

**NATIONAL SEEDS CORPORATION LIMITED**

**(A GOVT. OF INDIA UNDERTAKING)**

**MODIFIED PROMOTION POLICY UNDER CLUSTER  
SCHEME**

**(w.e.f 01.07.2017)**

**(Approved by Board of Directors in its 272<sup>nd</sup> meeting**

**held on 30.06.2017)**

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**NATIONAL SEEDS CORPORATION LIMITED**  
(A Government of India Undertaking)

**CHAPTER I – PROMOTION POLICY**

**1.0 General Fundamentals:**

- 1.1 All promotions in the Corporation are subject to availability of vacancies and suitability of candidates in terms of the qualification(s) and experience prescribed in the Rules.
- 1.2 All proposals for promotion under the policy, the posts carrying pay scale of Rs 10,900 – 31500(IDA) i.e S-4 and above are treated as “Corporate level” posts and promotion to these posts will be made on Corporate level basis by HR Deptt. at Corporate Office from amongst the eligible employees working in all Regional Offices/Farms/Corporate Office of the Corporation. Posts in ‘C’ & ‘D’ Groups are treated as ‘Unit level’ posts and promotions to these posts are to be made by concerned Farm and Corporate Office depending upon availability of vacancies existing in respective Farms, Regional Offices and Corporate Office respectively. However, the action for promotion of workers in C & D categories posted at Regional Offices will be dealt with by HR Department of Corporate Office, Delhi and the seniority of such employees will also be common in respective disciplines. However, the seniority of employees of the Farms will be maintained Farm wise by the concerned Farm.
- 1.3 All the new and resultant vacancies in the Corporation, in the first instance, are to be filled up from amongst eligible departmental candidates in the ratio specified in the Recruitment Rules. However, the Management has the right to fill up any vacancy through diversifications, on lateral basis, on operational / administrative considerations.
- 1.4 In order to have professionally qualified persons to man the positions at managerial level, all vacancies shall be filled up in the ratio of 60:40 by direct recruitment and promotion respectively at the induction level i.e. induction of Management Trainees in concerned disciplines to be absorbed at the level of Asstt. Manager (E-I). The vacancies in promotion quota that will remain unfilled due to non-availability of suitable candidates in the feeder grade, shall also be filled up by direct recruitment as Management Trainee.

**2.0 PROMOTION POLICY FOR OFFICERS CATEGORIES**

- 2.1 For the purpose of effecting promotions in officers’ categories, following cluster system is introduced. All officers upto the level of Senior General Manager i.e. pay scale of **Rs.43,200-66000 (E-7)** will be divided into following four groups:-

**Executive Category**

<b>Cluster-I</b>		Scale Code	Scale
a)	Asstt. Officer	S-4	Rs.10900-31500
b)	Officer	E-0	Rs.12600-32500

<b>Cluster-II</b>		Scale Code	Scale
a)	Asstt. Manager	E-1	Rs.16400-40500
b)	Manager	E-2	Rs.20600-46500
c)	Asstt. General Manager	E-3	Rs.24900-50500

Cluster-III		Scale Code	Scale
a)	Dy. Gen. Manager	E-4	Rs.29100-54500
b)	Addl. Gen. Manager	E-5	Rs.32900-58000

Cluster-IV		Scale Code	Scale
a)	Gen. Manager	E-6	Rs.36,600-62,000
b)	Sr. Gen. Manager	E-7	Rs.43,200-66,000

2.2 The eligibility for promotion within the above Clusters will be determined on the basis of completion of the following time periods:-

**a) Promotion to Cluster-I and within Cluster -I**

Eligibility for promotion from highest level (S-3) of non-executive cadre to lowest level of Cluster - I & within Cluster-I will be as under:-

Level	Employees possessing educational qualification criteria for promotion in I <sup>st</sup> category	Employees possessing educational qualification criteria for promotion in II <sup>nd</sup> category	Employees possessing educational qualification criteria for promotion in III <sup>rd</sup> category
For S-4*	3 years	4 years	5 years
For E-0**	4 years	5 years	6 years

