

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED
PROPOSED PROMOTION RULES & PROCEDURES

I. AIMS AND OBJECTIVE OF PROMOTION POLICY

These policies and rules are aimed at the following:-

- i) To offer equal opportunities to all employees in their career development.
- ii) To provide a uniform and equitable basis for employee's growth.
- iii) To reward employees suitably and fairly to encourage individual contribution to the organization.

II. PROMOTION POLICY – BASIC CONCEPTS

DEPARTMENTAL PROMOTION COMMITTEE (DPC)

DPCs will be held twice in a year on the basis of available vacancies and eligibility of the candidates as on 30th June and 31st December. Promotions will be made effective from 1st January and 1st July or from the date of taking over charge of the promoted post, whichever is later. However, promotions under stagnation scheme will be considered from the actual date of completion of 7 years.

The company has following schemes in operation for employee's promotion:

- i) "Vacancy based promotion scheme" for executives and non-executives.
- ii) Placement on higher scale on stagnation for employees covered under stagnation scheme.

1. "Vacancy based promotion scheme"

Employees under the scheme are assessed for promotion on completion of eligibility period and attainment of satisfactory standard in performance and conduct, subject to availability of vacancy.

2. Placement on Higher grade of stagnating employees (Stagnation Scheme) on putting 7 years or more service in the existing grade

Presently, there is a scheme of stagnation promotion to take care of promotion for stagnating employees. In such cases the stagnation promotion is granted with following stipulation:-

- i) The employee must have completed 7 years of service in the present scale.
- ii) The scheme covers all the employees working in the scale from W-1 to E-0.
- iii) The employees who are matriculate and higher will be promoted up to E-1 level.

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- iv) That he will be given the designation (with Suffix "D"-Designated) attached to the pay scales given to them.
- v) He would continue to remain worker and will be entitled to the benefits/facilities that are available to the unionized category.
- vi) For placement under stagnation scheme in any of the scales, there would be paper assessment for all categories of employees by duly constituted DPC and interviews would not be held.
- vii) That his eligibility for the next higher promotion is counted from the date he has been given the designation of the next higher pay scale under stagnation as per promotion rules and he will also be considered for promotion for the next higher post along with other eligible candidates. However, for those in E-0(W), their eligibility for promotion in E-1 scale will be counted from the date they get regular promotion in E-0 grade.
- viii) Stagnation relief beyond the post of E-1 is not admissible.

The above scheme will be continued for future also.

III. PROMOTION POLICY AND GUIDELINES

1. **Grade to Grade promotion**

All Promotions in the company are subject to availability of vacancies and suitability of candidates in terms of the grade to grade specifications.

For computing eligibility for promotion under grade to grade specifications, the period of Extra Ordinary Leave (EOL) approved by the Management shall not be counted towards the prescribed period of eligibility for Regular promotion as well as Stagnation promotion.

2. **Specifications and Channels of Promotion**

- i) An employee will be eligible for Assessment/Interview for promotion on completion of specified number of years of service called "eligibility period" in his/her scale. The eligibility period for different levels of Executives for E-0 to E-6 Grades and for Non-Executives in W-1 to W-9 grades shall be as per the specifications mentioned in **Annexure-V**.
- ii) For the post of E-7 (General Manager), all Dy, General Managers (E-6) shall become eligible for promotion in E-7 on completion of minimum 3 years service in E-6 grade.
- iii) However the Chairman and Managing Director is authorized to relax the specification in deserving cases, if required candidate are not available for promotion giving justification by recording in meeting.

3. **Reservation in promotion**

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All Reservation/Concessions, in employment, Promotion and Service matter, is provided to SC/ST and OBC, other category personnel as per Govt. Guidelines/policy in force from time to time.

4. Broadly speaking, for all categories of posts, the basic principles for promotion will be merit, efficiency, and past performance.

5. Seniority

- i) Seniority of candidates selected in an interview/assessment will be determined in accordance with the order of merit drawn up by the Selection Committee and not in accordance with their date of joining. In case there is no order or merit given by the Selection Committee, incumbent's seniority will be determined on the basis of base seniority i.e., seniority given in the next below cadre, wherever order of merit has been maintained.

