

CHAPTER V

PROMOTION RULES

5.1.0 Objectives

5.1.1 To provide all employees with broad equality of opportunity in growth and career prospects.

5.1.2 To ensure fairness, equitability, consistency and uniformity in the matters of promotion of employees in all the Units/ Divisions of the Company.

5.1.3 To recognise and reward employees for their contribution to the growth of the organisation.

5.1.4 To sustain the high morale of the employees by informing them of the promotion opportunities existing in the organisation.

5.2.0 Policy and Rule

5.2.1 The organisation structure is divided into the following Levels:-

- TML Two Grades
- SML Two Grades
- MML Three Grades
- EL Four Grades
- SL Six Grades

5.2.2 Promotion to MML I and above grades shall be subject to availability of vacancies. Promotion from SL I to EL IV grade shall also be subject to availability of vacancies.

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- 5.2.3 The following rules shall govern promotions from MML to SML grades and from SL-I to EL-IV grades.
- 5.2.3.1 Promotions to SML grades shall be approved by the Board of Directors of the Company and, individual cases shall be sponsored by the MD from time to time.
- 5.2.3.2 Induction into EL IV grade shall be made through open recruitment. The Selection Committee constituted for this purpose shall consider both internal and external candidates.
- 5.2.4 Promotions in case of employees in MML, EL and SL grades shall be effected by Departmental Promotion Committees (DPCs) constituted for this purpose by MD once every calendar year.
- 5.2.5 Employees of MML, EL and SL grades (except SL I grade) shall be eligible for consideration for promotion from one grade to the next higher grade in the same or next Level fulfilling the following conditions:-
- (a) Should possess minimum essential qualification for the next higher grade.
  - (b) Should have completed the 'qualifying period' of service specified in Table I to this Chapter.
  - (c) Should have been assessed at least 'Very Good' in his last two consecutive Annual Appraisal Reports and, should not have been assessed as unsatisfactory/interior in any trait in any of the ARs raised on him during the last consecutive five years preceeding the first day of January of the calendar year in which the DPC is to meet.