\*excluding APS, Sr. Tech. Gd. I, Draftsman Gd. II, Sr. Driver Gd. I

\*\*excluding Private Secretary

**b) Promotion from Cluster -I to Cluster- II & within Cluster- II**

Level	Employees possessing educational qualification criteria for promotion in I <sup>st</sup> category	Employees possessing educational qualification criteria for promotion in II <sup>nd</sup> category	Graduates (wherever prescribed)
For E-I, E-2 & E-3	4 years	5 years	6 years

**c) Promotion from Cluster- II to Cluster- III & within Cluster- III**

Level	Employees possessing educational qualification criteria for promotion in I <sup>st</sup> category	Employees possessing educational qualification criteria for promotion in II <sup>nd</sup> category	Graduates
For E-4 & E-5	4 years	5 years	Not applicable

**d) Promotion from Cluster III to Cluster IV & within Cluster IV**

Level	Employees possessing educational qualification criteria for promotion in I <sup>st</sup> category	Employees possessing educational qualification criteria for promotion in II <sup>nd</sup> category	Graduates
For E-6	3 years	Not applicable	Not applicable
For E-7	2 years	Not applicable	Not applicable

### **3.0 Eligibility conditions for Promotions of Officers**

- 3.1 The promotion of all Executives will be done 100% on merit to be assessed by a D.P.C. which is based on service records, APARs, Supervisors remarks about employee's capabilities, written reports of the immediate officer, employee's intelligence, capacity to learn, aptitude and his behavior with superior and junior colleagues. The eligibility to call an employee for interview and assessment of his suitability for promotion shall be determined subject to securing minimum prescribed points for eligibility under the Evaluation System as laid down in this Policy.
- 3.2 While promotions within the *Clusters* will not be vacancy based, the promotions from *E-0 to Cluster-II and from Cluster-II to Cluster-III & Cluster III to Cluster-IV* will be subject to availability of clear vacancies at the lowest rung of the respective Cluster. For this purpose, the vacancies available at all levels in the Cluster will be based on the approved cadre strength in each discipline and shall be clubbed together and brought down at the lowest rung of the Group for promotion of employees from lower Group to higher group.
- 3.3 Minimum eligibility period for promotion from Cluster-I to Cluster-II will be 4 years in the previous post. The Promotions from Cluster-I to Cluster-II will be vacancy based. However, in the event of non-availability of the vacancy at the lowest rung in Cluster-II, the meritorious employees found suitable by DPC in the scale of **Rs.12600-32500** meeting the prescribed eligibility criteria, for next level can be considered for placement in the scale of **Rs.16400-40500**, after they have put in one more year of service over and above the period of eligibility for regular promotion to this level. Scale so granted to the individuals will be treated as "Personal" to them and the service put in by them in this scale will not count for seniority and eligibility for promotion to the regular post in scale of **Rs.16400-40500**. On such placement in the stagnation scale, they will continue to perform their existing duties and the word 'Senior' will be prefixed to their existing designations. Their pay in the said scale will however be fixed as in case of regular promotion. On occurrence of a regular vacancy at the lowest rung of Cluster-II, these officers will compete along with other eligible officers for promotion on regular basis to the scale of **Rs.16400-40500 (E-1)**. Only those individuals may be placed in the next higher scale under these provisions who are of proven ability and who otherwise fulfill suitability for promotion as per promotion policy.
- 3.4 Minimum eligibility period for promotion from Cluster-II to Cluster-III will be 4 years in the previous post. Promotion from Cluster-II to Cluster-III will be vacancy based. However, in the event of non-availability of the vacancy at the lowest rung in Cluster-III, the meritorious Officers found suitable by DPC in the scale of **Rs.24900-50500** meeting the prescribed eligibility criteria, for next level can be considered for placement in the scale of **Rs.29100-54500**, after they have put in one more year of service over and above the period of eligibility for regular promotion to this level. Scale so granted to the individuals will be treated as "Personal" to them and the service put in by them in this scale will not count for seniority and eligibility for promotion to the regular post in scale of **Rs.29100-54500**. On such placement in the stagnation scale, they will continue to perform their existing duties and the word 'Senior' will be prefixed to their existing designations. Their pay in the said scale will however be fixed as in case of regular promotion. On occurrence of a regular vacancy at the lowest rung of Cluster-III, these officers will compete along with other eligible officers for promotion on regular basis to the scale of **Rs.29100-54500 (E-4)**. Only those individuals may be placed in the next higher scale under these provisions who are of proven ability and who otherwise fulfill suitability for promotion as per promotion policy.

