

**ANNEXURE XXVIII**  
**(Para- 36 )**

**PROBATION AND CONFIRMATION OF EMPLOYEES**

**Authority**                      The rules governing Probation and Confirmation of  
PC No.14/95                      employees are covered by Standing Order No.4(c) in  
Dt.14-06-1995                      respect of non-executives and Rule No.36 of the  
   R & P Rules and the orders of appointment/promotion in  
   respect of both the executives and non-executives. These  
   rules are summarized below for the information of all the  
   employees :

**2.0      General**

- 2.1      The period of probation is 6 months in the case of non-executives and 12 months in the case of executives and non-executives promoted to posts in Grade-I.
- 2.2      An employee will be treated as on probation till he/she is confirmed or discharged. The employee is deemed as confirmed in his/her post, only when he/she is intimated to that effect in writing.
- 2.3      During the period of probation, employees are to be watched for their ability, conduct and attendance and monthly progress reports are to be maintained by the concerned Departmental Head or an Officer authorized by him. At the end of probation period, the Departmental Head will send to the Personnel Department a report in the prescribed form, intimating whether the employee has successfully completed the probation and hence could be confirmed, or otherwise.
- 2.4      Any deficiencies noticed in the performance of the employee during the period of probation shall be brought to his notice in writing, thereby affording him/her a chance to over come the same and improve his/her performance.

**3.0      Extension of Probation :**

- 3.1      If the performance of an employee is not found to be satisfactory inspite of intimating the deficiencies noticed in writing, his/her services will be

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terminated if he/she was appointed from open market and reverted to the lower post if he/she had been a Company employee appointed/promoted to the present post.

3.2 In exceptional cases, the Competent Authority may consider extending the probationary period of 6 months in the case of non-executives and such period as deemed fit in the case of executives, and then decide the question of confirmation of the employee in the present post on the basis of his/her performance during the extended period of probation.

3.3 If, at the end of such extended period, the employee's performance is still found to be unsatisfactory, action shall be taken as mentioned in para 3.1 above.

4.0 **Effect of Extension of Probation :**

4.1 An employee whose probation has been extended will lose the seniority by a period equivalent to the period the probation was extended.

4.2 The due date of increment will also be postponed to the extent of extension of the probation period. The due date of increment thereafter will be reckoned with reference to the actual date of confirmation.

5.0 **Confirmation :**

5.1 Confirmation on satisfactory completion of probation period :

If an employee on probation has completed the probation period to the satisfaction of the Competent Authority, Orders will be issued confirming the employee in the appointed/promoted post from the date following the date of satisfactory completion of the prescribed period of probation.

5.2 Confirmation in cases where probation period is extended :

In case of employee on extended probation has successfully completed the probation during the extended to the satisfactory of the Competent

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Authority, orders will be issued confirming the employee in the appointed/promoted post from the date of following the date of satisfactory completion of the extended period of probation, with attendant consequences as mentioned in para-4 above

- 6.0 Probation/Confirmation in cases where promotion orders have been issued subsequent to the effective date of promotion.
- 6.1 The procedure to be followed in cases where the promotion orders have been issued on a date subsequent to the effective date of promotion have been circulated vide circular No.BDL/04/C-P&A, dated 21-09-994, the procedure is re-circulated hereunder, incorporating the necessary modifications in the light of the preceding paragraphs.
- 6.2 In all cases where the promotion orders have been issued subsequent to the effective date, the probation will commence from the date of issue of the promotion order.
- 6.3 The probation period will be 6 months and 12 months for non-executives and executives respectively unless extended by a specific order, as mentioned in para.3.
- 6.4 On satisfactory completion of the probation period, orders confirming the employee in the promoted grade will be issued.
- 6.5 In case the probation has been extended, the confirmation order will be issued, provided the employee has completed probation satisfactorily during the extended period. In such cases, the confirmation order will be effective from the date following the date of satisfactory completion of the extended period of probation with attendant consequences as mentioned in paragraph 4 above.
- 6.6 In case the performance of the employee is not found satisfactory by the competent authority even during the extended period of probation, he/she shall be reverted to the post held by him/her prior to the promotion.

