



NTPC LTD.
CORPORATE-HR
COE - Strategic HR & Talent Management

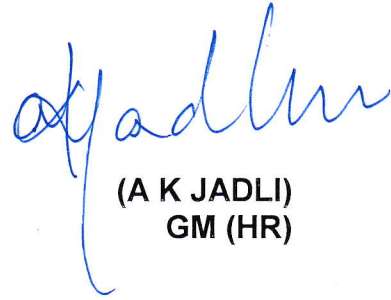
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CORPORATE HR CIRCULAR NO. 902 / 2021

Sub: REVISED PROMOTION POLICY FOR EXECUTIVES

- 1.0 Keeping in view the changing business scenario and the changes taken place at the workplace, the Promotion Policy of Executives has been revised in order to assess the eligibility for promotion through a holistic approach and to reward merit, potential, field exposure and mobility of executives.
- 2.0 The Revised Promotion Policy for Executives is placed at Annexure.
- 3.0 This comes into force with immediate effect and shall be applicable to all the CPCs/RPCs conducted hereafter.
- 4.0 This issues with the approval of the Competent Authority.


(A K JADLI)
GM (HR)

Distribution: Through Intranet

STATEMENT OF COMPANY POLICY AND RULES REGARDING PROMOTION OF EXECUTIVES

1.0 Short Title and Commencement

These Regulations will be called Promotion Policy and Rules and will be effective from 01/03/2021.

2.0 Definitions

In this Policy & Rules, unless the context otherwise requires;

- i. **'Appraisal Year'** means Calendar Year for Executives upto and including E8 (AGM) grade.
- ii. **'Approving Authority'** is Director (HR) for promotions to the posts upto and including E8(AGM) grade and Executive Director (HR) for the posts upto and including E7 grade at Corporate Centre and RED for the posts upto and including E7 grade at Regions or any other person to whom authority is delegated by Competent Authority.
- iii. **'CDS'** means Career Development & Succession Planning Policy of NTPC Ltd.
- iv. **'Company'** means NTPC Limited wherever situated and includes its projects, stations, offices and shall also include factories, mines and offices that might be set up in future and shall also include all or any Executive of the company who are duly authorized/delegated to exercise the powers on behalf of the company in regard to matters covered under these Rules.
- v. **'CPC/RPC'** means Corporate Promotion Committee/Regional Promotion Committee.
- vi. **'Cut-off Date'** means the specific date up to which eligibility period is computed.
- vii. **'Eligibility Criteria'** means the various qualifying requirements that an executive has to fulfil in order to be eligible for consideration for promotion to next higher grade.
- viii. **'Eligibility Period'** means minimum length of 'qualifying service' required to be rendered by an executive in his/her existing grade/scale of pay for being considered for selection for promotion to the next higher grade/scale of pay in his/her line of promotion, subject to fulfilment of all other requirements laid down in these Rules.
- ix. **'Field Exposure'** means the exposure at various projects/stations in NTPC.
- x. **'Grace Period'** is extra time limited to one month immediately after the cut-off date allowed for meeting with the requirement of eligibility period.
- xi. **'Promotion'** shall mean movement of executives from the post in the lower grade to the post in the next higher grade in the channel of promotion as defined therein.
- xii. **'Executive on Regular Rolls'** means an executive who has been appointed to a position in the executive cadre of the company and has completed the training period under the Company's Induction Training Schemes (as applicable) and does not include such personnel who are appointed on Fixed Term basis / Adhoc basis, on deputation to NTPC or who have retained lien on the service of NTPC.

- xiii. **'Standard Date'** means the specific date from which promotion will be made effective from for various grades.
- xiv. **'Seniority Weightage'** means weightage given for years of service rendered by an executive granted to him/her in that grade, if any, as laid down in the terms of initial appointment, to be considered in the first promotion subsequent to appointment.

3.0 Philosophy

NTPC as a company encourages its executives to participate in the growth opportunities available in the organisation and in pursuance thereof, endeavours to achieve synchronisation of the organisational goals with the aspiration for growth and development of the individual executive.

