

CHAPTER - 21

CAREER PROGRESSION RULES OF OFFICERS IN NON-UNIONISED SUPERVISOR CADRE (NUS) & PERSONNEL IN SECRETARIAL CADRE

21.1 Objective

The broad objectives of the Company's Career Progression Rules for Officers in Non-Unionised Supervisory Cadre (NUS) including those in Secretarial Roles are as follows:-

- a. To provide for career opportunities for the subject group of Personnel, consistent with Company's present and future requirements.
- b. To ensure equity, fairness and objectivity in matters related to Career Progression of such personnel.
- c. To encourage dedication and commitment to productive efforts of the personnel for the Company.

21.2 Scope

The scope of these rules shall cover the promotion for the following categories: -

- a) All employees in NUS category (other than those in Secretarial Roles) in Grades O1 and O2 on the regular rolls of the Company. These rules will not apply to those on Direct Contract, Fixed Term Contract, personnel engaged on a purely casual or temporary basis and employees who are on deputation, secondment from other organisations / JVs to Balmer Lawrie but includes NUS on deputation / Secondment / lien from Balmer Lawrie to its subsidiaries / JVs / wholly owned companies or to other CPSEs.
- b) All personnel in Secretarial Roles engaged on permanent rolls of the Company. These rules will not apply to those engaged on Direct Contract, Fixed Term Contract, on purely casual or temporary basis and employees/ engagees who are on deputation, secondment from other organisations / JVs to Balmer Lawrie, but includes those personnel in Secretarial roles who are on deputation / Secondment / lien from Balmer Lawrie to its subsidiaries / JVs / wholly owned companies or to other CPSEs.

Note: Balmer Lawrie [BL] shall engage personnel in Secretarial Roles on regular rolls of the Company or on Fixed Terms Contract basis for assignments with Whole-Time Directors, including the Chief Vigilance Officer [CVO]. For all other positions operated below the Board Level, secretarial assistance will be provided subject to the approval of the Chairman & Managing Director [C&MD] through engagement of non-regular deputees only. However, the career progression rules as recommended vide this note shall apply only to employees on the rolls of the Company.

21.3 Definition

a. Promotion/ Upgradation

Promotion/ Upgradation means advancement of an employee from one Grade to the next higher Grade duly approved by the Competent Authority in accordance to the provisions of these Rules. However, the word 'upgradation' shall be used preferably in case of movements where the advance may also involve change in Cadre ie. O2 to E0, Grade Bands viz. E3 to E4 etc.

b. Appraisal Year

Appraisal year means the period of one year from 1st April of a year to 31st March of the following year.

c. Minimum Completed Years of Service

The Minimum Completed Years (MCY) of service in the Grade for any person covered under these rules shall be calculated on the date of Promotion for any year, irrespective of the status of probation of the Officer. Further the total period of MCY in the grade in question shall be calculated on the date of promotion of the year in which promotion/ upgradation is in consideration.

d. Departmental Promotion Committee

The Departmental Promotion Committee [DPC] for the purpose of the rules shall constitute a committee comprising all Whole-Time Functional Directors of the Company. Chairman & Managing Directors shall be the Chairman of the Departmental Promotion Committee

e. Competent Authority

Competent Authority in relation to exercise of any powers as stated in these rules means the Chairman & Managing Director, or any other authority who has been delegated these powers by him specifically for the said purpose.

f. Merit Score

Where the rules do not provide for promotion purely based on meeting eligibility criteria alone, ie. where meeting of minimum qualifying criteria by an officer and recommendation of the appropriate authority in favour of that officer in question, are not the only and sufficient conditions of promotion/ upgradation; the Competent Authority may approve recommendation of DPC for promotion/ upgradation of a subject officer based on Merit Score. The DPC shall be the authority in deciding upon the modalities to be followed for awarding such merit score and shall recommend/ award such merit scores for approval of C&MD. Such modalities related to scoring as recommended by the DPC however shall remain unchanged at least for the next three years.

g. Date of Promotion

All annual promotions in Grades O1 and O2 shall be effective from 1st July every year on the basis of approval as per these rules and available vacancies/ sanctions, except otherwise approved by the Competent Authority.