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**ILLUSTRATION.**

An executive was promoted from Grade –IV to Grade V w.e.f. 02-09-1992 but the promotion order was issued on 08-05-1993. In this case, he/she will be on probation for one year from 08.05.1993. In case the executive is found suitable for confirmation in the promoted post the confirmation order will be issued on or after 08-05-1994, but the effective date of confirmation will be 02-09-1993.

(I) In case probation period of the executive has been extended beyond 08-05-1994, the confirmation will be postponed by the period of extension of probation, provided the executive has completed the probation to the satisfaction of the Competent Authority during the extended period.

(II) In case the performance of the executive was not found to be satisfactory even during the extended period of probation he/she shall be reverted to Grade IV on completion of the extended period of probation.

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## ANNEXURE – XXIX

**Annexure to PC No. 28/2011 dated 02 sep 2011**  
**CAREER PLAN RULES**

**1 Introduction****1.1 General**

- 1.1.1 The **Career Plan Rules** for employees of Bharat Dynamics Limited (BDL) will come into force with effect from the date of signing MOS on approval of Board. These Rules supersedes all previous rules, regulations and notifications in force with regards to career plan, including promotions, for employees.

**1.2 Objective**

The Career Plan Rules have the following objectives:-

- 1.2.1 To make sure that the organization has the right person with the right skills at the right time on the right job
- 1.2.2 To facilitate systematic identification of suitable positions to which the incumbent can be moved to at different stages of career
- 1.2.3 To retain and develop competent personnel in each of the areas of functioning, for smooth and efficient working of the entire organization;
- 1.2.4 To motivate the employees in the matter of Career advancement by matching their reasonable aspirations consistent with their qualifications and with the needs of the organization;
- 1.2.5 To ensure fairness, consistency, uniformity and equal opportunity in the matters of career growth

- 1.2.6 To provide career and development opportunities to employees based on performance and potential

### 1.3 Key Definitions

- 1.3.1 “**Company**” means Bharat Dynamics Limited including its Factories, Divisions, Units, Head Office, Branch Offices and other Administrative Offices wherever situated.
- 1.3.2 “**Appointing Authority**” means the President of India, the Board of Directors, the Chairman & the Managing Director, the Whole Time Director(s), the General Managers and/or any Executive of the Company to whom powers in this regard have been delegated.
- 1.3.3 “**Employee**” means any person employed in the Company other than the persons under contract or on deputation. The employees are divided into two categories—Non-executive & Executive. The Non-executives are spread across thirteen wage-groups--- WG-0 to WG-12 and the Executives are across nine grades---Grade-I to Grade-IX, below Board level.

### 1.4 Scope.

These rules are applicable to all Employees of BDL.

## 2 Career Plan for Non-Executives

### 2.1 Description of Non- Executive Wage Groups.

- 2.1.1 The designations for the non-executives, as they grow along their career path are as given below:-

| Wage Group | For non-executives recruited in WG-2 |                                | For non-executives recruited in WG-4 |               |
|------------|--------------------------------------|--------------------------------|--------------------------------------|---------------|
|            | Technical                            | Non-Technical                  | TECH                                 | NON TECH      |
| 12         | Chief Master Technician-II           | Chief Office Superintendent-II | Asstt. Engineer                      | Sr. Associate |
| 11         | Chief Master Technician-I            | Chief Office Superintendent-I  | Junior Engineer                      | Associate-II  |