3.5 The sanctioned posts of Sr. General\_Manager at level of E-7 in the corporation may be operated either at E-6 or E-7 level depending on the requirement and availability of suitable incumbents persons at these levels.

3.6 **Promotional Avenues for Isolated categories upto Addl. General Manager (E-5)**

The above promotion policy will also be applicable in respect of isolated cadres subject to meeting the specifications as laid down for equivalent category of posts in other discipline, where recruitment rules are made and channels were specified.

**4.0 Evaluation System**

4.1 In order to make the system of evaluation more transparent and objective for promotion on merit, the suitability for promotion from one level to another level will be assessed by adopting the following criteria:-

**SUITABILITY CRITERIA FOR SELECTION ON 100% MERIT:**

S. No.	Criteria	Points
i)	Performance Appraisal Reports	40
ii)	Educational Qualification(s)	10
iii)	Experience	20
iv)	Interview by DPC	30
	<b>Total</b>	<b>100</b>

**4.2 Performance Appraisal Reports (Maximum Points: 40)**

The 'overall rating' as adjudged in the Annual Performance Appraisal Reports for the last four years (as the case may be) for Cluster-I, Cluster-II & Cluster-III will be considered for evaluating suitability for next higher position and the points for APARs will be awarded as under:-

Rating	Outstanding	V. Good	Good	Satisfactory	Below satisfaction
Last Year	15	12	10	7	0
Year before last year	12	7	6	4	0
2 years before last year	8	6	5	3	0
3 years before last year	5	5	3	2	0

*In case of promotion from E-5 to E-6, the overall reporting for the last 3 years will be considered and the points for APARs will be awarded as under:-*

Rating	Outstanding	V. Good	Good	Satisfactory	Below sat.
<i>Last Year</i>	<i>20</i>	<i>15</i>	<i>12</i>	<i>8</i>	<i>0</i>
<i>Year before last year</i>	<i>13</i>	<i>9</i>	<i>7</i>	<i>5</i>	<i>0</i>
<i>2 years before last year</i>	<i>7</i>	<i>6</i>	<i>5</i>	<i>3</i>	<i>0</i>

In case of higher level post (E-7), the overall reporting for the last 2 years will be considered and the points for APARs will be awarded as under:-

<b>Rating</b>	<b>Outstanding</b>	<b>V. Good</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Below sat.</b>
Last Year	25	18	15	10	0
Year before last year	15	12	9	6	0

**Note:** In terms of the rules regarding Annual Performance, Appraisal Reports, the substance of adverse remarks if any, indicated in the Annual Performance Appraisal Report are required to be communicated to the employee reported upon after the same has been accepted by the Competent Authority. Even the general remarks which are of adverse nature, affecting individual's promotion / career development and also remarks such as 'poor' and 'needs improvement' are required to be communicated within a period of one month. Further, any adverse remarks under the column potential for higher responsibility by the Reviewing Authority must be considered by the subsequent Reviewing / Accepting Authority while considering the overall rating. The adverse comments mentioned by the Reporting / Reviewing Authority shall not be treated to be expunged unless specifically done so by the Accepting Authority and the same shall be communicated to the Appraiser so that he / she may improve upon the weak areas identified in the Appraisal Report.