- ii) The eligibility for promotion to the next higher post of an incumbent will be counted from the date of promotion.

- iii) Effect of extension of probationary period on seniority :-

In the case of confirmation on completion of normal period i.e., six months, the seniority is reckoned from the date of promotion. However, if the probationary period is extended, seniority will be reckoned from the extended date of confirmation and not from the due date of promotion.

- iv) On transfer from one office/establishment of FAGMIL to another, an employee will carry his old seniority if the transfer has been made by the Management for administrative reasons. In case the transfer is made on employee's own request, his

Seniority will be counted de-novo. However, in either case, eligibility would not become affected.

- v) If the change of discipline is effected on employees' own request, the following conditions will be applicable:-

- a) He will not be considered for one year in the new discipline for Assessment.
- b) His seniority will be counted de-novo in the new discipline. After one year, he/she will be the junior most eligible person, if he completes the eligibility period taking into account his services in the old discipline.
- c) During the initial one year, he would be considered for promotion in his parent Discipline.

If transfer from one discipline to another is done by the Management, the following conditions will be applicable:-

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- a) He would not be considered for promotion in the new discipline for one year.
- b) After one year, his services in the old discipline would also be counted towards eligibility period. He will not lose his seniority in new discipline.
- c) During the first year of his stay in the new discipline, he would be considered for promotion in his parent discipline.

IV. CRITERIA OF PROMOTION

- i) All Promotions for the level W-1 to W-9 (Workers), E-0 (W) and E-1(W) (SG) will be judged by Assessment Committee on the basis of seniority, experience, Qualification, achievement, conduct and potentiality of the employee. Paper assessment will be the criteria in these cases.
- ii) All Promotions from E-0 and above on regular basis subject to the availability of posts, will be on merit, which will be judged on the basis of experience, performance, achievement, conduct and potentiality of the employee through interview by the Selection Committee.
- iii) All Promotions will, as a rule, be considered by the appropriate Departmental Promotion Committee, which will submit its recommendations to the Competent Authority.
- iv) Departmental Promotion Committee will be free to devise their own procedure for assessment of candidates. The Committee should, however, be largely guided by the service record and Annual Performance Appraisal Reports (APAR), supervisor's knowledge about the employee's capabilities, written reports of the immediate superior officer, employee's intelligence, capacity to learn, aptitude and his behavior with the superiors, colleagues and juniors, of all employees eligible for promotion from next lower grade according to prescribed specifications.
- v) In the grade E-0 to E-6, where assessment/interview is the method to judge the suitability for higher posts, the eligible candidates shall be ranked by the Assessment Committee on the following criteria:-
(Total Marks = 100):-

1. APARs =40 Marks for the eligibility year sub-divided as under:-

90 and above marks	=	40 Marks
Between 81 and 89 Marks	=	36 Marks
Between 71 and 80 Marks	=	32 Marks
Below 71	=	28 Marks

Total marks shall be divide by the number of years.

2. Presentation/ Performance in Interview = 60 Marks

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For grades E-3 and above, in addition to interview, a Presentation shall be given by the candidate which shall focus on his/her works and achievements in the last three years, as well as his/her plans for the future with a view to bring improvements in workplace.

For grades E-0 to E-2, only performance in interview shall be considered.

According to the above ratings, the eligible candidates will be ranked in their discipline/grades and merit list will be drawn based on the "Overall Rating".

V. DEPARTMENT PROMOTION COMMITTEE (DPC):-

The number of selection committee members shall not be less than five.

i) For workmen, the maximum of the scale not exceeding Rs 23400/- (W-0 to W-7 Level)

- | | | |
|---|---|-------------------------------------|
| 1. Chairman | - | Unit Head/General Manager |
| 2. Member (Concerned Department) | - | Not below the level of E-1 |
| 3. Member (Personnel) | - | Not below the level of E-1 |
| 4. Member (Finance) | - | Not below the level of E-1 |
| 5. Member (Technical) | - | Not below the level of E-1 |
| Representative of Minority Community | - | Not below the level of E-1/Outsider |
| 6. Representative of SC/ST, if applicable | - | Not below the level of E-1 |

ii) For workmen, the maximum of the scale not exceeding Rs 26250/- (W-8 & W-9 Level)