Officers, where promoted with transfer must assume charge of the new promoted Grade/ position within 30 days of the receipt of the Promotion orders, however Director (I/C) may permit an Officer to report to duty in the promoted grade not exceeding 60 days.

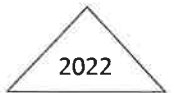
21.4 Eligibility Criteria

Personnel shall be eligible for consideration for promotion/ upgradation from the existing grade to the next higher grade based on a set of minimum qualifying criteria, linked to

- a) Qualification (where mentioned),
- b) Minimum Completed Years of Service and
- c) Minimum performance requirement to be assessed based on Moderated Performance Appraisal Score(s).

For computation of Score the following rating score equivalence shall be used:

- A+ == 20
- A == 15
- B == 10
- C == 05
- D == 00



The above shall be considered as minimum requirement only which is more specifically detailed in the following sections. In case of promotion/ upgradation where specifically mentioned, promotion/upgradation shall be considered only if an eligible employee is duly recommended by her/ his SBU/ Function Head, not below the grade of E8 or an executive with Delegation of Authority (DoA) of an E8.

The minimum requirement shall vary based on Grade(s) and Role(s), specially for those in secretarial roles. The details of applicable norms are provided in the following tables:

2022

I. NON-UNIONISED SUPERVISORY CADRE (NUS) [other than the Secretarial Cadre]

Table – 1			
Applicability:	Annual promotion/ upgradation of Personnel from Grade O1 to O2 employed in Non-Secretarial Roles		
Minimum qualification	Minimum Completed years of service in O1	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
I. Graduate or Diploma Engineers and those having qualification as mentioned under Category A or B in case of Executives	3 years	50	a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 3 years in the grade. b. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates, who have completed more than 5 years. Ratings shall be considered for promotions starting only from the immediate preceding year, in order of chronology. c. The rating in the immediately preceding year should be not below A. d. Recommendation for upgradation not mandatory e. Fulfilment of above eligibility conditions shall be considered as sufficient for promotion
	4 years	60	
	5 years	65	
	6 years	60	
	7 years to 9 years	55	
II. Non-graduates/ITI pass etc.	5 years	75	
	6 years	70	
	7 years	65	
	8 years	60	
	9 years	55	
Applicability:	Annual promotion/ upgradation of Personnel from Grade O1 to O2 employed in Non-Secretarial Roles		
Minimum qualification	Minimum Completed years of service in O1	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
Graduates/ Diploma Engineers/ Non-graduates/ITI pass etc.	10 years & above	30 or above	Those who would otherwise not been considered based on aforementioned criteria would only be considered following the understated criteria. a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 10years. b. Moderated Score of only the last 3 years would be considered for promotion in respect of candidates c. The rating in the immediate three preceding year should be not below B. d. Recommendation for upgradation not mandatory e. Fulfilment of above eligibility conditions shall be considered as sufficient for promotion

Table – 2.1			
Applicability:	Annual promotion/ upgradation of Personnel from Grade O2 to E0 employed in Non-Secretarial Roles		
Minimum qualification	Minimum Completed years of service in O2	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
Diploma [Engineer] of Minimum 3 Yrs. from State Technical Boards – AICTE approved or Graduate with Minimum 1 Yr. of Full-time Post Graduate Diploma from AICTE/UGC/ Govt. of India/ Any State Govt. approved Institutes or IATA certificate or Having valid G card and those having qualification as mentioned under Category A or B in case of Executives.	3 Years	55	<ul style="list-style-type: none"> a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 3years. b. The incumbent officer must have been recommended for being upgraded. c. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates, who have completed more than 5 years. Ratings shall be considered for promotions starting only from the immediate preceding year, in order of chronology. d. The rating in the immediately preceding 2 years should be not below A+, where promotion is being considered on completion of 3rd year, for other periods of MCY(s) the ratings in the immediately preceding 2 years shall not be below A.
	4 years	65	
	5 years	75	
	6 years	65	
	7 Years & Beyond	60	

Table – 2.2			
Applicability:	Annual promotion/ upgradation of Personnel from Grade O2 to E0 employed in Non-Secretarial Roles		
Minimum qualification	Minimum Completed years of service in O2	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
Graduate and below	6 years	65	<ul style="list-style-type: none"> a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 6years. b. The incumbent officer must have been recommended for being upgraded. c. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates, d. The rating in the immediately preceding 2 years should be not below A.
	7 Years & Beyond	60	

