

**CHAPTER - XV**  
**PROMOTION POLICY**  
**&**  
**RULES**

**FOR THE EMPLOYEES OF**  
**RITES LTD.**

## **PROMOTION POLICY AND RULES**

### **1. TITLE, COMMENCEMENT & APPLICABILITY:**

- 1.1 These will be called “Promotion Policy and Rules”
- 1.2 These will come into force with effect from September 1, 2003.
- 1.3 These shall be applicable to RITES employees in Executive and Non-Executive cadres on the regular rolls of the Company including those who are sent on deputation/secondment to other Organisation(s); but exclude the following:
  - (i) Those who are appointed for a limited tenure, such as appointments on contract basis for a particular period/specific assignments or project etc., superannuated persons re-appointed in the Company’s service or are serving Company on extension of service after attaining the age of superannuation and those appointed on a purely casual or temporary basis or on ad-hoc basis for a fixed tenure;
  - (ii) Those who are on deputation to the Company OR who retain lien on the service of the parent organisation (except for the posts of Group General Manager and Executive Director) till the termination of the lien and absorption in the Company and
  - (iii) RITES employees appointed by other Organisations, but allowed to retain lien in the Company.

### **2. DEFINITIONS :**

- 2.1 “Company” means RITES Ltd.
- 2.2 “Board” means the Board of Directors of the Company.
- 2.3 “MD” means the Managing Director of the Company.
- 2.4 “Competent Authority” shall mean the Managing Director for promotions to the posts of DGM and above and Director for the posts upto the level of Manager.
- 2.5 “Disciplinary Authority” shall mean an Authority as specified under ‘RITES Discipline and Appeal Rules’.
- 2.6 “Eligibility Period” means minimum length of ‘qualifying service’ required to be rendered by an employee in his existing grade/scale of pay for being considered for selection for promotion to the next higher grade/scale of pay in his line of promotion, subject to fulfilment of all other requirements laid down in these Rules.

### **3. PROMOTION POLICY - BASIC PRINCIPLES AND OBJECTIVES:**

- 3.1 To provide adequate avenues of career advancement at all levels consistent with merit, suitability, performance and professional attainments of the employees, commensurate with the business needs of the Company to sustain in the competitive environment;
- 3.2 To augment Training & Human Resource Development initiatives along with suitable incentives, so that employees acquire requisite academic / professional qualifications for furthering their career prospects;
- 3.3 To maintain high employee morale in the Company;
- 3.4 To provide a transparent system and procedure for the career development;
- 3.5 The guiding principle underlying the Promotion Policy of the Company aims at generating career growth from within the Organisation. It will be the Company's endeavour to look within the organisation for suitable persons with requisite academic/professional qualification, expertise & skills and merit for filling up the posts for manning the levels of hierarchy by the right and capable personnel;
- 3.6 Notwithstanding anything stated above, the Company reserves its right to take recourse to lateral inductions at all levels, more particularly at the induction levels, as specified in these Rules, from outside, to the extent considered necessary to ensure infusion of new blood and fresh outlook and to meet the requirement. Before taking recourse to lateral induction, the internal eligible employees will however be considered first.
- 3.7 Based on the above principles, the Company's Promotion Policy has been framed with the following objectives:
  - 3.7.1 To provide adequate opportunity, encouragement and career growth to the employees consistent with their contribution to the growth of the Organisation. RITES will endeavour to motivate and enthuse its employees at all levels for better and more effective performance for rewarding them with promotion, commensurate with their merit and ability;
  - 3.7.2 To ensure fairness, consistency and uniformity in the matter of promotions;
  - 3.7.3 To provide equality of opportunity to all its employees for growth and career prospects; and
  - 3.7.4 To enlighten the employees of the kind of promotion opportunities and the basis/manner in which promotions will be effected.