|    |                           |                               |                           |                  |
|----|---------------------------|-------------------------------|---------------------------|------------------|
| 10 | Sr. Master Technician-III | Sr. Office Superintendent-III | Sr. Diploma Engineer-II   | Associate-I      |
| 9  | Sr. Master Technician-II  | Sr. Office Superintendent-II  | Sr. Diploma Engineer-I    | Dy. Associate    |
| 8  | Sr. Master Technician-I   | Sr. Office Superintendent –I  | Diploma Engineer-II       | Jr. Associate-II |
| 7  | Master Technician         | Office Superintendent         | Diploma Engineer-I        | Jr. Associate-I  |
| 6  | Sr. Technician            | Sr. Assistant                 | Master Diploma Technician | Sr. Assistant    |
| 5  | Technician-II             | Assistant-II                  | Sr. Diploma Technician    | Assistant-II     |
| 4  | Technician-I              | Assistant-I                   | Diploma Technician        | Assistant-I      |
| 3  | Junior Technician-II      | Junior Assistant-II           | ~                         | ~                |
| 2  | Junior Technician-I       | Junior Assistant-I            | ~                         | ~                |

The designations for Stenographers, Store Keepers & . Chemist will be as under:

| Wage Group | DESIGNATIONS OF          |                               |                    |
|------------|--------------------------|-------------------------------|--------------------|
|            | STENOGRAPHER             | STORE KEEPER                  | CHEMIST            |
| 12         | Chief Personal Secretary | Chief Store Superintendent-II | Chief Chemist –II  |
| 11         | Sr. Personal Secretary   | Chief Store Superintendent-I  | Chief Chemist –I   |
| 10         | Personal Secretary-II    | Sr. Store Superintendent-II   | Sr. Master Chemist |
| 9          | Personal Secretary-I     | Sr. Store Superintendent-I    | Master Chemist     |
| 8          | Sr. Personal Assistant   | Store Superintendent          | Sr. Chemist-II     |
| 7          | Personal Assistant       | Jr. Store Superintendent      | Sr. Chemist-I      |
| 6          | Jr. Personal Assistant   | Sr. Store Keeper-II           | Chemist            |
| 5          | Sr. Stenographer         | Sr. Store Keeper-I            | Jr. Chemist – II   |
| 4          | Stenographer             | Store Keeper-II               | Jr. Chemist – I    |
| 3          |                          | Store Keeper-I                |                    |
| 2          |                          | Jr. Store Keeper              |                    |

2.1.2 The above designations will not be applicable to the following trades-- small arms specialist, driver, cook, fork lift operator, crane operator, etc.

2.1.3 Non-executives who join in WG-0 (or already in WG-1) will continue to retain their designation allocated to them at the time of joining, all through the career.

## 2.2 Career Growth in Non-Executive Cadre

2.2.1 Career path for non-executives, except for those falling in Paths- 4 to Path-13 described below, will be as given below:

- (a) **PATH-1:** Career path for non-executives with qualification prescribed for WG-4 will be upto Gr-VI
- (b) **PATH-2:** Career path for non-executives with qualification prescribed for WG-2 will be upto Gr-II
- (c) **PATH-3:** Career path for non-executives with qualification prescribed for WG-0 will be upto WG-6

2.2.2 In addition to the above paths, there are some specific paths for non-executives in specific trades or possessing specific qualifications. The career path defined for them will be as given below:

- (a) **PATH-4:** Career path for non-executives possessing qualification of SSC/HSC or equivalent qualification in both technical and non-technical cadres will be upto WG-12. Non-executives in Helper category will not fall in this path, irrespective of their qualification.
- (b) **PATH-5:** Career path for non-executives possessing qualification of Class-VIII passed and remustered from helper category earlier will be upto WG-9
- (c) **PATH-6:** Career path for non-executives possessing qualification less than Class-VIII passed and presently in WG-5 (as on June 30, 2011) will be upto WG-6
- (d) **PATH-7:** Career path for non-executives in driver's cadre without SSC qualification and who are already in WG-10 (as on June 30, 2011) will be upto WG-11
- (e) **PATH-8:** Career path for non-executives in driver's cadre without SSC qualification and who are not in WG-10 (as on June 30, 2011) will be upto WG-10
- (f) **PATH-9:** Career path for non-executives in librarian and sanitary inspector cadre will be upto WG-12



