

कोल इण्डिया लिमिटेड

(महारत्न कंपनी)

कोल भवन, प्रिमिसेस कं.04 एम.ए.आर

प्लॉट सं. ए.एफ.3, राजारहाट,

कोलकाता 700156 (प.बं.)

वेबसाइट : www.coalindia.in



Coal India Limited

(A Maharatna Company)

Coal Bhawan/Premises No:04 MAR

Plot No:AF-III/Action Area 1-A

New Town/Rajarhat

KOLKATA-700156 (WB)

WEBSITE : www.coalindia.in

CIN No.L23109WB1973GOI028844

Ref No:CIL/GM(P)/OM/PESB/ B-954

Date: 28th Sept. 2016

OFFICE MEMORANDUM

Sub : - Screening of application for selection to Board level post by PESB

This is with reference to CIL's letter No. CIL/C-5A(v)/CRC/PESB/VC-DC/875 dated 21st May 2015 (**Annexure-A**), vide which the decision taken in the 94th CMDs meeting was forwarded to subsidiary companies and also in reference to Office Memorandum No. CIL/C-5A(v)/CRC/1190 dated 07.10.2015 (**Annexure-B**) on the subject guidelines for executives applying for PESB Board level posts, together with PESB guidelines (**Annexure-C**).

As per the 103rd CMDs meeting held on 18th & 19th April 2016, the following decision was made on the screening of application for selection to Board level post by PESB in addition to aforesaid guidelines:

It was deliberated that, as per existing methodology, same set of officers are appearing for various posts of different disciplines and other officers are denied the opportunity inspite of their merit. As such, the following criteria were agreed for further screening of candidates while forwarding names for selection to Board level post:

- i. Officers who appear in the agreed list during the current year.*
- ii. Officers whose name appears in the FIR filed by CBI.*
- iii. Officers who are involved in trap or raid case on charges of corruption and investigation is pending.*
- iv. Orders for instituting a criminal case against the officer have been issued by Disciplinary Authority or FIR has been lodged against him by Disciplinary Authority / Management.*
- v. Officer against whom vigilance investigation has revealed any irregularity and decision has been taken to initiate action under CDA Rules pending issuance of formal charge sheet.*
- vi. Officer who has not submitted Annual Property Return of the previous year by stipulated date.*

It was decided that the above arrangement would be made applicable with an aim that those officers who fall under any of the criteria mentioned above, their application will be filtered and not forwarded to PESB for Board level selections.

Contd.p..2..

Besides the above, **Declaration as per Annexure-I** is to be sent together with the Vigilance / Departmental / Safety (for Engg. disciplines) clearances, after due verification and ascertaining the status on date at subsidiary / company level.

To have a holistic look on the subject issue, the concerned officials should go through this Circular as well as earlier Office Memorandum / letter issued for CIL vide Ref. No. CIL/C-5A(v)/CRC/PESB/VC-DC/875 dated 21st May 2015, OM No. CIL/C-5A(v)/CRC/1190 dated 07.10.2015 and PESB guidelines before forwarding application for selection to Board level posts by PESB.

This issues with the approval of the Competent Authority.

Encl.a.a.



(Bijay Swaroop)
General Manager (Personnel)

Distribution :

1. Chairman-cum-Managing Director, ECL / BCCL / CCL / WCL / SECL / NCL / MCL / CMPDIL
2. Director(P&IR)/Director(Tech.)/Director(Finance)/Director(Mktg.), CIL.
3. Director (P)/(Tech.)/(Fin.), ECL / BCCL / CCL / WCL / SECL / NCL / MCL
4. Director (T/ES), CMPDIL
5. Chief Vigilance Officer, CIL
6. CGM/TS to Chairman, CIL
7. General Manager (M)/Vigilance, CIL
8. TS to Director (P&IR) / (Marketing) / (Technical) / (Finance), CIL
9. General Manager(Vigilance), ECL / BCCL / CCL / WCL / SECL / NCL / MCL
10. General Manager/HOD (P/EE), ECL / BCCL / CCL / WCL / SECL / NCL / MCL
11. General Manager (System), CIL – with a request to kindly upload the same in the CIL website under the head of "Circulars"
12. Dy. General Manager (Exc)/P&A, CMPDIL