#### **4.3 Educational Qualifications (Maximum Points: 10)**

**The points for Educational Qualification will be awarded as under:-**

<b>S. No.</b>	<b>CRITERIA</b>	<b>POINTS</b>
1.	Employees meeting prescribed direct recruitment qualification	+10
2.	Employees meeting the qualification specification for promotion qualification other than direct recruitment	
a.	AMIE/PG Degree (in related discipline)/ MBA /PGD in PM/IR/LW/MCA/MSW/BAL etc. (Whether through distance learning or correspondence)	+8
b.	B.Sc (Agril.)/B.Com/Graduation in related discipline.	+5

#### **4.4 Experience (Maximum Points: 20)**

<b>S. No.</b>	<b>CRITERIA</b>	<b>POINTS</b>
(1)	Employees meeting the specified experience criteria	14
(2)	1 year extra	+2
(3)	2 years extra	+4
(4)	3 years and more	+6

**Note:** In case, an employee did not appear before the DPC on his own, he will not be awarded additional points for that year.

#### **4.5 DPC/ INTERVIEW (Maximum Points: 30)**

<b>S. No.</b>	<b>CRITERIA</b>	<b>POINTS</b>
1.	Performance in interview	10
2.	Exposure to related job	10
3.	Leadership qualities/Aptitude/Temperament	10

**Note:** The marks awarded by the members of DPC will be averaged out to determine the points scored by an employee.

#### **4.6 MINIMUM CRITERIA FOR ELIGIBILITY & SUITABILITY**

In order to ensure that the system leads to more objectivity and transparency, for evaluating the suitability of the candidates for promotion, from one level to another, the minimum points for eligibility and suitability are to be fixed as under:-

Sl. No.	Promotion to the Level of	Qualifying Points for			
		Eligibility (Max. Points 70)		Suitability (Max. Points 100)	
		UR	SC/ST	UR	SC/ST
i)	E-0,E-2,E-3 & E-5	45	40	70	65
ii)	<i>S-4, E-1,E-4, E-6 &amp; E-7</i>	50	45	75	70

Note: Those who do not meet the eligibility criteria, will not be eligible to be called for interview.

**4.7** The cutoff date for determining the eligibility for promotion shall be 30<sup>th</sup> June every year. *Only those employees who will complete the required completed years of service for promotion to a particular post can only be considered for promotion. The cases of employees completing fraction of the year will be considered as under:*

- If fraction of completed year of service is 6 months or more as on 30<sup>th</sup> June, one year will be added in lieu of that period. Example: If any employee completes 4 years 6 months or more, he will be considered to have completed 5 years of service for promotional avenues only and will be promoted w.e.f. 1<sup>st</sup> July of that year, if otherwise found fit.*
- If fraction of completed year of service is less than 6 months as on 30<sup>th</sup> June, such fraction will not be counted for the purpose of eligibility. Example: If an employee completes 4 years and less than 6 months; he will be considered to have completed only 4 years of service for promotional avenues and would be assessed for promotion next year when he completed the eligibility period of 5 years.*
- These calculations will be valid only for consideration of promotional avenues and in no way be counted for any other benefits/facilities/perks under any rule. (Approved in the BOD meeting of 254<sup>th</sup> held on 06.06.2014 and ATR submitted in 255<sup>th</sup> BOD meeting held on 31-7- 2014 .*
- The period of suspension for a period exceeding 15 days will not be counted for eligibility, unless regularized by the Competent Discipline Authority.*

#### **5.0 PROMOTION POLICY FOR NON-UNIONIZED SUPERVISORS/ NON SUPERVISORY CATEGORIES**

5.1 A cluster based promotion policy in respect of Non-Unionized Supervisors/*Non supervisors* categories will be adopted in the Corporation. Under the above policy, all categories of non-unionized supervisors/ *Non supervisors* will be divided into the following 4 Clusters:-

S. No.	Designation	Scale Code	Pay Scale (IDA)	Eligibility period required
1.	Cluster-I	NS-0 NS-1 NS-2	6700-18900 6800-19100 7000-19700	<b>4,5</b> and 6 years experience depending upon the level of qualification possessed by the concerned employee as specified in the RRs.
2.	Cluster-II	NS-3 NS-4 NS-5 NS-6	7200-20300 7600-21100 8200-22200 8700-24500	<b>3,4,5</b> and 6 years experience at the next below level depending upon the level of qualification possessed by the concerned employee as specified in the RRs.