### **4. PROMOTION RULES**

#### **4.1 Classification of posts :**

For the purpose of these Rules, various posts in operation in the Company have been divided into two cadres, namely:

- \* Executive Cadre
- \* Non-Executive Cadre

#### 4.1.1 EXECUTIVE CADRE:

Executive Cadre consists of Engineers/Jr. Mgr. etc. presently in the Grade of Rs.6500-10500 (CDA) / Rs.6550-11350 (IDA) and above upto Executive Directors (Rs.18400-22400 (CDA) / Rs.20500-26500 (IDA)). Posts in Executive Cadre have been further grouped into 3 Clusters as under:

| <u>Designation</u>          | <u>Present Scale of Pay</u> |                 |
|-----------------------------|-----------------------------|-----------------|
|                             | <u>(Rs.)</u>                |                 |
|                             | (CDA)                       | (IDA)           |
| <b><u>Cluster-I</u></b>     |                             |                 |
| * Engineer/Jr.Manager etc.  | 6500-10500                  | 6550-11350 etc. |
| * Asstt. Managers etc.      | 8000-13500                  | 8600-14600      |
| * Managers etc.             | 10000-15200                 | 10750-16750     |
| <b><u>Cluster - II</u></b>  |                             |                 |
| * Dy.GMs                    | 12000-16500                 | 13000-18250     |
| * Jt.GMs                    | 14300-18300                 | 16000-20800     |
| * Addl.GMs                  | 16400-20000                 | 17500-22300     |
| <b><u>Cluster - III</u></b> |                             |                 |
| * General Managers          | 18400-22400                 | 18500-23900     |
| * Group GMs                 | 18400-22400                 | 20500-26500     |
| * EDs                       | 18400-22400                 | 20500-26500     |

#### 4.1.2 NON-EXECUTIVE CADRE:

Non-Executive Cadre consists of Messenger etc. presently in the grade of Rs.2550-3200 (CDA)/Rs. 2850-4225(IDA)and above upto Sr. Technical Asstts/SOs etc. in the grade of Rs.5500-9000 (CDA)/Rs.6000-9200 (IDA). Posts in Non-Executive Cadre have been further grouped into 3 Clusters as under:

| <u>Designation</u>         | <u>Present Scale of Pay</u> |                  |
|----------------------------|-----------------------------|------------------|
|                            | <u>(Rs.)</u>                |                  |
|                            | (CDA)                       | (IDA)            |
| <b><u>Cluster-I</u></b>    |                             |                  |
| * <i>Messenger etc.</i>    | <i>2550-3200</i>            | <i>2850-4225</i> |
| * <i>Sr.Messenger etc.</i> | <i>2650-4000</i>            | <i>2950-4575</i> |
| * <i>Record Sorter-cum</i> | <i>2750-4400</i>            | <i>3100-4850</i> |
| <b><i>Msgr-I etc.</i></b>  |                             |                  |

Cluster-II

|                           |           |           |
|---------------------------|-----------|-----------|
| * Jr.Asstt/Driver         | 3050-4590 | 3400-5275 |
| * Asstt/PA/TA/Driver etc. | 4000-6000 | 4400-6900 |

Cluster-III

|                           |           |           |
|---------------------------|-----------|-----------|
| *Sr.Asstt/SPA/Driver etc. | 5000-8000 | 5200-8000 |
| *Sr.TA/SO/SG Driver etc.  | 5500-9000 | 6000-9200 |

[Note: The officials in the IT discipline are currently placed in the grade of 4500-7000 (CDA) instead of 4000-6000 (CDA).

4.2 GENERAL RULES FOR PROMOTIONS:

4.2.1 Promotion means:

*Promotion shall mean movement of an employee from a post in a lower grade to a post in the next higher grade along the line of promotion in his discipline, as prescribed in these rules. Jumping of scale(s) shall not be allowed, save in specific case(s) for Selection Posts, as may be specified in these Rules.*

4.2.2 Completion of prescribed "Eligibility Period":

*All promotions shall be subject to completion of prescribed "Eligibility Period" on the cut-off date of 30th June of the year in which selections occur to coincide with the ACRs earned and other requirements as laid down in these Rules. Mere completion of "Eligibility Period" or fulfilment of eligibility criteria etc. will not confer any right of promotion to an employee.*