Declaration (A)*

- 1) I, _____ (Name and Designation) hereby solemnly declare that neither any action nor any enquiry is going on nor any penalty / punishment either in personal capacity or official capacity has been awarded to the undersigned in any departmental or vigilance or safety related or any other case(s) during the tenure of my service.
- 2) I further declare that no order of penalty convicting (either in personal capacity or official capacity) has been passed by any Hon'ble Court and no criminal case is pending in any court of law against the undersigned during the tenure of my service.
- 3) I hereby declare that the statements contained in paragraph 1 & 2 above are true to my knowledge, belief and information.

Signature _____

Name _____

Date : _____

Designation : _____

Place : _____

EIS no. : _____

Company: _____

Countersigned

GM / HoD (P/EE)..... (company)

Declaration (B)*

I _____ (Name and Designation) hereby solemnly declare that following is / are the complete description of the pending and disposed-off vigilance / departmental / safety related cases or any kind of conviction by a criminal court or pending criminal proceedings (either in personal capacity or official capacity) against the undersigned during the tenure of my service.

- (a)
- (b)
- (c)

2. I further declare that no information has been withheld.

3. I declare that the statements contained hereinabove are true to my knowledge, belief and information.

Signature _____

Name : _____

Date : _____

Designation : _____

Place : _____

EIS No.: _____

Company: _____

Countersigned

GM/HoD (EE)..... (company)

*Whichever is applicable

**COAL INDIA LIMITED**

(A MAHARATNA COMPANY)
PERSONNEL DEPARTMENT
EXECUTIVE ESTABLISHMENT / C R CELL

Reg. Add:
Coal Bhavan, 10, Netaji Subhash
Road, Kolkata 700 001, WB
Phone : 033 22438255
Fax : 033 22107617 /
CIN : L23109WB1973GOI028844
Web Address : www.coalindia.in

Ref No. CIL/C5A(v)/CRC/PESB/VCDC/ 875

Dated : 21-May-2015

The Director (Personnel),
ECL / BCCL / CCL / WCL / SECL / NCL / MCL

The Director (T)/ES,
CMPDIL

Sub : VC/DC Profile of E-8 & E-7 Grade Executives for forwarding
applications to PESB for Board Level Posts

Dear Madam / Sir,

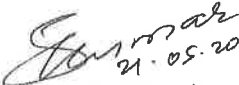
As per the 94th Meeting of CMDs held on 6th April 2015 decision (copy enclosed relevant portion), the VC/DC status for the last 10 years as on 1st June 2015, with regards to all E-8 grade Mining engineers, and E-8/E-7 grade E&M, Excavation, Civil, Finance and Personnel discipline executives :-

1. Details of punishment including date of punishment and nature of punishment;
2. Any CBI cases filed against the executive, with details
3. Suspension with details.
4. Chargesheet issued and status of the same

The information both as hardcopy and soft copy should be provided within 15 days of receipt of this letter.

Encl.a.a.

Yours faithfully,


21.05.2015

(Dr Sanjay Kumar)
General Manager (Personnel)
gmpers@coalindia.in

Copy to -

CMD, ECL / BCCL / CCL / WCL / SECL / NCL / MCL / CMPDIL
General Manager (Vigilance), CIL

Minutes of 94th Meeting of CMDs held on 6th April 2015 at Kolkata

Chairman, CIL extended warm welcome to all CMDs of Subsidiary Companies, Functional Directors of CIL and other officials present in the meeting. He congratulated CMDs for significant growth of 31.81 MT (6.9%) over last year, the highest jump in a single year since Inception, which has surpassed the absolute growth of 31.6 MT achieved cumulatively in previous four years till last year. He desired to put on record the sincere efforts applied by all concerned for this remarkable achievement. He urged upon all CMDs to be more careful in the current year also to provide sufficient infrastructure to meet the target for coal production and dispatch and further stepping so that the ambitious target of 908 MT by 2019-20 is achieved.