4.0 Objectives

The objectives of the Promotion Policy and its rules are:

- 4.1 To make sure that the organization has the right person with the right skills and competencies at the right time on the right job.
- 4.2 To lay down clear and unambiguous principles to regulate promotion of executives to the available higher positions consistent with the growth requirements of the Company.
- 4.3 Define suitable criteria for identifying potential and talented executives with proven performance track record to elevate them to positions of higher responsibility or assign roles in such positions commensurate with their merit and ability and contribution towards the achievement of the organisational goals and objectives.
- 4.4 To recognise and motivate high potential and talented executives subject to meeting qualifying requirements for better and more effective performance by rewarding them with promotion.

5.0 Guiding Principles

- 5.1 Ensure consistency and fairness in the promotion of Company executives of various disciplines, projects / stations and offices of the Company.
- 5.2 Facilitate systematic identification of suitable positions to which the incumbent can be moved to at different stages of career.
- 5.3 Look first within the organisation for suitable persons with the requisite skill, expertise, merit and suitability for filling up the next level positions.
- 5.4 Communicate to the executives the pre-requisites such as performance, merit and other qualifying requirements stipulated for promotion and the various mandatory interventions which he/she has to undergo to make him/her meet the same.
- 5.5 In order to facilitate the fulfilment of the growth expectations, NTPC will strive to create and sustain an environment conducive for efficient and effective functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and

managerial skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment.

- 5.6 In addition to fulfilling minimum qualifying tenure in the existing grade as specified in the policy, an executive is expected to mandatorily avail all the developmental opportunities and demonstrate standards of job knowledge and competencies as may be required for the higher responsibilities as mere reliance on length of service may not be adequate to meet their growth aspirations in NTPC.

6.0 Scope & Coverage

This Statement of Company Policy will be applicable to all NTPC Executives upto and including E7 grade on the regular rolls of the Company including those seconded / deputed to other organisations including JVs & Subsidiaries of NTPC.

7.0 Methodology & Eligibility Criteria - Basis for assessment of merit and suitability

- 7.1 Promotion of executives to positions in next higher grades will be on the basis of various factors including Performance, Vacancy, Potential, Willingness to Relocate anywhere as per company requirements, Merit, Grade Service, qualification relevant to the functional area of responsibility, Adherence to Safety, experience of working in Project/Station of the company, Job Rotation in main and sub functions as per requirement in Career Development Scheme, Discipline and other related factors.
- 7.2 An Eligibility Criterion has been determined keeping in view various factors as mentioned above. **Only those executives who fulfil the stipulated eligibility criteria will be eligible for consideration for promotion to the next higher grade.**
- 7.3 **The promotions to all grades will be subject to availability of suitable vacancies and meeting qualifying requirements.** Mere fulfilment of qualifying requirements will not confer any right for promotion.
- 7.4 Cases of eligible personnel in the executive cadre may be taken up for consideration for promotion once in a year depending upon the availability of vacancies and exigencies of work. The list of eligible executives' upto and including E7 grade due for consideration for promotion to next higher grade will be verified prior to the commencement of CPC/RPC by CC / concerned Regional Headquarters.
- i. **Cut-off Date:** The eligibility of executives up to and including E7 grade will be determined as on 1st of April with grace period of one month, i.e. those who complete the eligibility period as on 1st May will come under the zone of consideration.
- 7.5 Preference will be given to executives who have served at projects/stations of NTPC as defined in subsequent clause of this policy.
- 7.6 Promotions will take effect as per the terms and condition and date as may be specified in the promotion order. To enable promotions being effected in a planned and rational manner, promotions of executives to available vacancies in grades up to and including E8 (AGM) will normally be made effective from standard date of promotion.
- i. **Standard Date:** Executives in E7 grade and below, who are found eligible for promotion to the next higher grade by the CPC/RPC will be considered for promotion effective from 1st April.

