

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ANNEXURE - 44

QUALIFICATION RATINGS

Category of Post	Qualifications	Point
(A) Technical	Doctorate in Engg. or equivalent in professional area.	20
	Post Graduate Degree or equivalent in concerned area.	18
	Engg. Degree or equivalent in concerned area.	16
	B.Sc./Diploma of 3 years duration or equivalent in respective professional areas.	12
	P. U. or equivalent.	9
	H.S.L.C. or equivalent with I.T.I.	9
	Non-Matric with I.T.I.	7
	H.S.L.C. or equivalent	7
	Non-Matric.	5
	Engineering Degree with PG Degree/Diploma in Engineering area (One-year course).	17
(B) Personnel & Administration and other allied Service like Secretarial, Security and Vigilance, etc.	Doctorate or equivalent in professional area.	20
	PG (Professional) Degree or equivalent in their respective professional area/ stream (Two years full time course)	18
	Graduate with PG Degree/Diploma in their respective professional area (One year course).	15
	Master's Degree.	14
	Graduate (Hons).	13
	Graduate only.	12
	P.U. or equivalent.	9
	H.S.L.C. or equivalent	7
	Non-Matric.	5
(C) Finance & Accounts.	Professional Doctorate or equivalent in concerned area.	20
	Professional Qualification like C.A/ ICWA / MBA with specialization in Finance or equivalent.	18
	Graduate (+) Pass in Departmental exam. or S.A.S. exam/ Graduate with PG Degree/ Diploma (One year course) in Finance	15
	Graduate (Hons.) or equivalent	13
	Master Degree in professional area	14
	Graduate only.	12
(D) Medical	MD / MS and recognised equivalent Degree.	20
	MBBS or equivalent degree with specialization.	16
	MBBS or equivalent	14
	HSLC + Diploma in various Trades of two years duration or more duration.	10
	HSLC + Diploma / Certificate of less than two years duration.	9
	HSLC or equivalent.	7
	Non-Matric.	5
	MBBS or equivalent degree with PG Degree/Diploma of one year duration in Medical profession.	17

N.B: In case of possession of L.L.B. or equivalent, one point will be added further in respect of functional areas mentioned at 'B' (Sl. No. 2, 3, 4 & 5) and 'C' (Sl. No. 2, 3, 4 & 5) only.

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REFERENCES / AMENDMENTS / INCLUSION

Clause No.	Board Approval	Circulated vide
	Readjustment of posts in IT stream along with changes in Designations as approved by Competent Authority	Office Order No. 13 dtd. 02.07.2012 and circulated vide Memo No. Pers/08/M-6/200-250 dtd. 2 nd July, 2012
10.7	Existing Designation for Draftsman renamed vide O/O no. 01 dated 10.05.2018 and circulated vide No. Pers-08/M-6/824-65 dtd. 10.05.2018	
CoP Charts (Page 26)	Existing Designation renamed vide O/O no. 01 dated 10.05.2018 and circulated vide No. Pers-08/M-6/824-65 dtd. 10.05.2018	
Annex.3 (Pg 30) Annex.27(Pg 54) Annex.30(Pg 57) Annex 35(Pg 62)	Existing Designation renamed vide O/O no. 01 dated 10.05.2018 and circulated vide No. Pers-08/M-6/824-65 dtd. 10.05.2018	
	Existing E1 to E9 grades of Executives revised as approved by the Board of Directors in the 234 th Board Meeting held on 14.11.2017	Office Order No. 889 dtd. 09.01.2018 and circulated vide Memo No. Pers/23/109/10,809-60 dtd. 09.01.2018
	Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251 st Board Meeting held on 10.05.2019	Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.

PREPARED BY	REVIEWED BY	APPROVED BY
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