4.2.3 Seniority:

*Seniority for promotion will be maintained, discipline wise, in each pay-scale upto and including the level of General Managers. However for selection to the post of GGM, all GMs from various disciplines will form a common seniority. Like- wise for selection to the post of ED, all GGMs will be considered based on their common seniority in the cadre of GGM.*

4.2.4 Promotions subject to availability of vacancy:

*Promotions within the same cluster shall be allowed subject to eligibility, suitability and fulfilment of other requirements under these rules; vacancy not being a constraint. However selection to the post of GGM and ED would be subject to availability of vacancy. Promotions from one cluster to higher cluster shall be subject to availability*

## Notes to Annexure B :

### 1. FORMATION OF PANEL:

For a candidate to be empanelled, he/she must secure minimum aggregate/overall marks as stated above. Those securing aggregate/overall marks of 90 and above in evaluation would be placed on top of the panel and to be ranked on the basis of marks secured by each individual.

### 2. Marks for Qualification will be assigned as under:

Possessing prescribed minimum educational qualification 8 Marks

Possessing additional/higher Qualification than prescribed 10 Marks

minimum qualification :

(Note: In respect of the employees covered by Rule 6.4.3 i.e. those possessing lesser qualification than prescribed for the post, assigning of suitable marks depending upon level of qualification may be considered.)

### 3. Marks for ACRs will be allocated year-wise for each grading like OS, VG and Good proportionately in relation to ACRs for the no. of years of prescribed eligibility period. For example, if the prescribed eligibility period is 5 years and total marks for ACRs allocated are 60, then marks allocation will be OS:12, VG: 10, Good: 8. Like-wise if the marks assigned are 50 for 5 years of minimum eligibility period, the allocation of marks will be: OS:10, VG:8 and Good:6.

### 4. Group Discussion:

In the Group Discussion, the managerial skills and traits like communication, leadership, clarity of thought, self-confidence, group behaviour etc. will be assessed. A Management Expert or Pyschologist will be associated as a Moderator in the Team nominated for the purpose.

### 5. Interview:

The purpose of the interview is to assess the suitability of the candidates for promotion to the next higher grade/post as per these rules. Marks (out of maximum marks allocated for Interview) shall be awarded by the DPC to the individual candidate, taking into consideration factors like professional knowledge, awareness with the latest trends in his professional field/job/functional area, ability to reason out logically, presentation of ideas coherently, environmental awareness, leadership, potential for decision making, communication skills, potential/attitude towards acceptance of higher responsibilities, commitment to the organisation etc.

### 6. Qualifying in Screening Test:

(for Inter-Cluster promotions only)

1 as mentioned in Rule 4.2.5

**NORMS FOR PROMOTIONS IN NON-EXECUTIVE CADRE**  
**“ELIGIBILITY PERIOD & MINIMUM EDUCATIONAL QUALIFICATION”**

| Promotion (Post)<br>(illustrative) |     | Minimum Educational<br>Qualification | Eligibility<br>period |
|------------------------------------|-----|--------------------------------------|-----------------------|
| From                               | To  |                                      |                       |
| (1)                                | (2) | (3)                                  | (4)                   |

***Within Cluster I: (Unskilled/Semi-skilled Group)***

|                                     |                                     |  |        |
|-------------------------------------|-------------------------------------|--|--------|
| Messenger<br>etc.                   | Sr.Messenger<br>etc.                | Matriculation/<br>Secondary School<br>(Xth standard) | 5 Yrs. |
| Sr.Messngr<br>Etc.                  | Record Sorter<br>-cum-Msgr-I etc    | -As above-   | 5 Yrs. |
| Plumber/<br>Electrician<br>etc.     | Plumber/<br>Electrician<br>etc.     | Trade Test   | 5 Yrs. |
| Cook-cum-<br>Care-taker/<br>Sweeper | Cook-cum-<br>Care-taker/<br>Sweeper | Nil  | 5 Yrs. |