7.7 The career progression of executives in certain niche areas and specialist functions of the company as identified by senior management from time to time shall be regulated based on number of vacancies, availability of suitable growth opportunities in concerned domain areas and requirement of the organisation.

8.0 Eligibility Criteria - Mandatory

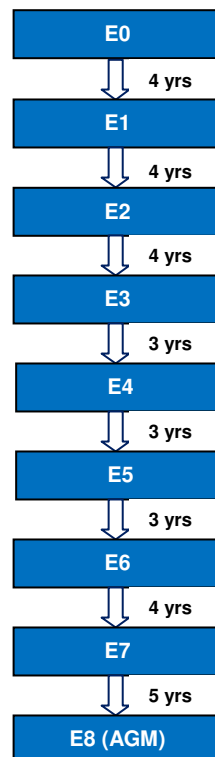
For consideration for promotion, an executive has to fulfil the following eligibility criteria:

1. Minimum Eligibility Period
2. Minimum Performance Criteria
3. Physical Attendance on the Job
4. Inter-Departmental Clearance
5. Safety Clearance
6. Mobility

Factors which are to be taken into account for determining suitability for promotion of an executive and the weightages thereof shall be as detailed below:

8.1 Minimum Eligibility Period:

8.1.1 The eligibility period for consideration of executives in the grade as mentioned below for promotion to the next higher grade shall be as defined in the career path given below:



8.1.2 It is on completion of the minimum period of service in the grade as prescribed above, as on 1st May (inclusive of the grace period of one month) that an executive will become eligible for consideration for promotion to the next higher grade. Eligibility to next higher grade for Executive Trainees post regularisation will be 3 years.

8.2 Minimum Performance Criteria

- 8.2.1 The Performance Management System in operation for the executives of the Company, as modified from time to time, along with Field Exposure, Competency, Potential & Values (CPV) Assessment, Grade Service, qualification relevant to the functional area of responsibility, etc. will generally provide the basis for determination of merit and suitability of executives for positions of higher responsibility in the appropriate higher grade as relevant.
- 8.2.2 In the event of cases where Promotion Score of an Executive is greater than or equal to Minimum Eligibility Score, in order to be considered for promotion by CPC/RPC, a minimum of One 'Top' Rating in the Eligibility Period shall be essentially required.

8.3 Physical Attendance On the Job

- 8.3.1 An executive, who is being considered fresh, should not be physically absent from work for more than 180 days in any of the calendar years during the period of eligibility in order to be considered for promotion. Further, no executive (fresh or otherwise) should be physically absent from work for more than 180 days in the last calendar year of the eligibility period in order to be considered for promotion.
- 8.3.2 Periods of Weekly Off, Closed Holiday, CL, RH, SCL, EL (up to 30 days per year), HPL/CPL (up to 20 days per year), Maternity Leave and Child Care Leave will not be considered as absence from work.
- 8.3.3 An executive of the Company on deputation to another organization may be considered for promotion in the Company during the period in accordance with the selection methodology prescribed in this Policy and Rules. His/ Her promotion will, however, take effect only after his/her reversion to the company. He/ She will be allowed notional seniority in the higher grade from the date from which the promotion has been approved by the Competent Authority.
- 8.3.4 In case of an executive who is not on deputation to another organization but merely retaining lien in the Company, he/she would not be considered for promotion during the period. He/ She would merely retain the option to return to his/her substantive post for the duration of lien.
- 8.3.5 The physical presence on the job at the time of CPC/RPC shall be required, for consideration for promotion in cases of executives on Child Care Leave.

8.4 Inter-Departmental Clearance

The Disciplinary Clearance (DC) and Vigilance Clearance (VC) shall have to be necessarily obtained at the time of CPC/RPC for all the eligible executives. CC/Concerned RHQ shall be required to obtain DC from Site HR (reg. Disciplinary Proceedings initiated/pending in violation of NTPC CDA Rules in respect of an executive at Site apart from Vigilance) and VC from Corporate Vigilance (reg. Disciplinary Proceedings initiated/pending in respect of an executive by Vigilance department). Further, the eligible executives shall be required to have compulsorily undergone the Annual Medical Check-up as prescribed under the NTPC MAT Rules and captured under PMS System.