- | | | |
|--|---|-------------------------------------|
| 1. Chairman | - | Unit Head/General Manager |
| 2. Member (Concerned Department) | - | Not below the level of E-2 |
| 3. Member (Personnel) | - | Not below the level of E-2 |
| 4. Member (Finance) | - | Not below the level of E-2 |
| 5. Member (Technical) | - | Not below the level of E-2 |
| Representative of Minority Community | - | Not below the level of E-2/Outsider |
| Representative of SC/ST, if applicable | - | Not below the level of E-2 |

iii) For Officer, the maximum of the scale not exceeding Rs 40500/- (E-0 & E-1 Level)

- | | | |
|---|---|-------------------------------------|
| 1. Chairman | - | CMD |
| 2. Member | - | Unit Head/General Manager |
| 3. Member (Concerned Department) | - | Not below the level of E-3 |
| 4. Member (Personnel) | - | Not below the level of E-3 |
| 5. Member (Finance) | - | Not below the level of E-3 |
| 6. Member (Technical) | - | Not below the level of E-3 |
| 7. Representative of Minority Community | - | Not below the level of E-3/Outsider |
| 8. Representative of SC/ST, if applicable | - | Not below the level of E-3 |

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- iv) For officers, the maximum of the scale not exceeding Rs 58000/- (E-2 to E-5 Level)

1. Chairman	-	CMD
2. Member	-	Unit Head/General Manager
3. Member	-	Finance
4. Member	-	Personnel
5. Member	-	Technical
6. Member	-	Representative of SC/ST, if applicable
7. Outside Expert	-	atleast one

Note: - Members should be one scale superior to the post for which the candidates are being assessed. (In case of non-availability of internal Committee Members, CMD may nominate Members from Outside.)

- v) For officers, the maximum of the scale not exceeding Rs. 66000/- (E6 & E7 Level)

1. Chairman	-	CMD
2. Member	-	2 Board Members
3. Member	-	2 (Outside Representatives –at least one person being an Expert in the line)

The selection committee shall also have an outside expert on it if it is to interview outside candidates for officers posts.

Competent Authority for approving Selection

The following are the competent authority for approving selection of personnel either by direct appointment or by promotion.

- Board of Directors – Executive in the pay scale ranging from Rs. 36600-62000 (E-6) & Rs. 43200 66000 (E-7).
- Chairman and Managing Director - Executives in the pay scale ranging from Rs. 12600-32500 (E-0) to Rs. 32900-58000 (E-5)
- General Manager - Non-Executives in the pay scale ranging from Rs. 5700-9400 (W-0) to Rs. 11600-26250 (W-9)

VI. CLEARANCE REQUIRED FROM VIGILANCE DEPARTMENT

Before conducting the assessment/interview, Vigilance clearance is to be obtained for the eligible candidates. Similarly, Vigilance Clearance again is to be obtained for the selected candidates before issuing the Promotion orders.

Vigilance clearance is also to be obtained for Confirmation.

VII. TA/DA TO EXTERNAL EXPERTS

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Experts called from Govt. /Semi Govt./PSUs may be paid TA/DA as per their entitlement in their respective organization. Experts invited from sources other than the above may be reimbursed up to and fro in 2nd AC Railway fare including Rajdhani. Accommodation charges at actual with a ceiling of Rs. 3000/- per day and an honorarium of Rs. 3000/- per day or as decided by CMD from time to time.

VIII. PROMOTION AND CONFIRMATION OF EMPLOYEES UNDER SUSPENSION/ PROSECUTION/ PUNISHMENT (AS PER GOVERNMENT GUIDELINES).

Following procedure shall be followed with regard to matter pertaining to promotion/confirmation, etc. of Officers/Workmen who are under suspension or who are facing prosecution in a Court of Law, whose conduct is under investigation/enquiry.

1. The promotion of Officers/Employees will be withheld (Sealed Cover Procedure will be applicable) though they might have been found suitable, in the following cases:-
 - a) When an Officer/Employee is under suspension.
 - b) Officer/Employee in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending.
 - c) Officer/Employee in respect of whom prosecution for a Criminal charge is pending.