***TO Cluster II: (Skilled Group)***

*Movement from Cluster-I to Cluster-II of NE Cadre, being ex-cadre, shall be through open departmental selection*

|  |   |        |
|--|---|--------|
| (From Cluster I<br>to lowest rung of<br>Cluster II of NE Cadre | <i>For Drivers:</i><br>Matriculation with<br>valid Driving Licence.   | 5 Yrs. |
|  | <i>For D'Man/Tracer:</i><br>Matriculation with<br>relevant certificate<br>from ITI or other<br>recognised Institute | 5 Yrs. |
|  | For Plumber/Carpenter/<br>Mason/Fitter/Electrician<br>Relevant ITI Certificate                                      | 5 Yrs. |





1. The existing employees who do not possess the prescribed minimum educational qualifications mentioned above may avail of opportunity to appear and qualify in an 'equivalent written test' as per provisions contained in Rule 7.4.1 of these Rules. Those qualifying in the said Test will be treated as if he fulfills the requirements of prescribed Educational Qualifications set out above.
2. The Qualifications (academic / technical) mentioned above should be from a recognised University/Institute. The qualifications recognised by the Central Government as equivalent to the qualifications mentioned above will be accepted as such by the Company.
3. Movement from Cluster I of NE Cadre to the lowest rung of Cluster II of NE Cadre, being selection to an ex-cadre post shall be subject to fulfilment of standard job specifications as prescribed for the post and the selection shall be through open department selection mode. The provision of "Equivalent Written Test" will not be applicable in such cases.
4. Similarly for movement from Cluster II to the lowest rung of Cluster III, possession of Technical qualification like 3 years Technical Diploma in regard to technical posts, where ever so prescribed will be essential. The provision of "equivalent written test" will not be applicable in such cases.
5. The employees in the grade of Rs.5500-9000(CDA) have normal channel of promotion to the grade of Rs. 6500-10500 (CDA) scale. However, these employees in the Grade of Rs. 5500-9000(CDA) may be provided with opportunity for selection to the grade of Rs. 8000-13500(CDA), against some of the vacancies as may be so earmarked, for filling up through open departmental selection mode, subject to their fulfilling standard job specifications for the post and other conditions as may be prescribed, by taking into consideration combined service rendered in the grades of Rs. 5500-9000(CDA) and Rs.6500-10500(CDA).

**Equivalent/Alternative Qualification**

*Professional Qualifications in Executive Cadre*

| <b>S. No.</b> | <b>Discipline</b>      | <b>Prescribed Qualification</b>                | <b>Equivalent/Alternative Qualification</b>  |
|---------------|------------------------|--|--|
| 1.            | Civil Engg.            | Graduate in Engineering                        | AMIE (Civil)   |
| 2.            | Geotech                | Graduate in                                    | (A) AMIE (Civil) Engineering<br>(B) M.Sc.(Geology)/<br>(Hydro Geology)/(Geo-physics)/<br>MA (Geography) with M.Phil. |
| 3.            | U.E.(Environment)      | Graduate in Engineering                        | (A) B.E./AMIE (Civil)<br>(B) M.Sc.(Botony/Zoology/<br>Ecology/Disaster Management<br>Environment)with M.Phil.        |
| 4.            | Urban Planning         | Graduate in Engineering                        | Masters in Town Planning   |
| 5.            | Traffic (Railways)     | Masters in Traffic                             | Masters in Economics/ Statistics/ OR,<br>Engg./ Transport Planning with Diploma from IRT                             |
| 6.            | Traffic (T&T)          | Masters in Traffic                             | Post Graduate in Operational Research,<br>Engg./Transport Planning with M. Phil.                                     |
| 7.            | Economics & Statistics | Masters in Traffic<br>Engg./Transport Planning | Masters in Economics/ Business<br>Economics/ OR/ Statistics, with Diploma<br>in Transport Economics or M.Phil.       |
| 8.            | Mechanical Engg.       | Graduate in Engineering                        | AMIE (Mech)  |
| 9.            | Metallurgy             | Graduate in Engineering                        | (A) AMIE (Metallurgy Engg.)<br>(B) M.Sc.(Physics/Chemistry)<br>with M.Phil.  |
| 10.           | Elect.Engg.            | Graduate in Engineering                        | AMIE (Elec./Electronics)   |
| 11.           | S&T                    | Graduate in Engineering                        | (A) AMIE (Electronics / Communication/<br>Electrical)<br>(B) M.Sc. (Electronics) with M. Phil                        |
| 12.           | P&A                    | MBA  | (A) Two years full time or<br>Three years part-time PG<br>Diploma in Pers. Mgt./IR/HR                                |