8.5 Safety Clearance

- 8.5.1 In order to be eligible to be considered for promotion, safety clearance is essential.
- 8.5.2 If any executive who is found to be responsible for reportable safety accident during the eligible period of consideration based on the enquiry report, he will not be considered for promotion fresh.
- 8.5.3 If any executive who is found to be responsible for reportable safety accident based on the enquiry report in last one year of CPC/RPC, he will not be considered for promotion irrespective of his drop status.
- 8.5.4 If any executive considered to be responsible for any reportable safety accident pending finalization of Safety Enquiry report, his case for promotion will be considered by CPC/RPC, but the recommendation of the committee will be kept in a sealed cover. Subsequent to the finalization of enquiry report, if the concerned executive is not found guilty, sealed cover will be opened and promotion will be effected provided his case has been recommended by CPC/RPC.
- 8.5.5 However, if the concerned executive is found responsible/guilty for the reportable accident, sealed cover case will not be opened and his case for promotion will be considered for promotion in next CPC/RPC.
- 8.5.6 The list of eligible executives who are due for consideration for promotion to the next higher grade will be provided by COE-I to Corporate Safety and Safety Clearance will be provided by Corporate Safety Department indicating above details with respect to the concerned executives.

8.6 Mobility

Wherever considered necessary and desirable, in the interest of the organisation, promotion will be subject to transfer from one Location/ Department/ Discipline to another Location/ Department/ Discipline including JVs and Subsidiaries of NTPC, as may be decided by the Competent Authority. The eligible executives should be willing to relocate to any of the location as per the requirement of the organization in order to be considered for promotion.

9.0 Eligibility Criteria - Desirable

- 9.1 For consideration of Executives for promotion from E7 to E8 (AGM), Job Rotation within main function and Locational Exposure are considered desirable as notified in CDS policy.
- 9.2 The Executives in E5/E6 grades should have undergone at least one Job Rotation within sub function / main function as defined in CDS Policy.
- 9.3 The eligible executives may also need to qualify in specified test/s in the relevant field as may be prescribed and notified from time to time to be eligible for promotion to next higher grade.
- 9.4 Preference will be given to executives possessing higher qualification relevant to the functional area of responsibility. Only those qualifications, which have been acquired from Recognised Universities / Institutions and approved by concerned statutory bodies, will be considered for the purpose of promotion.
- i. It would be essential to possess a qualification of standard equivalent to Bachelor in Engineering for any executive who possesses only Diploma in Engineering qualification, to be promoted beyond the grade of Manager (E5). This condition may be relaxed by Director (HR) only in exceptional cases where knowledge and performance of an individual is adjudged by the concerned CPC/RPC to be equivalent to a Degree in Engineering and Director (HR) is satisfied that such relaxation is justified.

- ii. Those Doctors who do not possess Post-Graduate degree such as MD/MS can, at the most, be promoted upto the level equivalent to Manager (Grade – E5). This condition may be relaxed by Director (HR) only in exceptional cases where knowledge and performance of an individual is adjudged by the concerned CPC/RPC to be equivalent to a Post-Graduate Degree such as MD/MS and Director (HR) is satisfied that such relaxation is justified.