- (g) **PATH-10:** Career path for non-executives in dressers, plastic-cane-weavers and sportspersons possessing qualification of less than Class-VIII passed and on the rolls of the Company (as on June 30, 2011) will be upto WG-9
- (h) **PATH-11:** Career path for non-executives in the security cadre who have been re-categorized or continuing in security will be upto WG-12
- (i) **PATH-12:** Career path for non-executives currently in the cook cadre (as on June 30, 2011) will be upto WG-9. Cooks who may be recruited in WG-2 as per the qualification now prescribed for such post will be upto WG-12, as per PATH-2.
- (j) **PATH-13:** Career path for non-executives in medical cadre, such as compounders, nursing assistants, male nursing assistants, pharmacists, lab technicians, etc. will be upto WG-12

2.2.3 However, if non-executives promoted to executive cadre possess/ acquire higher qualification prescribed for higher group/grade, their career path will be governed according to the qualification possessed/ acquired.

2.2.4 The relevant technical & professional qualifications(as required under Recruitment Rules) possessed / acquired from recognized Universities/ Institutions either as a regular course or a part time course through distance education program or correspondence course or any other equivalent examination recognized by the government, will be valid for re-categorization and thereafter for promotion as per the re-categorized post.

### 2.3 Eligibility Criteria for Promotions in Non-Executive Cadre

2.3.1 The eligibility criteria to appear for the promotion process within the non-executive cadre are detailed below. The candidate needs to meet all the criteria prescribed, in order to be eligible to attend the selection process.

**(a) Eligibility Period**

- (i) The non-executive should have served for a minimum prescribed period in the existing wage group as on 31<sup>st</sup> May which will be the cut-off date for reckoning the eligibility period. The prescribed period for the different wage group will be as given at **Annexure-1**
- (ii) The candidate should have been confirmed in the existing wage group.

**(b) Performance Rating**

The Performance appraisal system in operation, for non-executives of the company, as modified from time to time, will provide the basis for determination of performance rating. The final performance rating will be an average of the performance rating for the preceding three years. There should be a minimum average performance rating of 5 on a scale of 1 to 10.

**(c) Physical Attendance**

- (i) Minimum average physical attendance of 205 days per year during the preceding three financial years. However, cases of continued absenteeism from 1st April onwards in the year of consideration for promotion will also be scrutinized to determine the eligibility of the candidate for promotion.
- (ii) For purpose of reckoning the physical attendance, periods of maternity leave will be considered as physical attendance provided the employee has not availed leave without pay or remained absent without leave for a period not exceeding one month during the period of 3 years under consideration. This concession, however, will not be admissible beyond 2 children and to the cases of medical termination of pregnancy.

(d) The eligibility is further subjected to general conditions at para 4.0.

**2.4** The Departmental Promotion Committee for selection process wherever necessary will be nominated by the Management.

## **2.5 Notification for promotion**

2.5.1 The HR department will identify the eligible candidates for different wage groups based on the defined eligibility criteria.

2.5.2 The list of eligible candidates will be displayed on the Notice Boards and circulated to all the Divisional Heads/Divisional P&As for information of all concerned.

## **2.6 Selection process for promotion**

2.6.1 Promotions in non-executive cadre except promotions to WG-6 & 11

- (a) In non-executive cadre, the promotions will be based on seniority subject to suitability.
- (b) The selection process for promotions at different levels in the non-executive cadre will consist of two criteria. The criteria and the respective weightages for the different elements are given below:
  - (i) Performance Assessment Reports for last three years (80 marks)— The performance rating will be taken as an average of the ratings for the last three years. The marks allotted on this criterion will be as per the following table:-

| Average Performance Rating | 5  | 6  | 7  | 8  | 9  | 10 |
|----------------------------|----|----|----|----|----|----|
| Marks                      | 45 | 50 | 55 | 60 | 70 | 80 |

Prorated marks will be allotted for fractions in the average performance rating.

- (ii) Physical Attendance (20 marks)--- The marks for this criterion will be as under:

| Days of Attendance | Upto 205 | 206 to 220 | 221 to 230 | 231 to 240 | 241 & above |
|--------------------|----------|------------|------------|------------|-------------|
| Marks              | 0        | 4          | 10         | 16         | 20          |

- (c) The qualifying marks for suitability for promotion will be 50%, with relaxations as applicable for SC/ ST candidates.
- (d) The employees found suitable based on the above criteria will be promoted to the next wage group within the career path in non-executive cadre applicable to the individual.