3.	Cluster-III	S-1 S-2 S-3	9400-25700 9800-27600 10500-29500	<b>3, 4,5 and 6</b> years experience at the next below level depending upon the level of qualification possessed by the concerned employee as specified in the RRs.
4.	Cluster-IV	D1 D2	7600-19600 8000-21100 (For only existing employee of NSC in group 'D')	<b>4,5 and 6</b> years experience depending upon the level of qualification possessed by the concerned employee as specified in the RRs.

- 5.2 (a) The change over from Cluster-I to Cluster-II and Cluster-II to Cluster-III will be vacancy based and the eligibility period will be same as prescribed for the Cluster in which promotion is to be made.
- (b) Promotions within Clusters will be based on Merit-cum-Seniority, subject to meeting the existing eligibility criteria of qualifications. All promotions/ placement for *S-4* and above will be based on 100% merit through Interview. However, no interview will be held for the posts up to *S-3* and suitability would be adjudged through Paper Assessment by a DPC.
- (c) Promotion within Clusters will be done on completion of specified period *as per RR* and meeting the suitability criteria based on APAR points system.
- (d) The Vacant posts from S-1 to S-3 & from S-4 to E-0 shall be filled up in the ratio of 25:75 by direct recruitment and promotion respectively at the induction level of supervisory category in concerned as discipline to be absorbed at the level of Asst. Grade –I/Jr. Engg. Grade-IV. The vacancies that will remain unfilled due to non-availability of suitable candidate in the feeder grade, the same shall also be filled up by direct recruitment as Sr.Trainee/Diploma Trainee.

#### 6.0 Evaluation system for promotion:-

In order to make the system of assessment for promotion more objective and transparent, suitability for promotion from one level to another will be assessed by adopting the following criteria:-

S. No.	Criteria	Points
1.	Annual Performance Appraisal Reports	40
2.	Educational Qualification	10
3	Experience	20
	<b>Total</b>	<b>70</b>

For promotion *to S-4 level and* from S-4 to E-0 level, the Evaluation system as applicable to Officers i.e. 30 marks for interview, will be adopted.

#### 6.1 ANNUAL PERFORMANCE APPRAISAL REPORTS (MAXIMUM POINTS: 40)

The 'overall rating' as adjudged in the Annual Performance Appraisal Reports for the last 5 years will be considered for evaluating suitability for next higher position, and the points for APARs will be awarded as under:-



Rating	Outstanding	V Good	Good	Satisfactory (average)	Below satisfactory (poor)
Last Year	12	10	8	6	0
Year before last year	10	8	6	4	0
2 years before last year	8	6	5	3	0
3 years before last year	6	4	3	2	0
4 years before last year	4	2	2	1	0

**6.2 Educational qualification (Maximum Points: 10)**

The points for Educational Qualifications to be awarded to Non-unionized Supervisors/Non Supervisor will be as under:-

S. No.	Criteria	Points
1.	Matric & Below	4
2.	Matric + ITI & equivalent	6
3.	Diploma in Engg./Graduate/BBA/BCA	8
4.	Engg. Degree including AMIE/MCA in Tech. side	10
5.	Post Graduate Degree / MBA in Non-Tech. side/CA/CMA/CS/LLB	10

**6.3 Experience (Maximum Points: 20)**

S. No.	Criteria	Points
1.	Non – unionized supervisors/Non supervisors meeting the specified experience criteria	14
2.	For additional years put in by Non – unionized supervisors:	6
	i) 1 year extra	+2
	ii) 2 years extra	+4
	iii) 3 years or more extra	+6

6.4 Only such of the employees will be considered eligible for promotion, who will secure at least 45 marks in respect of UR category and 40 marks in respect of SC/ ST, out of 70 marks subject to vigilance clearance and that no disciplinary actions is pending against the concerned employee. However, DPC will be held to assess the suitability of the candidates found eligible for promotion based on Paper Assessment.

