

# **PROMOTION POLICY**

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### **Objectives**

- To provide all employees with broad equality of opportunity in growth and career prospects.
- To ensure fairness, equitability, consistency and uniformity in the matters of promotion of employees in all the Units/Divisions of the Company.
- To recognize and reward employees for their contribution to the growth of the Organization.
- To sustain the high morale of the employees by informing them of the promotion opportunities existing in the Organization.

### **Content**

Promotion Policy of TCIL was earlier revised in January, 2003. In view of the changing business environment and considering the nature and quantum of business being handled by the company, it became necessary to review the promotion policy for the organization so, it was revised on 16.09.2008.

Following are the salient features of the revised promotion policy :

1. Executives having qualifications as BE/ B.Tech./ B.Arch./ CA/ ICWA/ CS/ MBA (Full time/ Part time)/ MCA (Full time/ Part time), PG Diploma equivalent to MBA from an Institution of repute (Full time/ Part time), LLB, Post Graduate in Physics, Maths, Statistics and Operation Research with One year Diploma in Computer/AMIE/IETE will be considered for promotion on completion of every 3 years upto E5 level. Eligibility period for promotion from E5 to E6 level will be four years, from E6 to E7 level will be five years and from E7 to E8 level will be six years.
2. Executives (other than ES) who have acquired qualifications of MBA, MCA, PG Diploma equivalent to MBA from an Institution of repute through correspondence/ distance learning shall be promoted upto E7 level. Eligibility period for promotion shall be four years upto E5 level , five years from E5 to E6 level and six years from E6 to E7 level as indicated in Annexure-I.  
All non-executives who have acquired above mentioned qualification through correspondence/ distance learning will be given one special increment from the date of implementation of the policy. Henceforth no weightage in promotion will be given either to executives or non-executives for acquiring the above qualifications through correspondence/distance learning. However, they will be eligible for one special increment from the date of submission of final degree certificate.

3. Executives with qualification of MSc/TES group 'B'/Diploma in Engg./Inter CA/Inter ICWA/SAS Examination/M.Com./M.A.(Hindi)/ Graduate with one year post graduate Diploma in relevant field including Library Science will be considered for promotion every four years upto E5 level. There will be capping at E-6 level and eligibility for promotion from E5 to E6 level will be six years.
4. Promotion upto E5 level will be carried out on up gradation basis. Promotion beyond E5 level will be against vacancy on need basis.
5. The number of posts in E6, E7 and E8 grades will remain fixed at the present level till posts are created further. Posts shall be created keeping in view interalia the business development / diversification requirements. At present, the fixed number of posts are : E6 -34,E7-37 and E8-22.
6. In case an executive is eligible to be considered for promotion to E6/E7/E8 grade as per promotion policy but no post exists, his case will be considered by DPC. If the executive is found fit by DPC, he will be given the next scale but not the designation. However, in this case the perks will be as per the existing position. The executives will be given the designation only after the regular post arises against which such executive can be promoted or after two years of having been given the scale whichever is earlier. Eligibility period for next higher position shall be counted only from the date the executive is given designation against a post.
7. The employees who have put in at least five years of service in TCIL shall be eligible for grant of study leave as a special case without pay for a maximum period of 24 months in the entire service. This leave shall be granted for a specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties. The employee shall have to give a Bond and undertaking to serve the company for at least three years after availing this leave. If the employee fails to complete the course of study or resign or quit the service after returning from the study leave he will have to pay the bond amount of Rs. 1.5 lakh to the company. The study leave shall be counted for the benefit of eligibility for promotion as the officer is on job. All tuition and other fees shall be borne by the employee.
8. Executives who are graduates or having two years' Draftsman Diploma, and Executive Secretaries will be eligible for promotion after every five years upto E-3 level; and for promotion to E-4 level, the eligibility period will be six years. There will be capping at E5 level and the eligibility period for promotion from E4 to E5 will be seven years.  
However, those Executive Secretaries who have acquired qualifications of MBA, MCA or equivalent will be considered for promotion after every five years upto E4 level and the eligibility period for promotion from E4 to E5 level will be six years.