### 2.6.2 Promotions to WG-6

- (a) Promotions in case of WG-5 to 6 will be based on merit.
- (b) The selection process for promotions will consist of two criteria. The criteria and the respective weightages for the different elements are given below:
- (i) Performance Assessment Reports for last three years (50 marks)--- The performance rating will be taken as an average of the ratings for the prescribed eligibility period for promotion. This average rating should be converted as per the weightage given under “performance assessment” criteria.
- (ii) Written test (50 marks)

Questions in the written test will be from the Question Bank maintained by HR Department. The test will cover the following:

- 1) Technical area of specialization/ trade (40 marks)

2) Standing Orders, Environment, Health & Safety Regulations, etc (10 marks)

(c) The qualifying marks for suitability for promotion will be 50%, with relaxations as applicable for SC/ ST candidates.

### **2.6.3 Promotion to WG-11**

(a) The promotions from WG-10 to 11 will be based on merit.

(b) The selection process for promotions to WG-11 will consist of three criteria. The criteria and the respective weightages for the different elements are given below:

- (i) Performance Assessment Reports for last three years (75 marks)— The performance rating will be taken as an average of the ratings for the prescribed eligibility period for promotion. This average rating should be converted as per the weightage given under “performance assessment” criteria.
- (ii) Physical Attendance (10 marks)--- The marks for this criterion will be as under:

| <b>Days of Attendance</b> | Upto 205 | 206 to 220 | 221 to 230 | 231 to 240 | 241 & above |
|---------------------------|----------|------------|------------|------------|-------------|
| <b>Marks</b>              | 0        | 2          | 5          | 8          | 10          |

- (iii) Assessment by the DPC (15 marks)---

Marks will be allocated by the DPC on any relevant additional qualification obtained, any special achievement related to work, any professional awards received or any other work related criteria it deems appropriate.

(c) The qualifying marks for suitability for promotion will be 50%, with relaxations as applicable for SC/ ST candidates.

## **2.7 Approval of Selection List for Promotion**

The HR Department will analyze the rating sheet with regards to statutory guidelines on reservations for SC, ST candidates and will put up the selection list for approval of the competent authority.

## **2.8 Promotion Orders-Effective date**

- 2.8.1 The effective date of promotion for non-executives is 1st June of the year of DPC. In case of DPCs are conducted after the effective date due to administrative reasons, promotions shall be given notionally from 1st June of respective DPC year and the financial benefit will be also given with effect from 1st June.

## **2.9 Recategorization**

- 2.9.1 An employee who wishes to be re-categorized into a different trade, may be permitted to do so at the time of his/her promotion subject to the following conditions—
- (a) He/she must possess the requisite educational qualifications
  - (b) The divisional/unit/functional head to which the employee belongs must confirm the requirement of the re-categorized post
  - (c) The divisional/ unit/functional head to which the employee belongs must recommend the employee who is seeking re-categorization
  - (d) He/she should pass a practical test/written test specifically conducted by the DPC for re-categorization, before the assessment.
  - (e) The qualifying & maximum marks for written test or practical test will be as prescribed for recruitment.
  - (f) Re-categorization is permissible only once in course of the employee's service.
  - (g) Helpers in WG-0 and WG-1 are not eligible for re-categorization.