**6.5 Promotion from one Cluster to another Cluster**

While the promotion within the Clusters will be based on completion of specified period mentioned in Recruitment Rules, promotion from one Group to another i.e. from **Cluster-I** to **Cluster-II**, **Cluster-II** to **Cluster-III** and from **Cluster-III** to Cluster – I or Officers category

(S-4) will be vacancy based and the eligibility period will be the same as prescribed for the next *cluster* for which promotion is to be made. Reservation roster will be applicable for promotion from one *cluster* to another. The vacancies in each *cluster* will be worked out and clubbed at the lowest rung of each *cluster* based on the allowed cadre strength discipline-wise at all levels in that *cluster*.

- 6.6 Minimum eligibility period for promotion from Cluster-II (of non-executive cadre) to Cluster-III (of non-executive cadre) will be 3 years in the previous post. The Promotions from Cluster-II (of non-executive cadre) to Cluster-III (of non-executive cadre) will be vacancy based. However, in the event of non-availability of the vacancy at the lowest rung in Cluster-III (of non-executive cadre), the meritorious employees found suitable by DPC in the scale of **Rs.8700-24500 (NS-6)** meeting the prescribed eligibility criteria, for next level can be considered for placement in the scale of **Rs.9400-25700 (S-1)**, after they have put in one more year of service over and above the period of eligibility for regular promotion to this level. Scale so granted to the individuals will be treated as “Personal” to them and the service put in by them in this scale will not count for seniority and eligibility for promotion to the regular post in scale of **Rs.9400-25700 (S-1)**. On such placement in the stagnation scale, they will continue to perform their existing duties and the word ‘Selection Grade’ would be suffixed to their existing designations. Their pay in the said scale will however be fixed as in case of regular promotion. On occurrence of a regular vacancy at the lowest rung of Cluster-III (of non-executive cadre), these employees will compete along with other eligible employees for promotion on regular basis to the scale of **Rs.9400-25700 (S-1)**. Only those individuals may be placed in the next higher scale under these provisions who are of proven ability and who otherwise fulfill suitability for promotion as per promotion policy.
- 6.7 Minimum eligibility period for promotion from Cluster-III (of non-executive cadre) to Cluster-I (of executive cadre) will be 3/4 years in the previous post. The Promotions from Cluster-III (of non-executive cadre) to Cluster-I (of executive cadre) will be vacancy based. However, in the event of non-availability of the vacancy at the lowest rung in Cluster-I (of executive cadre), the meritorious employees found suitable by DPC in the scale of **Rs.10500-29500 (S-3)** meeting the prescribed eligibility criteria, for next level can be considered for placement in the scale of **Rs.10900-31500 (S-4)**, after they have put in one more year of service over and above the period of eligibility for regular promotion to this level. Scale so granted to the individuals will be treated as “Personal” to them and the service put in by them in this scale will not count for seniority and eligibility for promotion to the regular post in scale of **Rs.10900-31500 (S-4)**. On such placement in the stagnation scale, they will continue to perform their existing duties and the word ‘Selection Grade’ would be suffixed to their existing designations. Their pay in the said scale will however be fixed as in case of regular promotion. On occurrence of a regular vacancy at the lowest rung of Cluster-I (of executive cadre), these employees will compete along with other eligible employees for promotion on regular basis to the scale of **Rs.10900-31500 (S-4)**. Only those individuals may be placed in the next higher scale under these provisions who are of proven ability and who otherwise fulfill suitability for promotion as per promotion policy.

