

NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)

PROMOTION POLICY UNDER CLUSTER SCHEME
(Approved by BOD in its 246th Meeting held on 03.05.2013)

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 shall be processed by the P&A Division at Head Office. The seniority will also be reckoned at Head Office in respective disciplines.

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 concerned discipline in terms of approved **specifications** and period prescribed 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 officers level, all vacancies which will remain unfilled due to non availability of Officers in the feeder grades 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 posts remaining unfilled at E-0 level will also be filled up at E-1 level, being induction level for officers.

2.0 PROMOTION POLICY FOR OFFICERS CATEGORIES

2.1 For the purpose of effecting promotions in officers' categories, a cluster system **would be** introduced. All officers upto the level of **Additional** General Manager i.e. pay scale of **Rs.32900-58000 (E-5)** will be divided into following two groups:-

Group-I		Scale Code	Scale
a)	Officer	E-0	Rs.12600-32500
b)	Asstt. Manager	E-1	Rs.16400-40500
c)	Manager	E-2	Rs.20600-46500

Group-II		Scale Code	Scale
a)	Asstt. Gen. Mgr.	E-3	Rs.24900-50500
b)	Dy. Gen. Manager	E-4	Rs.29100-54500
c)	Addl. General Manager	E-5	Rs.32900-58000

- 2.2 The promotion for 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 under the Evaluation System as laid down in this policy.
- 2.3 While promotions within the Groups will not be vacancy based. The promotions from **S-8 to Group-I and from Group-I to Group-II** will be subject to availability of vacancies at the lowest rung of the respective Group. The vacancies available at all levels in the Group 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.
- 2.4 The eligibility for promotion within the above Groups will be determined on the basis of completion of the following time periods:-

a) Promotion to Group-I and within Group-I

Eligibility for promotion from highest level (S-8) to lowest level of Executives (E-0) & within Group- **I** will be as under:-

Level	Those having prescribed qualification	B.Sc (Agri.)/3 yrs Diploma/Graduate plus Diploma in line/M. Com (for Finance)	Graduates
For E-0	5 years	6 years	7 years
For E-I & E-2	4 years	5 years	-

b) Promotion from Group I to Group II

Eligibility period for promotion from Group-I to Group-II will be 4 years in the previous post. Promotion from Group-I to Group-II will be vacancy based. However, in the event of non-availability of the vacancy at the lowest rung in Group-II, the meritorious employees in the scale of Rs.20600-46500 meeting the prescribed eligibility criteria, for next level can be considered for placement in the scale of Rs.24900-50500, after they 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.24900-50500. 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 Group-II, these officers will compete along with other eligible officers for promotion on regular basis to the scale of Rs.24900-50500 (E-3). Only those individuals

may be placed in the next higher scale under these provisions who are of proven ability and whose performance is reported to be outstanding to be substantiated by APARs.

c) Promotion within Group-II

Eligibility for promotion within Group-II will be on completion of 4 years service in the existing scale at all levels i.e. 4 years from E-3 to E-4 and again 4 years from E-4 to E-5 level.

2.5 Promotion to higher posts outside the Groups

- (a) The Executives working in the pay scale of Rs.32900-58000 (E-5) will be considered for promotion to the scale of Rs.36600-62000 (E-6) provided there is a clear vacancy and they meet the eligibility criteria i.e. 3 years service in the existing grade.
- (b) Similarly, the Executives working in the scale of Rs.36600-62000 (E-6) will **be** considered for promotion to the scale of Rs.43200-66000(E-7) provided there is a clear vacancy at that level and they meet the eligibility criteria i.e. 2 years experience in (E-6) grade.

2.6 Promotional Avenues for Isolated categories

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.

3.0 Evaluation System

- 3.1 In order to evolve 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
	Total	100

3.2 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 Group-I & Group –II 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 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:-

Rating	Outstanding	V. Good	Good	Satisfactory	Below sat.
Last Year	25	18	15	10	0
Year before last year	15	12	09	06	0

Note: In terms of the rules regarding Performance, Appraisal Reports, the substance of adverse remarks 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 Reviewing / Accepting authority and the same shall be communicated to the Appraisee so that he / she may improve upon the weak areas identified in the Appraisal Report.