### 3 CAREER TRANSITION FOR NON-EXECUTIVES TO EXECUTIVE CADRE

#### 3.1 Promotions from Non-Executive Cadre to Gr-I

3.1.1 There will be two streams for promotions from non-executive cadre to Gr-I:

- (a) **Stream-1:** All non-executives in WG- 5 and above with minimum 3 years service in WG–5 with professional qualification prescribed for recruitment in executive cadre (technical/ non-technical), as defined by Recruitment Rules will be eligible for promotion under this stream. For such promotions, the relevant technical & professional qualifications possessed/ acquired from recognized Universities/ Institutions either as a regular course or a part time course through distance education program or correspondence course or any other equivalent examination recognized by the government, will be valid. All eligible candidates will be allowed to compete.
- (b) **Stream-2:** All non-executives in WG- 9 and above with minimum 3 years service in WG–9 will be eligible for promotion under this stream. While notifying the vacancies, applications will be called from the eligible employees for scrutiny. From among the applicants candidates will be called in ratio of 1:5 to the number of vacancies for the selection process in order of seniority.

3.1.2 The cut-off date and the effective date for reckoning promotion will be 31st May and 1st September respectively, in the year in which promotions are agreed to be effected.

#### 3.2 Vacancies for Promotions from Non-Executive Cadre to Gr-I

- 3.2.1 The number of vacancies for direct recruitment of MTs will be 45% of the total vacancies identified for Gr-I & II
- 3.2.2 Balance 55% will be filled by promotion of Non-Executives to Gr-1. This 55% will be allocated to different categories of Non-Executives as given at Para 3.2.3 & 3.2.4 below.
- 3.2.3 The number of vacancies for Stream-1 will be 15% of the total vacancies identified for Gr-I & II out of which 13% will be for technical area including persons with M.Sc qualification and the balance 2% will be for non-technical area, viz. HR, Finance & IMM.
- 3.2.4 The number of vacancies for Stream-2 will be 40% of the total vacancies identified for Gr-I & II. The 40% vacancies are allocated as under:
- (a) 20% of the total vacancies will be filled by candidates possessing the qualifications prescribed for recruitment in WG-4 in technical discipline including chemists.
  - (b) 16% of the total vacancies will be filled by candidates possessing the qualifications prescribed for recruitment in WG-2 in technical discipline
  - (c) Remaining 4% of the total vacancies will be filled by candidates in the disciplines of HR (1%), Finance (1%), IMM- non technical (1%) & Others (1%).
  - (d) If any vacancy remains unfilled, it will be allocated to technical disciplines in Stream-1.

### **3.3 Other Eligibility Criteria for Promotion to Gr-I**

The Non-Executives should be fulfilling following eligibility criteria also in addition to the criteria given at Para 3.1 above.

#### **3.3.1 Performance Rating**

The Performance appraisal system in operation, for non-executives of the company, as modified from time to time, will



provide the basis for determination of performance rating. The final performance rating will be an average of the performance rating for the last 3 of years. For a non-executive to be considered for promotion, he/she should have a minimum average performance rating of 5 on a scale of 1 to10.

### **3.3.2 Physical Attendance**

- (a) Minimum average physical attendance of 205 days in a year during the preceding 3 financial years. However, cases of continued absenteeism from 1st April onwards in the year of consideration for promotion will also be scrutinized to determine the eligibility of the candidate for promotion.
- (b) For purpose of reckoning the physical attendance, periods of maternity leave will be considered as physical attendance provided the employee has not availed leave without pay or remained absent without leave for a period not exceeding one month during the period of 3 years under consideration. This concession, however, will not be admissible beyond 2 children and to the cases of medical termination of pregnancy.

### **3.3.3 Reckoning of Candidates for appearing for the process of selection in the 1:5 ratio**

It is generally observed that mostly same candidates appear in the selection process in Stream-2 when they are called in the ratio of 1:5. A need is felt to bring in new candidates into the competition. Hence, candidates who have already attempted the test earlier for more than 3 times for promotion to Grade-I will not be reckoned against 1: 5 ration but will be allowed to appear for whole process of selection. Such number of employees will be in addition to employees that will be allowed to appear for selection process in the ration of 1:5 in order of seniority from amongst the applicants for such promotion. Non-reckoning

of any candidate in the ratio of 1:5 does not imply any bar for his selection. The selection will be purely based on merit.