## **7.0 MISCELLANEOUS POINTS**

- 7.1 In case of employees who have already been placed in the next higher scale, *in terms of old RRs*, under any Scheme, *their regular promotion* will be *in the same scale in which they are already placed*. For example, if an *Asstt. (HR) Gr- V* has been granted the scale of *Asstt.(HR) Grade-III (NS-5)*, will be designated as *Asstt.(HR) Grade III* in *NS-5* scale.
- 7.2 The under matric Non supervisors who have been appointed on compassionate grounds with relaxed qualifications, will not be considered for promotion beyond NS-2 level until and unless they acquire the minimum qualification, prescribed for that position at the intake level of Cluster-II(of non-executive cadre).
- 7.3 The cutoff date for determining the eligibility for promotion in Non-unionized supervisors/Non supervisory categories shall be 30<sup>th</sup> June every year. *If those employees who will complete the required completed year of service for promotion to a particular post can only be considered for promotion. The cases of employees completing fraction of the year will be considered as under:*
- a) *If fraction of completed year of service is 6 months or more as on 30<sup>th</sup> June, one year will be added in lieu of that period. Example: If any employee completes 4 years 6 months or more, he will be considered to have completed 5 years of service for promotional avenues only and will be promoted w.e.f. 1<sup>st</sup> July of that year, if otherwise found fit.*
- (b) *If fraction of completed year of service is less than 6 months as on 30<sup>th</sup> June, such fraction will not be counted for the purpose of eligibility. Example: If an employee completes 4 years and less than 6 months; he will be considered to have completed only 4 years of service for promotional avenues and would be assessed for promotion next year when he completed the eligibility period of 5 years.*
- c) *These calculations will be valid only for consideration of promotional avenues and in no way be counted for any other benefits/facilities/perks under any rule. (Approved in the BOD meeting of 254<sup>th</sup> held on 06.06.2014 and ATR submitted in 255<sup>th</sup> BOD meeting held on 31-7- 2014 .*
- d) *The period of suspension for a period exceeding 15 days will not be counted for eligibility, unless regularized by the Competent Discipline Authority.*

## **8.0 GENERAL GUIDELINES (FOR BOTH CATEGORIES)**

- 8.1 An employee shall commence to draw the pay of the promoted post from the date he actually assumes charge of the post irrespective of date of promotion.

### **8.2 PAY FIXATION ON PROMOTION**

An employee has option for fixation of pay on promotion from a subsequent date after accrual of annual increment in lower post/ scale. In this regard following procedure would be observed:

- a) Promotion orders of individual may, in the first instance, be issued without specifying the pay, the individual would get on promotion. The individual should, however, be asked simultaneously, to exercise, option as to whether:

his pay be fixed in the higher post on the basis of Rule 06 of NSC Pay & Allowances Rule (based on FR-22) straight away from the date of his promotion, or

his pay on the promotion be fixed initially in the manner as provided under FR-22 (a) (I), in which case he would become entitled for fixation of pay on the basis of the provision of FR-22 on the date of accrual of next increment in the scale of the pay of the lower post; the next date of increment will fall due on completion of 12 months qualifying *service from the date, pay is fixed on second occasion.*

- b) On receipt of this option, regular orders of pay fixation be issued.
- c) Option could be exercised within one month of the date of promotion, which shall be final and can be modified only if pay scale is revised retrospectively and within one month of receipt of revised pay notification.

**Note:** If the pay is fixed under (c) above, the pay which he would have drawn on accrual of increment in the pre-promoted scale, would be taken into account.

- 8.3 On promotion the concerned employees are to move to other RO/AO against whose vacancies they have been considered fit for promotion by the DPC. Refusal to move to the appointed place will not only tantamount to refusal of promotion but would also debar the officer concerned for promotion for a period of two years. Thereafter his case for promotion will only be considered when he makes a written submission to the effect that he is prepared to move out on promotion to other RO/ AO.

## **9.0 DEPARTMENTAL PROMOTION COMMITTEE**

### **9.1 Functions & composition**

For effecting the promotions, it will be ensured that suitability of the candidates for promotion is considered in an objective and impartial manner. For this purpose, Departmental Promotion Committee (DPC) will be constituted at Corporate Office/Farms. The constitution of the DPC is decided by the Competent Authority / Appointing Authority keeping in view of the following parameters:-