3.3 Educational Qualifications (Maximum Points: 10)

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

<u>S. No.</u>	<u>CRITERIA</u>	<u>POINTS</u>
1.	Employees meeting minimum normal specifications	+5
2.	Officers possessing	
a.	Graduate Degree in Engg., including AMIE/PG Degree (in related discipline).	+5
b.	P.G. Degree/Diploma in PM/IR/LW/MBA/MCA	+5
c.	Officers inducted with professional qualification such as ICWA/CA/CS/LLB etc.	+5

Note:-

1.	No employee will be awarded more than 10 points.
2.	For awarding additional points, relevant qualification “in line” will be considered.

3.4 Experience (Maximum Points: 20)

S. No.	CRITERIA	POINTS
1.	Employees meeting the specified eligibility criteria	14
	1 year extra	+2
	2 years extra	+4
	3 years and more	+6

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

3.5 DPC/ INTERVIEW (Maximum Points: 30)

S. No.	CRITERIA	POINTS
1.	Performance in interview	15
2.	Aptitude/ Attitude on the job	15

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

3.6 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)	S-8, E-I & E-2	40	35	65	60
ii)	E-4 to E-5	45	40	70	65
iii)	E-0, E-3, E-6 & E-7	50	45	75	70

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

3.7 The cut off date for determining the eligibility for promotion shall be 30th June every year.

4.0 PROMOTION POLICY FOR NON-UNIONIZED SUPERVISORS CATEGORIES

4.1 A cluster based promotion policy in respect of Non-Unionized Supervisors category will be adopted in the Corporation. Under the above policy, all categories of non-unionized supervisors will be divided into the following 3 Groups:-

S. No.	Designation	Scale Code	Pay Scale (IDA)	Eligibility period required
1.	Group-I	S-1 S-2	7600-19600 8000-21100	4,5,6 and 7 years experience depending upon the level of qualification possessed by the concerned employee as specified in the RRs.
2.	Group-II	S-3 S-4 S-5	8200-22200 8400-22600 8700-24500	4, 5, 6 and 7 years experience at the next below level depending upon the level of qualification possessed by the concerned employee as specified in the RRs.
3.	Group-III	S-6 S-7 S-8	9360-25700 9600-27000 10900-31500	3, 4 and 7 years experience at the next below level depending upon the level of qualification possessed by the concerned employee as specified in the RRs.

- 4.2 (a) The change over from Group-I to Group-II and Group-II to Group-III will be vacancy based and the eligibility period will be same as prescribed for the Group in which promotion is to be made.
- (b) Promotions within Groups will be based on seniority-cum-Fitness, subject to meeting the existing eligibility criteria of qualifications **except the level of 'S-8'**. All promotions/ placement for **S-8** and above will be based on 100% merit through Interview. However, no interview will be held for the posts up to **S-7** and suitability would be adjudged through Paper Assessment by a DPC.
- (c) Promotion within groups will be done on completion of specified period **as per RR** and meeting the suitability criteria based on APAR points system.

5.0 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
	Total	70

For promotion **to S-8 level and** from S-8 to E-0 level, the Evaluation system as applicable to Officers i.e. 30 marks for interview, will be adopted.

5.1 ANNUAL PERFORMANCE APPRAISAL REPORTS (MAXIMUM POINTS: 40)

The 'overall rating' as adjudged in the Annual Confidential Reports for the last five years will be considered for evaluating suitability for next higher position, and the points for APRs 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

5.2 Educational qualification (Maximum Points: 10)

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

S. No.	Criteria	Points
1.	Metric & Below	4
2.	Metric + ITI & equivalents	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/ICWA/CS/LLB	10

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

S. No.	Criteria	Points
1.	Non – unionized supervisors meeting the specified eligibility 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

5.4 Only such of the employees will be considered eligible for promotion, who will secure at least 40 marks in respect of UR category and 35 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.