II. Personnel engaged in Secretarial Roles

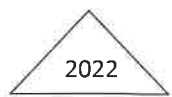


Table – 3		
Applicability:	Annual promotion/ upgradation of Personnel from Grade O1 to O2 employed in Secretarial Roles	
Minimum Completed years of service in O1	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
5 years	90	a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 5years. b. The rating in the immediate preceding year should be not below A+ c. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates. d. The incumbent officer must have been recommended for being upgraded.
6 years	85	
7 years to 9 years	80	
10 years & above	60 or above	For those who would otherwise not be considered based on aforementioned criteria would only be considered under these criteria. a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 10years. b. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates. c. The rating in the immediate preceding year should be not below A. d. Recommendation for upgradation is not mandatory e. Fulfilment of above eligibility conditions shall be considered as sufficient for promotion

Table – 4		
Applicability:	Annual promotion/ upgradation of Personnel employed in Secretarial Roles:	
Minimum Completed years of service in O2 & E0 (as applicable)	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
		a. Grade O2 to E0 and b. Grade E0 to E1
6 years	90	a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 6years. b. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates. c. The rating in the immediate preceding year should be not below A+. d. The incumbent must have been recommended for being upgraded.
7 years	85	
8 years and beyond	80	

Table – 5		
Applicability:	Annual promotion/ upgradation of Personnel employed in Secretarial Roles from Grade E1 to E2	
Minimum Completed years of service in E1	Minimum Moderated Appraisal Score (ref clause 21.4)	Eligibility
8 years and beyond	85	<ul style="list-style-type: none"> a. The "Minimum Completed Years" [MCY] of eligible service in the Grade shall be at least 8years. b. The total years of service in the Company must be more than 25 years as on the date of upgradation. c. Moderated Score of only the last 5 years would be considered for promotion in respect of candidates. d. The rating in the immediate preceding year should be not below A+. e. The incumbent must have been recommended for being upgraded.

21.5 General Provisions

- a. These rules should be read in conjunction with PMS Guidelines/ HR Manual/ Recruitment Rules where need arises.
- b. While for those in non-secretarial roles, career progression will be governed by Career Progression Rules as applicable for Executives once they move into Grade E0. For those in secretarial roles, the career progression shall be governed as per rules set forth in the aforesaid sections.
- c. Non Graduates shall be eligible for promotions under these rules upto Grade E0 only.
- d. Personnel in Secretarial Cadre shall be eligible for promotion upto Grade E2 only.
- e. No personnel, covered under the above rules shall be considered for promotion/ upgradation if he/she has been on Leave with &/or without pay for 60 days or more during the immediate preceding appraisal year. Furthermore, personnel taking leave without pay for a period of 90 days or more during any of the appraisal years preceding the immediate appraisal year or during the appraisal year, shall be deemed not to have earned any appraisal report during that appraisal year for the purpose of reckoning the qualifying period. However for calculation of leave day, Maternity Leave granted under the proviso of the Act, shall not be included.
- f. While making recommendation for 'promotion', Departmental Promotion Committee shall appropriately take into consideration any disciplinary/vigilance proceeding or punishment orders against a Personnel.
- g. The reservation for SC/ ST personnel would be as per Government Guidelines in the regard.
- h. The ratings specified against specific MCY(s) can be in any order and not necessarily in the chronology as specified in the earlier tables, however where specific recommendation has been mentioned with regard to Ratings of immediate preceding years the same also must be met for being considered eligible.
- i. All personnel for being promoted/ upgraded under these rules must have at least 2 years of service left on the effective date of promotion.

21.6 Review and Tenure

- a. It shall supersede all the rules, regulations, orders and instructions issued earlier on the subject covered by this rule.
- b. Board reserves the right to alter, amend and/or modify/ withdraw these Rules as and when considered necessary. However, any modification (exclusion/ inclusion) with regard to qualification requirements as mentioned in Table 2.1 shall be approved by C&MD based on recommendation of D(HR&CA).

All other service rules and conditions governing the Non-unionised supervisory category shall remain unchanged.