### **3.4 Formation of Departmental Promotion Committee:**

3.4.1 The Departmental Promotion Committee for selection process will be nominated by Management.

### **3.5 Notification for promotion**

3.5.1 The HR department will issue an internal circular inviting applications from the eligible candidates for promotion to Gr-I

3.5.2 The circular will indicate discipline wise and unit wise number of vacancies with applicable reservations.

### **3.6 Identification of candidates for appearing in the Selection process for Promotion**

3.6.1 The HR department will scrutinize the applications received with respect to their eligibility for promotion.

3.6.2 Stream-1- In case of non-executives falling in Stream-1, all the eligible candidates will be called for the selection process.

3.6.3 Stream-2- In case of non-executives falling in Stream-2, the number of eligible candidates called for the selection process will be 5 times the number of vacancies announced.

### **4.0 Exclusions/Disqualification from Promotion**

4.1 The cases of employees against whom disciplinary proceedings/criminal prosecutions on serious allegations of corruption, bribery or similar grave misconduct including moral turpitude, fraud etc., are pending but are otherwise eligible for consideration for promotion shall also be considered by DPC

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along with all other cases. The recommendations of the DPC, including '**unfit for promotion**' will be kept in '**Sealed Cover**'. The guidelines on Sealed Cover Procedure as prescribed by the Government (based on DOPT Lr. No. 22011/4/91-Estt(A), dated 14-09-1992) will be followed.

4.2 The promotions in respect of employees who were awarded with punishments on conclusion of disciplinary proceedings will be regulated as per PC No. 03/2005 dated 18.01.2005.

**5.0** General Induction levels are WG:0 for helper, WG:2 for ITI equivalents, WG:4 for Diploma Equivalents, these recruitment being the prerogative of Management, the qualification requirement for induction and level of induction will be decided by Management as deemed fit while the Wage Structure will be as per MOS dated 20 Jul 2010.

**ANNEXURE XXX  
( Note of Para 1)****VIGILANCE CLEARANCE****Authority**

PC No.17/2002

Dt.29-03-2002

The issues which need vigilance clearance were examined by the Management and it is decided that the following issues need vigilance clearance before approval is accorded:

Circumstances /cases where vigilance clearance is to be obtained:

1. Recruitment (whether on Regular or Deputation or Contract, Assignment basis for fixed periods) to posts in all the disciplines of the Company joining from other PSUs/Government Departments (both Central and State Government), including selection of internal candidates against open selection.
2. Extension of service, period of contract employment, tenure of deputation, reemployment after retirement from Defence services, PSUs and Government Departments (both Central and State Government) wherever applicable.
3. Promotions to higher scales/posts through DPC.
4. Deputation of Company employees to other organizations within the country and for Foreign Assignments.
5. Postings including transfers to sensitive areas/departments such as Bills Section, Pay Rolls, Cash Section, MM / Purchase / Stores, Recruitment and Promotions, Security, Vigilance, Civil Engg., Plant Maintenance (Mechanical & Electrical), Canteen, Transport and IGQC.
6. Retirement from service on Voluntary Retirement/Termination on Medical Grounds/Compulsory Retirement/Pre-mature Retirement through review.
7. Visit abroad for both Official & Private purpose.
8. Training abroad including Seminars/Conferences.
9. Awards including National and International.

The above will come into force with immediate effect (i.e. 29.3.2002)

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**ANNEXURE – XXXI**  
**(For Annexures under Para – 41.6 & 43.3)**

**Authority** *Certain Amendments to Existing Annexures*  
*PC No.25/2003*  
*Dt. 13-12-2003*  
*(Para – IX)*  
*i.e. Annexures – XIII & XIV of Rule –41.6 and*  
*Annexures – XV & XVI of Rule – 43.3*

**IX) Annexure-XIII & Annexure-XIV - Rule-41.6:**

Criteria for DPCs from WG-2 to 3, 3 to 4 and WG-4 to 5:

- |  |   |           |
|--|---|-----------|
| - Practical/Written test                         | - | 50 marks  |
| - Confidential reports (average of last 3 years) | - | 25 marks  |
| - Performance at interview                       | - | 25 marks  |
| - Total  | - | 100 marks |