9. All promotions to the next grade will be on the basis of recommendations of DPC. For promotions from E6 level onward, DPC shall conduct personal interview in addition to the performance appraisal.
10. Cases will be put up to DPC only if the employee fulfills the following criteria also besides performance:
  - a. In the last 5 years, employee should have been posted at any project out of National Capital Region (NCR) in India or abroad for a period of two years.
  - b. No out of turn promotions will be done.
11. In the year Oct 2010, for cases of promotion of employees who do not give consent for posting outside NCR, the policy was revised as under :
  1. Their cases will be considered by DPC after completion of period of 2 years after normal eligibility period for promotions where the qualifying period for promotion to next grade is 3-4 years.
  2. Those cases will be considered by DPC after completion of period of three years after normal eligibility period for promotions where the qualifying period for promotion to next grade is more than 4 years.
12. The cases of first promotion after appointment will be exempted for posting out of NCR in case promotion is before completion of 5 years service in TCIL.
13. Keeping in view the special duties of staff posted with functional Directors/CMD & Executives with qualification as Company Secretary and that staff will be exempted for posting out of NCR during the period they are attached with Directors/CMD. Only in the next promotion on Director relinquishing the charge, policy relating to posting out of NCR shall be applicable to them.

## **QUALIFICATION & QUALIFYING PERIOD FOR PROMOTION OF EXECUTIVES**

	(No Capping)	(Capping upto E7)	(Capping upto E6)	(Capping upto E5)	(Capping upto E5)
1	2	3	4	5	6
	B.E/B.Tech/B. Arch. /CA/ICWA/CS/ MBA (Full Time/ Part Time), PG Diploma (equivalent to MBA) from an Institution of repute (Full Time/ Part Time), LLB, Post Graduate in Physics, Maths, Statistics and Operation Research with One Year Diploma in Computer/ AMIE/ IETE	MCA (Correspondence/ Distance Learning), MBA (Correspondence/ Distance Learning), PG Diploma (Correspondence/ Distance Learning) equivalent to MBA from Institution of repute	M.Sc./ TES'B'/ Dip. In Engg./ Inter CA/ Inter ICWA/ SAS Exam,/ M.Com/ MA (Hindi)/ Graduate with one Yr. PG Diploma in relevant field including Library Science	ES with Qualifications MBA (Correspondence/ Distance Learning), MCA (Correspondence/ Distance Learning)/ PG Diploma (Correspondence/ Distance Learning) equivalent to MBA from an Institution of repute	Graduate/ Two Years Draftman Diploma/ Executive Secretaries
E1 to E2	3 Yrs.	4 Yrs.	4 Yrs.	5 Yrs.	5 Yrs.
E2 to E3	3 Yrs.	4 Yrs.	4Yrs.	5 Yrs.	5 Yrs.
E3 to E4	3 Yrs.	4 Yrs.	4 Yrs.	5 Yrs.	6 Yrs.
E4 to E5	3 Yrs.	4 Yrs.	4 Yrs.	6 Yrs.	7 Yrs.
E5 to E6	4 Yrs.	5 Yrs.	6 Yrs.	NA	NA
E6 to E7	5 Yrs.	6 Yrs.	NA	NA	NA
E7 to E8	6 Yrs.	NA	NA	NA	NA

**QUALIFICATION & QUALIFYING PERIOD FOR PROMOTION OF  
NON-EXECUTIVES**

<b>Grade</b>	<b>Graduate in any discipline and above/ Three Year Diploma Holders</b>	<b>Matriculation and above (Non-Graduate)</b>	<b>Below Matriculate</b>
N1 to N2	3 Years	3 Years	3 Years
N2 to N3	3 Years	3 Years	5 Years
N3 to N4	3 Years	4 Years	5 Years
N4 to N5	3 Years	4 Years	5 Years
N5 to N6	3 Years	4 Years	5 Years
N7 to N8	3 Years	4 Years	5 Years
N8 to E1	4 years (For Engineering Degree Holders N8 to E1 after 3 years )	-	-