Chairman, CIL mentioned about two meetings with CVOs, CIL/Subsidiary Companies held recently wherein various issues were discussed. He advised CVO, CIL to direct all the CVOs of the subsidiaries to present before respective CMDs along with details of discussion / decisions taken during the meeting.

Chairman, CIL expressed concern over increase of coal stock and some of the CMDs expressed that there may be audit point to justify the necessity for accumulating stock of coal where Coal Companies are not in a position to sell the coal or dispatch to consumers. Chairman, CIL once again complimented all the CMDs with special mention of CMD, ECL, CMD, BCCL and CMD, CCL for excellent performance of their companies. He mentioned that there may be wide competition in the Coal Mining Sector in the future since Government is actively considering to accord permission for commercial mining by the State Authority and CIL may have to face challenges on this front. Lot of complaint are being raised on quality issues, which needs proper attention. He mentioned about a letter written by Chairman, NTPC addressed to CIL complementing CIL for their outstanding contribution towards building up healthy domestic coal stock of about 9.06 MT as on 31.03.2015 as compared to about 1.6 MT during the end of September, 2014. CMDs expressed pleasure about such positive feedback.

List of participants is enclosed as Annexure-I.

1.0 Confirmation of minutes of the 93rd Meeting of CMDs held on 10th February 2015 at Kolkata:

A

As suggested by CMDs and CVO, CIL the recording in respect of Point No.1 of the minutes of 93rd meeting of CMDs stands modified to read as under.

D(P)/1477
20/5/15

[Handwritten signature]

Henceforth application of candidates who are not clear from vigilance angle will not be forwarded to PESB so that next potential candidates may get chance to appear before the Interview for selection. DoPT guideline contained in OM No.11012/11/2007-Estt.(A) dated 14.12.2007 clearly stipulates that vigilance clearance will be denied to official for a period of five years in case of major penalty and for three years in case

6470
GM (P)
GM (F/R) *[Handwritten initials]*

of minor penalty after the currency of punishment. Similarly, DOP's C No.22012/1/89-Estt.(D) dated 25.10.2004 based on the C No.22011/4/1991-Estt.(A) dated 14.08.1992 as well as Coal India's C No.CIL/C-5A(vi)/CCC/50729/137 dated 12.09.2002 stipulates that vigilance clearance will be withheld in case of promotion in the following circumstances:

- a) When an officer is under suspension.
- b) When an officer in respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and
- c) In case of regular case, the Competent Authority has decided accord sanction for prosecution of the Officer in Court.

Accordingly, application of executives, coming under the above categories and hence not clear from the vigilance angle, will not be forwarded to PESB for selection.

With the above modification the minute of 93rd meeting of CMDs was confirmed, as circulated.

Action: All CMDs/FDs CIL/GM(S&M),

Due to paucity of time, other agenda items could not be discussed, which will be placed before the CMDs in the next meeting.

The meeting ended with a vote of thanks to the Chair.


CGM & TS to Chairman

Ref.No. CH: TS: 74 (A) 1653,
Dated: 06.05.2015

Distribution:

✓ Director (P&IR)
Director (Technical)
Director (Marketing)
Director (Finance)
CVO, CIL.
CMD, ECL, BCCL, CCL, NCL, WCL,
SECL, MCL, CMPDI.
Adviser (Railway), CIL.
ED (S&R), CIL.
GM(S&M), CIL.

कोल इण्डिया लिमिटेड

महारत्न कम्पनी

(भारत सरकार का एक उपक्रम), "कोल भवन",
प्रेमिसेस न.04 एम.ए.आर., प्लट न.ए.एफ.111,
आक्सन एरिआ-1ए, नियु टाउन, राजारहाट,
कोलकाता-700156

**Coal India Limited**

A Maharatna Company
(A Govt. of India Enterprise)
"COAL BHAWAN"
PREMISES NO.04 MAR, PLOT NO.AF-III,
ACTION AREA-1A, NEW TOWN,
RAJARHAT, KOLKATA - 700 156, W.B.
CIN No.L23109WB1973GOI028844

Ref.No.CIL/C-5A(V)/CRC/1190

Dated: 07.10.2015

OFFICE MEMORANDUM**Sub: Guidelines for Executives applying for PESB Board level posts**

This has reference to CIL's letter No. CIL/C-5A(V)/CRC/PESB/VC-DC/875 dated 21st May 2015 vide which the decision taken in 94th CMDs meeting was communicated to all subsidiary companies.