Criteria for DPCs from WG-5 to 6 upto WG-9 to 10:

- Confidential reports (average of last 3 years) - 75 marks
- Experience - 5 marks

|       |     |   |   |   |       |
|-------|-----|---|---|---|-------|
| Years | 3   | 4 | 5 | 6 | 7 & 8 |
| Marks | NIL | 1 | 2 | 3 | 4 & 5 |

- Physical Attendance - 10 marks  
Average of last 3 years (205 days)

|       |               |               |               |                |
|-------|---------------|---------------|---------------|----------------|
| Days  | 206<br>to 220 | 221<br>to 230 | 231<br>to 240 | 241<br>& above |
| Marks | 2             | 5             | 8             | 10             |

- |                               |   |           |
|-------------------------------|---|-----------|
| - Assessment by the Committee | - | 10 marks  |
| - Total                       | - | 100 marks |

Contd..



**ANNEXURE – XXXI Contd.....**

- 2 -

**Annexures-XV, XVI Rule 43.3:****Criteria for DPCs for Grade-I to II:**

|                 |   |           |
|-----------------|---|-----------|
| - Qualification | - | 15 marks  |
| - ACRs          | - | 45 marks  |
| - Experience    | - | 09 marks  |
| - Interview     | - | 31 marks  |
| - Total         | - | 100 marks |

**Criteria for DPCs for Grade-II to III and III to IV:**

|  |   |          |
|--|---|----------|
| - Confidential reports (average of last 5 years) | - | 70 marks |
| - Experience                                     | - | 15 marks |

|       |     |   |   |   |         |
|-------|-----|---|---|---|---------|
| Years | 3   | 4 | 5 | 6 | 7 & 8   |
| Marks | NIL | 3 | 6 | 9 | 12 & 15 |

|   |   |           |
|---|---|-----------|
| - Qualification<br>(BE/MBA or equivalent 15 marks,<br>Diploma or equivalent 12.5) | - | 15 marks  |
| - Total   | - | 100 marks |

**Note:** DPC from Non-Executive to Grade-I is based on written/practical test and interview. The existing rating sheet will continue as under:

|                      |   |           |
|----------------------|---|-----------|
| - Written/Practicals | - | 50 marks  |
| - ACRs               | - | 25 marks  |
| - Interview          | - | 25 marks  |
| - Total              | - | 100 marks |

Contd..



## ANNEXURE-XXXI Contd...

- 3 -

Grade-V & VI:

|   |   |           |
|---|---|-----------|
| - ACRs (average of last 5 years)  | - | 55 marks  |
| - Additional Qualifications<br>(Additional Qualifications acquired in line above the basic qualifications)<br>(PG = 5 marks, 2 Yrs. PG Diploma = 2 marks, 1 Yr. Diploma = 1 mark) | - | 5 marks   |
| - Experience<br>(3 Yrs. NIL, 4 Yrs. 2 marks, 5 Yrs. 4 marks, 6 Yrs. 5 marks)  | - | 5 marks   |
| - Innovative ideas/Achievements/ Paper publications   | - | 10 marks  |
| - Interview   | - | 25 marks  |
| - Total   | - | 100 marks |

Grade-VI to VII and above:

|  |   |           |
|--|---|-----------|
| - ACRs (average of last 5 years)                                     | - | 55 marks  |
| - Additional Qualifications<br>(PG=3 marks, PG Diploma=1 mark)       | - | 3 marks   |
| - Experience<br>(3 Yrs. NIL, 4 Yrs. to 8 Yrs. 2 marks for each year) | - | 10 marks  |
| - Innovative ideas/Achievements/ Paper publications                  | - | 2 marks   |
| - Interview  | - | 30 marks  |
| - Total  | - | 100 marks |

Note: It is necessary to score a minimum of 50% marks in ACR. DPC will draw relative merit list of the candidates who have scored 60 marks and above (SCs/STs 50 marks wherever reservation is applicable) and the promotions will be released to the extent of vacancies in the order of merit. This condition is applicable to all the grades, wherever DPCs are based on Interview.

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