The proceedings of the Assessment Committee 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 Assessment Committee in respect of the suitability of an Officer or the Employee for promotion are kept in a 'Sealed Cover.'

8.2 Although the Competent Authority will, as a Rule, pay due regard to the recommendations of Departmental Promotion Committee, it must be distinctly understood that the Committees are purely advisory bodies; the responsibility for granting promotions or making appointments being solely that of the Competent Authority.

IX. PROCEDURE BY SUBSEQUENT ASSESSMENT COMMITTEE

The same procedure outlines in Para 8.0 above will be followed by the subsequent Departmental Promotion Committee till the disciplinary case/criminal prosecution against the Officer/Employee concerned concluded.

X. ACTION AFTER COMPLETION OF DISCIPLINARY CASE/CRIMINAL PROSECUTION

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1. On the conclusion of the disciplinary case/criminal prosecution, which results in dropping of allegations against the Executive, the sealed cover or covers shall be opened. In case the Executive 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 Executive may be promoted, if necessary by creating supernumerary post. He may be promoted notionally with reference to the date of promotion of his junior. However, whether the Executive concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion, and if so to what extent, will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so.
2. If any penalty is imposed on the Officer/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' shall not be acted upon. His case for promotion may be considered by the next Assessment Committee in the normal course and having regard to the penalty imposed on him.

XI. CONFIRMATION

The probation period will ordinarily be of six months in the first instance, which can further be extended for six months at the discretion of the Management without assigning any reason therefor. During the period of probation/extended period of probation, he/she can be reverted to his substantive post without assigning any reason therefor. He/She will not be treated as confirmed unless he/she is informed about the same in writing. However the confirmation has to be decided within 30 days from the completion of probationary period/extended probationary period. During the probation and thereafter, his/her services are liable to be terminable by One month notice for workmen and three months notice for executives on either side or on payment of One/three months salary in lieu thereof. The Company, however, reserves the right not to accept his/her resignation if the disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet or disciplinary proceedings are contemplated against him/her and also in the exigencies of work to be completed.

XII. APPEALS AGAINST PROMOTION ORDERS

An Employee, who is aggrieved by an order of promotion on the ground that he has been superseded, may appeal or represent his case to the Appointing Authority through proper channel within three calendar months succeeding the month of issue of the order granting such promotion. The Appeal should be marked 'Confidential' and routed through the Personnel Department. The decision taken by the Appointing Authority will be communicated to the employees concerned through the Personnel Department.

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XIII. ANNUAL INCREMENT

An employee will earn annual increment on completion of 12 months service in the existing scale. The annual increment will fall due on 1st day of the calendar month in which the employee joins.

In case extraordinary leave is taken by an employee for more than 30 days and less than 60 days at a stretch, it will have the effect of postponing the date of increment by one month and so on. In case EOL is taken on medical grounds, it would count for the purpose of determination of the date of annual increment of the employee and the normal date of increment in such cases shall not be disturbed. In case EOL is taken for reasons beyond the control of the employee (other than on medical grounds), the case for counting the same for purpose of increment in special circumstances is to be considered on merit by the Competent Authority.

The annual increment will also not be earned during the spell of Study Leave granted without pay.

XIV. OPTION ON DATE FOR FIXATION OF PAY ON PROMOTION TO THE HIGHER POST AS PER SUB-PARA OF CLAUSE (a) (1) TO FR 22 (I) :-

As per sub-para of Clause (a) (1) to FR 22 (I), a Government servant promoted to a higher post on regular basis is given an option for fixation of his pay on the higher post as under:-

- (a) Either his initial pay may be fixed in the higher post on the basis of Clause (a) (1) of FR 22 (I) straightway from the date of promotion without any further review on accrual of increment in the pay scale of the lower post; or
- (b) In case the employee wants to defer his promotion then there will be no change in the basic pay for the period from the date of promotion to the date of deferment of the promotion and this will be refixed in accordance with Clause (a) (1) of FR 22 (I) on the date of accrual of next increment in the pay-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 refixed on the second occasion.

Option could be exercised within one month of the date of promotion, which shall be final.

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