In spite of the said directives the applications are not scrutinized, checked whether applied in the prescribed format etc and VC, DC status are not being furnished by the Subsidiaries while forwarding the applications for the Board level posts advertised by PESB.

As a result, candidature are not being considered by the PESB. It has also been discerned that due to delay in submission, the applications are not entertained leading to the executives missing an opportunity for the call, which has been viewed very seriously by the Competent Authority.

The Subsidiaries are again directed to ensure for compliance of all the directives before the same is forwarded well in advance to CIL(HQ), Kolkata before stipulated time specified together with desired enclosures and VC/DC status duly signed by the Competent Authority, so that CIL(HQ) can forward the applications to PESB within stipulated time frame.

In view of the above, inter alia, the following guidelines are again reiterated which are required to be adhered to by the concerned department before sending the applications for PESB Board level posts:

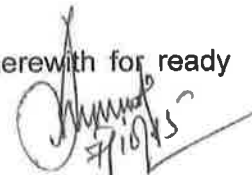
1. Applications for PESB posts should be accompanied with the last ten years VC/DC status. Refer to this Office earlier letter No.CIL/C-5A(V)/CRC/PESB/VDC/875 dated 21st May 2015.
2. All applications should be in the **New Format** which is readily available for download from the PESB website - pesb.gov.in. Applications received in old format/proforma is liable to be rejected. Applications forms should have the 'UNDERTAKING' mentioned after point 9(a) & (b)
3. Self-certification of point **No.9(a) & (b)** should be verified.
4. The applications must be **attested by the Competent Authority**.

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Page-2.

5. Executives who have appeared in **four interviews** in the calendar year, their applications should not be forwarded as per PESB guidelines.

The guidelines relating to CPSE issued by PESB is enclosed herewith for ready reference, also available at PESB website.



(BIJAY SWAROOP)
GENERAL MANAGER (PERSONNEL)

Encl: As above/

Distribution:

1. Chairman-cum-Managing Director, ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
2. Director(Personnel), ECL/BCCL/CCL/WCL/SECL/NCL/MCL
3. Director (T/ES), CMPDIL, Ranchi
4. CGM/TS to Chairman, CIL, Kolkata
5. GM(Vigilance),CIL, Kolkata
6. TS to Director (Tech.), CIL, Kolkata
7. TS to Director (P&IR), CIL, Kolkata
8. TS to Director (Finance), CIL, Kolkata
9. TS to Director (Marketing), CIL, Kolkata