5.5 **Promotion from one Group to another Group**

While the promotion within the Groups will be based on time scale, promotion from one Group to another i.e. from Group-I to Group-II, Group-II to Group-III and from Group-III to Officers category (E-0) will be vacancy based and the eligibility period will be the same as prescribed for the next Group for which promotion is to be made. Reservation roster will be applicable for promotion from one group to another. The vacancies in each group will be worked out and clubbed at the lowest rung of each Group based on the allowed cadre strength discipline-wise at all levels in that group.

5.6 Non – unionized supervisors who have completed eligibility period or more service in the existing scale but could not be considered for promotion for want of vacancies but meet the prescribed specifications for the next group will be considered for placement in the next higher scale, after they put in one more year of service over and above the period of eligibility for regular promotion.

5.7 As and when regular vacancies arise, they will be considered for regular promotion along with other eligible employees by following the normal promotion, reservation procedure and the zone of consideration.

5.8 On placement in the higher scale, individuals will continue to have their seniority in the substantive post and will retain their existing designation except that the word '**Selection Grade**' would be suffixed after their existing designation.

5.9 On placement in the next higher scale, they will perform the **existing** duties **and such other duties as may be assigned to them by the Management from time to time.**

5.10 Service rendered in the stagnation scale will not count for seniority and eligibility for regular promotion to the next higher post.

6.0 **MISCELLANEOUS POINTS**

6.1 In case of employees who have already been placed in the next higher scale, ***in terms of existing RRs***, under any Scheme, ***their regular promotion*** will be ***in the same scale in which they are already placed***. For example, if an LDC/ Jr. Asstt. has been granted the scale of UDC/ Asstt. Grade-II (S-5), will be designated as Asstt. Grade II in S-5 scale.

6.2 The under matric non-unionized supervisor who have been appointed on compassionate grounds with relaxed qualifications, will not be considered for promotion beyond S-2 level until and unless they acquire the minimum qualification, prescribed for that position at the intake level of Group-I.

6.3 The cutoff date for determining the eligibility for promotion in Non-unionized supervisors category shall be 30th June every year.

7.0 **GENERAL GUIDELINES (FOR BOTH CATEGORIES)**

7.1 **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 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.

7.2 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.

8.0 **DEPARTMENTAL PROMOTION COMMITTEE**

8.1 **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 H.O. 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' and Group 'C' posts one of the Directors/ CGMs/ GMs will preside over the DPC meeting as nominated by CMD. For Group 'D' posts, the Chairman of the DPC should be an officer of a sufficiently high level. For technical posts, an officer from outside the Corporation may be co-opted as Member who should have the requisite technical 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. 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 formation of Panel shall not be allowed 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 meet at regular *annual* intervals to draw panels to be utilized for promotions over a year. Action should be initiated well in advance without waiting till a vacancy actually arises. The meeting should not be held up for the reason that Recruitment Rules are under revision. In such a case, Rules in force on the date of DPC meeting will be followed.

9.0 **General Instructions/ guidelines:**

Promotion is earned by hard work, good conduct and result oriented performance as reflected in Performance Appraisal Report. Only performance 'Above 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.

All promotions will be made effective from the date the employee actually assumes charge of the promoted post. Officers who are on tour on company's business are deemed to have assumed charge of the higher post w.e.f. the normal effective date and are allowed to draw pay of the higher post from such date.

DPC should assess the suitability of the employees for promotion on the basis of their Service Records and Performance Appraisal Reports (APR) for maximum 5 preceding years only. In case, APR for any particular period under reference is not available despite efforts made to get the same, then ACR for a year proceeding to the 5 years period can be considered by the DPC.

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 names of the officers who are on deputation, either on their own **volition** or in public interest (including Foreign Service) should also be included in the list submitted to the DPC for consideration if their names fall in the zone of consideration and fulfill the eligibility conditions and will be considered for Proforma promotion.

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.

9.1 **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: APR 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, if a Charge sheet has been issued 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.

9.2 **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

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