- i) **Size & Composition of DPC:** For Group 'A' promotions, Members of DPC will be at least one level above the concerned post. For Group 'A' promotion, Chairman cum Managing Director will preside over the meeting. For Group 'B' posts one of the Functional Directors will preside over the DPC meeting as nominated by CMD. For Group 'C' & 'D' posts, the Chairman of the DPC should be Sr. GM/GM at Corporate Office and Head of Farms at Farms. For Group 'A' posts, an officer at appropriate rank from outside the Corporation may be co-opted as Member who should have the requisite technical/professional competence to advise on the suitability of the candidates under consideration. For selection to 10 or more posts in Group 'C' and Group 'D' it shall be mandatory to have one Member from SC / ST and one from a Minority Community of the appropriate rank. Even for less than 10 vacancies, efforts will be made to find the required number of Members from these communities. For Group 'A' and Group 'B' posts, in the DPC if none of the Members is an SC / ST Officer, a Member belonging to SC / ST will be co-opted either from within the Corporation or from outside. Any member of the DPC who is a close relative of an employee figuring in the Zone of Consideration for promotion shall not be eligible to participate in the DPC meeting. A Certificate that none of the candidate in the zone of consideration is related to Members of the DPC shall be obtained before the meeting takes place.

ii) **Frequency of DPC Meeting:** DPC should be constituted once in a year. Action should be initiated well in advance and the process shall be completed will be in time so that the issue of promotion of Officers are not delayed.

#### **10.0 General Instructions/ guidelines:**

The DPC should be completed every year by September in case of Executives and by October in case of Non-Executives.

Promotion is earned by hard work, good conduct and result oriented performance as reflected in Performance Appraisal Report. Only performance more than 'Average' entitles an officer to recognition and suitable reward by way of promotion. While 'Average' is not an adverse remark, it cannot be regarded as complimentary for promotion purposes.

Promotion shall not be claimed a matter of right. Consideration of an officer by the DPC, who is otherwise eligible and falls within the zone of consideration, shall be legal necessity irrespective of its final result.

All promotions will be made effective from the date the employee actually assumes charge of the promoted post. In case an employee is already out of station due to official approved tour, he can be allowed to join the promoted post from such touring station through a signed communication sent through post/email/fax addressed to the Officer to whom he is requested to report along with a copy of the same to be endorsed to Head of HR Department.

DPC should assess the suitability of the employees for promotion on the basis of their Service Records and Performance Appraisal Reports (APAR) for maximum 5 preceding years only. In case, APAR for any particular period under reference is not available for any reason despite efforts made to get the same, then the DPC should consider the APARS of the years preceding to period in question even if it is of the lower post.

An up-dated discipline wise seniority list of the persons is prepared and a copy thereof be circulated to the persons concerned every year inviting objections, if any.

Proceedings of DPC are valid only if all the Members are duly invited for the meeting and a majority of them including the Chairman are present.

The instructions issued from time to time by the Deptt. of Personnel & Training regarding reservation and concessions to be allowed to SC/ ST or OBC candidates should be taken into consideration by the DPC.

#### **10.1 Papers to be put up to DPC**

A) A copy of the Recruitment Rules for the post.

B) Seniority List: An up-to-date seniority list of persons in the relevant grade, copy of which had already been circulated to the concerned employees.

C) Performance Appraisal Reports: APAR folders of all the persons duly completed in all respect of last preceding years.

- D) List of Eligible persons: All persons who have completed the prescribed years of service and are in the zone of consideration (based on the No. of vacancies) shall be considered for promotion.
- E) Vigilance Clearance: This should indicate the brief particulars of the Vigilance disciplinary case(s) in which a person had figured and had been punished during the last 10 years (penalty along with period to be specified) or charge sheet had been issued to him. (In cases where charge sheet is yet to be issued or the officer is not under suspension or a criminal case is not pending against him, the person can be empanelled and given promotion). However, when employee is under suspension or if a Charge sheet has been issued and the disciplinary proceedings are pending or criminal case is pending. "Sealed Cover Procedure" may be adopted as per DOPT Guidelines on the subject.
- F) Whether any legal case is pending against the employee and whether employee has filed any case against the Management, if so, the details thereof.

## 10.2 Zone of Consideration

The zone of consideration of eligible candidates with reference to the assessed vacancies prescribed with extended zone for SCs / STs to ensure the promotion chances against the reserve quota for them is as given below:-

No. of vacancies	Normal zone	Extended zone for consideration of SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the No. of vacancies +4	5 times the no. of vacancies

10.3 CMD, NSC will have the power to interpret / modify any provision of this Scheme.

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