10.0 Allocation of Marks:

10.1 Grade Service:

- i. The marks for Grade Service will be as under:

Grade of Executive	Grade Service	Marks
E0, E1, E6	4 years	8
	5 years & above	9
E2 (other than ET)	4 years	6
	5 years & above	7
E2 (inducted through ET Scheme), E3, E4, E5	3 years	6
	4 years & above	7
E7	5 years	10
	6 years & above	11

- ii. While computing the length of service rendered by an executive in his/her existing pay scale, the seniority weightage granted to him/her in that pay scale, if any, as laid down in the terms of initial appointment, will be taken into account.
- iii. The period of Sabbatical, EOL on personal grounds (if it is for more than 03 months) and Dies-Non Leave shall not be counted for eligibility period.
- iv. During the Study Leave period, the employee shall not be considered for promotion; however, the period will count for eligibility for promotion.
- v. In case of executives in the grades of E6 and E7, normal period of eligibility for promotion to the next higher grade will be 04 years and 05 years respectively, but keeping in view the special requirements of the organisation in this fast expanding phase when it may be considered desirable to fill vacancies in higher grades with executives from within rather than resorting to recruitment from outside, the eligibility period may be relaxed at the sole discretion of the Chairman & Managing Director up to a maximum of 06 months in exceptional cases.

10.2 Performance Appraisal: The existing Performance Management System defines performance in five categories/buckets i.e. Top, Middle-1, Middle-2, Bottom and Unsatisfactory. The final overall evaluation by the Performance Management Committee taking into cognizance an executive's performance in the appraisal years of the eligibility period will be taken into consideration for the purpose of aggregation as detailed in subsequent clauses of this Policy and marks will be allotted to various ratings for promotion at all levels/grades as below:

Performance Rating	Marks Allocated
Top (T1 / T2)	10
Middle-1 (M1)	8
Middle-2 (M2)	6
Bottom (B)	4
Unsatisfactory	0

- i. The CPC/RPC shall take into consideration the Performance Appraisal Reports including Special Performance Report, if any, for the last 03/04/05 years, as the case may be, depending upon the eligibility period prescribed above.
- ii. Where the case of an executive comes up for consideration for promotion before he/she completes the prescribed eligibility period on account of a 'seniority weightage' granted to him/her as a part of the terms of his/her initial appointment, the rating given in the first appraisal report in NTPC, if for a period of 6 months or more, will be deemed to be the performance rating of the earlier years' reports which are to be taken into consideration in accordance with this policy.

10.3 Competency, Potential and Values (CPV) Assessment: In terms of the PMS Policy, the Competencies/Potential/Values shall be assessed through administering on-line/off-line assessments, etc., at periodic interval internally or externally. The scores attained by an executive in such CPV assessment will be taken into account while considering his/her eligibility for consideration to next higher grade. The weightages assigned to this parameter while computation of an executive's promotion score by CPC/RPC is detailed in subsequent clauses in this policy.

10.4 Field Exposure: The Executives in the grades upto E7 will be assigned weightages for the cumulative service rendered by them as executives at projects/stations during their service in NTPC. The allocation of marks shall be computed as per the following distribution. These shall, however, be subject to the maximum marks of Field Exposure assigned for the existing grade of the executive as detailed in Clause 10.5.

Cumulative Service in Executive Grades at Projects / Stations of NTPC	Total Marks
2 years and less	0
3 years to 5 years	2
6 years to 8 years	3
9 years to 11 years	4
12 years to 15 years	5
16 years to 20 years	6
21 years and above	7

- i. While awarding marks as per aforesaid distribution, executives who have rendered service for part of an year exceeding 6 months at a project/station, will be deemed to have rendered one year's service for the purpose of award of marks. Part of period of service less than 06 months shall be omitted.
- ii. The executives in functions/departments which have restricted presence across NTPC Locations (as identified by senior management from time to time and on case to case basis) shall be exempted from the field exposure and will be given the full marks allotted to the criteria for the tenure of service in those departments.