- (B) Graduate, with degree in Law  
(Professional) or in Industrial Engg  
and one year regular PG Diploma in  
PM/IR/HR.
- (C) M.A.(Sociology/Labour Welfare)  
with M.Phil.

|             |             |   |
|-------------|-------------|---|
| 13. Finance | CA/ICWA/MBA | (A) Two years full time or Three years part-time PG Diploma in Finance<br>(B) SAS(Commercial) and one year regular PG Diploma in Finance<br>(C) M.Com.(Accountancy) with M.Phil.<br>(D) Graduate with SAS (Commercial) Examination conducted by C&AG of India |
| 14. IT      | MCA         | (A) BE/B.Tech in Computer Engg/ Computer Science/ Electronics/ I.T. or DOEAC 'B' Level Diploma.<br><br>(B) Masters in Computer Science<br><br>(C) Masters in Maths/ Statistics/ OR / Commerce with One year regular PG Diploma in IT/ Computer Science        |

- Note :
1. The Alternative qualifications, mentioned at (B) and (C) would be applicable for the employees on permanent roll of the Company on 1<sup>st</sup> September 2003, and not for the new entrants thereafter.
  2. The qualifications and Diplomas referred to above should be from a University or an Institution recognised by Central Govt. / AICTE/ Appropriate Statutory Authority.
  3. Wherever additional requirement of M.Phil, has been prescribed, the same could be substituted by Ph.D. also.
  4. The alternative qualifications have been added in terms of OO No. PP : 046 : 2003, dated 06.11.2003 and OO No. PP : 09 : 2004, dated 05.02.2004.

**PROMOTION BEFORE RETIREMENT**  
(INTRA CLUSTER)

- Ref. (i) OO No. PP : 20 : 2004 Dated 13.04.2004  
(ii) OO No. PP : 38 : 2004 Dated 30.06.2004  
(iii) OO No. PP : 52 : 2004 Dated 05.08.2004
1. It has been decided that the existing employees who are at the verge of retirement on superannuation within the next 12 months, but do not possess prescribed minimum educational qualification for promotion to the next higher post/grade, may be considered for placement in the next higher post/grade in the following manner :-
  2. Basic Conditions
    - 2.1 The employee concerned :
      - i. should have rendered minimum 15 years of total unblemished and meritorious service in the Company.
      - ii. should have completed 'eligibility period' of qualifying service for promotion to the next higher post/grade on the 'cut-off' date as prescribed in these Rules.
      - iii. is due for normal retirement on superannuation within the next twelve months.
      - iv. does not possess minimum educational qualification as prescribed in these Rules for promotion to the next higher post/grade and could not appear / qualify in the EWT (Equivalent Written Test) in lieu thereof, but was eligible to appear in EWT.
    - 2.2 Such placement in the next higher post/grade will be restricted to within the same Cluster, as manpower strength is sanctioned discipline-wise for each Cluster. This will therefore not be applicable for inter-cluster placement.
    - 2.3 This would not apply to Cluster-III in Executive Cadre i.e. from AGM to GM.
  3. Procedure to be followed for considering the employees/executives, who fulfil basic conditions stipulated in para 2 above, for placement in the next higher post/grade will be as under:
    - (i) Composition of the DPC to be constituted by the Appointing Authority will be as per provisions contained in Rule 4.2.9 of these Rules.
    - (ii) For being considered for placement , he has to undergo the normal procedure of selection for promotion through DPC complying with all other criteria with atleast 20 points in CR's in the last five years (Good – 3, Very Good – 4 and Outstanding – 5) i.e 80% of the prescribed marks. No personal interview will be necessary in such cases.