10.5 Calculation of Promotion Score: The marks assigned for various grades and performance parameters shall be as below:

Marks for Various Attributes for Promotion							
Grade \ Attributes	PMS Ratings (Maximum Marks)	Competency, Potential & Values (CPV) Assessment (Maximum Marks)	Grade Service (Maximum Marks)	Field Exposure (Maximum Marks)	CPC/RPC (Maximum Marks)	Promotion Score (Maximum Marks)	Minimum Eligibility Score
E0 to E1 / E1 to E2	40	3	9	2	3	57	43
E2 to E3	30 (for last 3 yrs)	3	7	2	3	45	34
E3 to E4	30	3	7	3	3	46	35
E4 to E5	30	4	7	4	4	49	37
E5 to E6	30	5	7	5	6	53	40
E6 to E7	40	7	9	6	8	70	53
E7 to E8 (AGM)	50	10	11	7	10	88	66

11.0 Constitution & Role of Promotion Committee

11.1 Director (HR) shall have the powers to constitute Corporate Promotion Committee (CPC) for promotion to the grades of E8 (AGM) and below and RED shall have the powers to constitute Regional Promotion Committee (RPC) for promotion to the grade of E7 and below. The CPC or RPC so formed shall also consider the executives eligible for promotion to the next higher grade posted in the JVs and Subsidiaries under the administrative control of CC and concerned RHQs respectively.

11.2 The Constitution of the CPC/RPC shall be as below:

Name of Committee	Grades Considered for Promotion	Location	Constitution
RPC	Upto E6	Concerned RHQ	<ol style="list-style-type: none"> 1. Regional Executive Director-Chairman 2. Business Unit Head of all Projects /Stations in the Region-Member 3. Regional Head of HR-Member cum Convenor 4. SC/ST Representative 5. External ED – Member * 6. Representative from Corporate Centre – Member *
CPC	Upto E7	CC	<ol style="list-style-type: none"> 1. Any 02 Functional EDs nominated by Director (HR)-Member 2. Functional ED from HR-Member 3. Representative from Corporate HR- Member cum Convenor 4. SC/ST Representative <p>Co-opted Member at the time of Interview only -Concerned Functional Head of the Interviewee</p>
			*As per requirement

11.3 Meeting of the Corporate Promotion Committee / Regional Promotion Committee for promotion of executives will be held once in a year.

11.4 HR Department at concerned RHQ/CC will provide all necessary support to the CPC/RPC, including constitution and convening of meetings of CPC/RPC, recording of minutes, furnishing of information and records, analysis and report on the performance ratings, available vacancies, etc.

12.0 Finalisation of Merit Panel by CPC/RPC

12.1 While considering promotions to the next higher grades, after taking into account all relevant factors, the CPC/RPC will award up to a maximum of 03 marks (for promotion up to E4), 04 marks (for promotion to E5), 06 marks (for promotion to E6), 08 marks (for promotion to E7) and 10 marks [for promotion to E8 (AGM)] to each eligible executive, keeping in view:

- i. The desirability of according special recognition to experience and performance in the field, job rotation, etc. consistent with the Company's priorities.
- ii. The need to ensure uniformity, consistency and equitability.
- iii. Potential and suitability for the specific job position to which he/she is to be promoted.
- iv. General conduct, personality, awareness and sense of involvement and commitment to the organisation.
- v. Willingness of executive to relocate as per Organisation's requirements.

12.2 The executives in the grades of E6 and above will be interviewed by the concerned RPC / CPC to assess and identify High-Potential candidates who can take up leadership positions in future.

12.3 The marks secured by each eligible executive from the Performance Appraisal Reports, Grade Service, marks awarded by CPC/RPC and other parameters listed above will be aggregated. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority.

12.4 An executive, who is being considered fresh and has a 'Bottom' rating in the Eligibility Period, may not be generally recommended for promotion to next higher grade by RPC/CPC. If recommended, proper justification needs to be recorded by RPC/CPC.

12.5 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the Company, the CPC/RPC will recommend for approval of Approving Authority or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grades. The panel so recommended will constitute the basis for promotion of executives to the higher grade with the approval of the Competent Authority as given below:

Particulars	Extent of Power Delegated	Approving Authority
Promotion to Executives as per policy / guidelines within the approved manpower budget	Executives Upto and including E7 grade	Director HR
	Executives Upto and including E6 grade	CC: ED(HR) Region: RED

12.6 In exceptional circumstances, where there is an urgent requirement of manpower, the frequency of the meeting of CPC/RPC may be revisited with the approval of Chairman and Managing Director.

13.0 Other Criteria for Promotion and Disqualification from Promotion:

- a. No executive whose Performance Appraisal Report or Special Appraisal Report, if any, for the last year is 'Unsatisfactory' will be considered for promotion.
- b. No executive who is being considered fresh and has brought any External influence during the eligibility period be recommended to next higher grade by CPC/RPC.
- c. At the time of consideration of the cases of executives for promotion to higher grade, details of executives in the consideration zone for promotion falling under the following category should be specifically brought to the notice of CPC/RPC.
 - i. Executives under suspension;
 - ii. Executives in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
 - iii. Executives in respect of whom prosecution for criminal charge is pending.
- d. The procedure and guidelines to be followed in the matter of promotion of executives falling under the categories mentioned in Clause 13(c) shall be in line with Rule 7.2 of NTPC CDA Rules or as may be revised from time to time.
- e. If any eligible executive had been censured or issued warning in the past, the warning / censure will have no tenancy on the promotion of the executive to the next higher grade.
- f. In case of transfer on Promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within timeframe mentioned in his/her order of promotion, failing which the promotion order would stand automatically withdrawn and cancelled and his/her case for promotion to the next higher grade will be considered afresh by the next CPC/RPC, as per policy.
- g. In case the executive has been transferred on promotion and he/she joins his/her new place of posting, he/she should have spent a minimum of three years at new place of posting before making a request for transfer. If the executive seeks a transfer to any other place of his/her choice within a period of three years of posting on promotion, then his/her case may be considered for the same subject to his/her reversion to the pre-promoted post / grade.

14.0 Gratis

- 14.1 All executives who fulfil the eligibility period for Promotion and who have less than 01 (one) year of service remaining for superannuation, shall be considered for gratis promotion based on performance feedback from BUH/RED, against the short-term vacancies in the month of superannuation keeping in view the length of service rendered by them, subject to the following:
- i. He/ She has obtained at least 'Middle (M)' Performance Rating in all of his/her Annual Assessment Reports in the eligibility period and a performance feedback report with no adverse remarks.
 - ii. He/ She is otherwise eligible for consideration for promotion to next higher grade, as per the Promotion Policy.

- iii. There is no vigilance/disciplinary case pending against him/her and there is no currency of any penalty awarded to him/her.

15.0 Performance Review

- 15.1 The performance of all the executives promoted to the next higher grades shall be reviewed in the ongoing performance appraisal cycle, from the date of assumption of charge in the next higher grade, to assess the suitability of the promoted executives in the higher responsibility.
- 15.2 The performance review will be inbuilt in the Performance Management System and the performance review will be captured during the final assessment process in the ongoing appraisal year subsequent to promotion.
- 15.3 The criteria for successful completion of Performance Review are as below:

Final Rating accorded by PMC in the ongoing appraisal year subsequent to promotion	Performance Review
T1, T2, M1, M2	Satisfactory Completion of Review Period
B	Performance Review further extended by one year
Unsatisfactory	Reverted to Pre-promoted Grade

- a. The executive will be reverted to the pre-promoted grade in case of receipt of 'Unsatisfactory' performance rating in the year of review.
- b. The executive will be deemed to be on extended performance review in case of receipt of 'Bottom' performance rating in the year of review.
- c. The executives, on satisfactory completion of the performance review (normal / extended), will be given their annual increment subsequent to communication of final performance ratings by PMC of the relevant year.
- d. In the event of the executive not displaying any improvement in performance even after the extended performance review period in the next performance cycle, he/she will be reverted back to the pre-promoted grade.

16.0 Reservation for SC/ST

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/ Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.

17.0 General

The Competent Authority to modify, cancel, add or amend any of the provisions of the policy at anytime is Director (HR).