*(See Notes to Annexure-C)*

- (iii) The employee concerned if found fit and so recommended by the DPC will be considered for placement in the next higher post/grade only on ad-hoc basis and this would be for a period of not more than one year before the date of his normal retirement on superannuation.
  - (iv) Pay fixation on such placement in the next higher post/grade will be allowed as per normal Rules.
  - (v) Benefits as admissible on retirement on superannuation (viz. Gratuity, Leave encashment etc.) will be computed taking into account last salary drawn as mentioned at Sl.No.(iv) above.
  - (vi) The employee so considered for placement in the next higher post/grade will not be brought on the cadre seniority of the said higher post/grade.
4. The above dispensation is purely as a measure of 'good-will' gesture of the management towards the employees in question, in recognition of their longer and meritorious service and this will also eventually allow them benefits of retirement on the higher salary resulting from such placement on the higher post/grade.
5. This order will however not be applicable to those employees who have been considered/are eligible for promotion under the criteria of "longer eligibility period" notified vide Office Order No. PP/032/2003 under No.PERS/25/2002 dated 23<sup>rd</sup> Sept. 2003.

**PROMOTION BEFORE RETIREMENT**  
(INTRA CLUSTER)

- Ref. (i) OO No. PP : 20 : 2004 Dated 13.04.2004  
(ii) OO No. PP : 38 : 2004 Dated 30.06.2004  
(iii) OO No. PP : 52 : 2004 Dated 05.08.2004
1. It has been decided that the existing employees who are at the verge of retirement on superannuation within the next 12 months, but do not possess prescribed minimum educational qualification for promotion to the next higher post/grade, may be considered for placement in the next higher post/grade in the following manner :-
  2. Basic Conditions
    - 2.1 The employee concerned :
      - i. should have rendered minimum 15 years of total unblemished and meritorious service in the Company.
      - ii. should have completed 'eligibility period' of qualifying service for promotion to the next higher post/grade on the 'cut-off' date as prescribed in these Rules.
      - iii. is due for normal retirement on superannuation within the next twelve months.
      - iv. does not possess minimum educational qualification as prescribed in these Rules for promotion to the next higher post/grade and could not appear / qualify in the EWT (Equivalent Written Test) in lieu thereof, but was eligible to appear in EWT.
    - 2.2 Such placement in the next higher post/grade will be restricted to within the same Cluster, as manpower strength is sanctioned discipline-wise for each Cluster. This will therefore not be applicable for inter-cluster placement.
    - 2.3 This would not apply to Cluster-III in Executive Cadre i.e. from AGM to GM.
  3. Procedure to be followed for considering the employees/executives, who fulfil basic conditions stipulated in para 2 above, for placement in the next higher post/grade will be as under:
    - (i) Composition of the DPC to be constituted by the Appointing Authority will be as per provisions contained in Rule 4.2.9 of these Rules.
    - (ii) For being considered for placement , he has to undergo the normal procedure of selection for promotion through DPC complying with all other criteria with atleast 20 points in CR's in the last five years (Good – 3, Very Good – 4 and Outstanding – 5) i.e 80% of the prescribed marks. No personal interview will be necessary in such cases.

- (iii) The employee concerned if found fit and so recommended by the DPC will be considered for placement in the next higher post/grade only on ad-hoc basis and this would be for a period of not more than one year before the date of his normal retirement on superannuation.
  - (iv) Pay fixation on such placement in the next higher post/grade will be allowed as per normal Rules.
  - (v) Benefits as admissible on retirement on superannuation (viz. Gratuity, Leave encashment etc.) will be computed taking into account last salary drawn as mentioned at Sl.No.(iv) above.
  - (vi) The employee so considered for placement in the next higher post/grade will not be brought on the cadre seniority of the said higher post/grade.
4. The above dispensation is purely as a measure of 'good-will' gesture of the management towards the employees in question, in recognition of their longer and meritorious service and this will also eventually allow them benefits of retirement on the higher salary resulting from such placement on the higher post/grade.
5. This order will however not be applicable to those employees who have been considered/are eligible for promotion under the criteria of "longer eligibility period" notified vide Office Order No. PP/032/2003 under No.PERS/25/2002 dated 23<sup>rd</sup> Sept. 2003.



**PROMOTION BEFORE RETIREMENT**  
(INTER CLUSTER)

Ref. (j) OO No. PP : 40 : 2004 Dated 07.07.2004

1. Pursuant to policy decision notified vide Office Order No. PP/20/2004 dated 13.4.2004 in connection with above, the question for placing in the next grade before retirement in respect of inter cluster cases was under consideration of the Management.
2. It has been appreciated that due to change in nature of job, authority and responsibilities and also because of issues of vacancies and seniority involved, it is not appropriate to allow the same relaxation for placing in next grade before retirement in case of inter-cluster cases.
3. However, to redress the grievances of the employees in highest grade in the Cluster and waiting for retirement, it has been decided to allow a special allowance of Rs.500/- p.m. for maximum 2 months in all the non-executive clusters and Cluster I & II of Executive cadre only. To be eligible for this special allowance, the employee should have earned atleast 22 points in his ACRs for the last 5 years. Such allowance however will not be counted for calculation of any retirement benefit. The employee, however, be allowed the designation of next post without any financial authority attached to the post.

**'Equivalent Written Test' for those not possessing the prescribed qualification.**

Ref. (i) P&A No. PERS : 25 : 2004 Dated 07.07.2004

It has been decided that 'Equivalent Written Test' (EWT) in terms of Rule 6.4 and 7.4 of Promotion Policy and Rules dated 1.9.2003 for the employees, on the rolls of the company prior to 1.9.2003, who do not possess the qualification prescribed in the said Policy & Rules shall be conducted in the month of May every year.

While all employees who become eligible for promotion in June of the year will be specifically called for the EWT, it has been further decided that all such other have not completed the eligibility period for promotion, can also appear earlier if they so opt for. The option to appear in EWT of a particular year should be sent in the prescribed format attached, to P&A Division by 31st January of that year. The number of opportunities to appear in EWT shall remain the same as indicated in Rule 6.4.1 and 7.4.1 of the said Promotion Policy and Rules. However, those qualifying in the EWT will be called for selection for promotion only when they become due for promotion in the normal course.

Consequent to the above decision, Rule 6.4.2 and 7.4.2 of the Promotion Policy and Rules shall stand amended to read as under:

"6.4.2 & 7.4.2 : The equivalent written test' mentioned above will be conducted, as far as possible, in the month of May every year and while all employees who become eligible for promotion as on 30th June of the year will be specifically called for the EWT, such other employees who have not completed the eligibility period for promotion, can also appear earlier if they so opt for. However, those qualifying the EWT will be in the prescribed format attached called for selection for promotion only when they become due for promotion in the normal course."

**Sub: Option to appear 'in Equivalent Written Test' (EWT).**

**Ref: OO No.PERS:25:2004 dated 7th July, 2004**

I, ....., hereby exercise my option to appear in the EWT to be held in May, ..... (year). I clearly understand that in case I qualify the EWT, I will be called for selection for promotion only when I become due for promotion in normal course, as per the Promotion Policy & Rules issued under letter No.PERS/25/2002 dated 1st Sept., 2003.

My service particulars are as under:

Name..... Designation ..... E.No. ....

SBU where working: ..... Discipline:

(Civil/Mech/Elec. Etc. as applicable)

Present Place of Posting .....

Present Grade..... Dt of promotion to the grade .....

Present Qualification : .....

Level of EWT : .....

(Matric/Graduation/Engg.Diploma/Engg.Degree/MCA/MBA etc. as applicable)

Date:

Signature: .....

For forwarded to GGM (P&A)

GGM(P&A)

Signature of Controlling Officer