GUIDELINES RELATING TO CPSEs ISSUED BY PESB

POLICY AND PROCEDURES					
Initiation of Selection procedure	<p>The PESB keeps a close and constant watch on the vacancies that are likely to arise and initiates the process of selection 12 months before the occurrence of the vacancies.</p> <p>The Board initiates selection process by sending job description of the post to the concerned Administrative Ministry/Department with a request to update the company profile and the job description within 15 days followed by reminder. In case, the Ministries/Departments do not respond within the aforesaid time frame the job description of the post is circulated suo moto. A period of 60/45 days is normally given to receive the applications after circulation of the vacancy for superannuation/unforeseen vacancies respectively.</p>				
Date of Vacancy	The date of vacancy of a post is reckoned with reference to the date it will fall vacant or has fallen vacant.				
	<table border="1"> <tr> <td>Post newly created or kept in abeyance.</td> <td>Date of issue of order creating/reviving the post.</td> </tr> <tr> <td>Panel recommended by PESB not approved by ACC.</td> <td>Date of issue of order scrapping the panel.</td> </tr> </table>	Post newly created or kept in abeyance.	Date of issue of order creating/reviving the post.	Panel recommended by PESB not approved by ACC.	Date of issue of order scrapping the panel.
	Post newly created or kept in abeyance.	Date of issue of order creating/reviving the post.			
Panel recommended by PESB not approved by ACC.	Date of issue of order scrapping the panel.				
Circulation of the post	The post is circulated among all Central PSEs, Ministries and state Chief Secretaries, and also uploaded on the Board website. Further, application of no candidate "eligible as per Job Description" should be withheld by the PSU or the Ministry/Department.				
Shortlist of candidates	<p>Applications, including names from data bank, wherever applicable, are considered with reference to the job description and eligibility criteria in the following manner; subject to a maximum of 15:</p> <p style="margin-left: 40px;">8 : Internal (from the same CPSE or its subsidiary). 3 : Sectoral (from PSEs of the same Administrative Ministry). 2 : External (from any other CPSE). 2 : Central Govt./State Govt.</p> <p>The shortfalls in a category is carried forward and allocated to the next categories on a pro rata basis.</p>				
Scheduling of selection date	Selection meeting is scheduled in consultation with the Secretary of the Administrative Ministry/Department.				
Assistance by Ministry representative and CMD/MD of the PSE	<p>Secretary is invited to assist the PESB on behalf of the administrative Ministry/Department. However the concerned Secretary may nominate an officer not below the rank of Additional Secretary to represent him for a Board level post other than CMD of schedule A company. In the case of selection of Functional Directors, the concerned regular Chief Executive of the concerned enterprise is always invited to assist the PESB.</p> <p>However, in the case of subsidiaries, the Chairman of the holding Company is invited to assist the Board.</p>				

Joint venture PSE	In the case of Joint Venture enterprises with the State Governments, Chief Secretary of concerned State Government is also invited.				
Recirculation/ constitution of search committee/ Press Advertisement	<p>After the first round of Selection Interview, in case no candidate is found suitable and the Board wishes to see some more candidates, the post is re-circulated.</p> <p>The Board may also decide to convert itself into a Search cum Selection Committee and follow the Search Committee mechanism for making selection.</p> <p>The Board may also decide to advertise the post in prominent dailies in which case the eligibility pay scales for the post are in the next below schedule. Selection interviews are held on the basis of the open advertisement.</p>				
Rule of immediate absorption	Officers from Organized Services will be considered only on "immediate absorption basis", unless the posts have been exempted specifically from the rule of immediate absorption with the approval of the Competent Authority.				
Exemption from the rule of immediate absorption	Provided if no suitable candidate is found and the Administrative Ministry so desires, the question of granting exemption from the rule of immediate absorption may be recommended by the Board.				
Vigilance clearance by CVC	The Board while sending its recommendations to the concerned administrative Ministry/Department also conveys the recommendation to the Central Vigilance Commission to enable them to initiate advance action for processing vigilance clearance.				
Internal candidate	Internal candidate is one, who is an employee of an enterprise who has put in a minimum of two years of continuous service in it immediately preceding date of vacancy, and who does not hold a lien in any other PSE/Government. An employee who holds a lien on a post in a CPSE can also be considered as an internal candidate of that enterprise, provided he/she has put in a minimum of two years of continuous service in that enterprise, on the date of acquiring the lien and the period for which he/she is away from the enterprise is not more than 5 years.				
Age criteria	On the date of occurrence of Vacancy:				
	Schedule of PSE	Age of superannuation 60 years			
		Internal		External	
		Min	Max	Min	Max
	CMD Schedule A/ Director Schedule A / CMD Schedule B	45	58	45	57
	Director Schedule B/CMD Schedule C/ Director Schedule C/CMD Schedule D	40	58	40	57
		Age of superannuation 58 years			
		Internal		External	
CMD Schedule A/ Director Schedule A / CMD Schedule B	45	56	45	55	
Director Schedule B/CMD Schedule C/ Director Schedule C/CMD Schedule D	40	56	40	55	

ELIGIBILITY PAY SCALES FOR VARIOUS BOARD LEVEL POSTS		
Pay scale of the Board level post	PSE executives	Eligibility for Government officers
Schedule A CMD		
27750-31500 (Pre 2007) 80,000-1,25,000	Rs.8250-9250(IDA) Pre 01.01.92 Rs.11500-13500(IDA)Post 01.01.92 Rs.23750-28550(IDA) Post 01.01.97 Rs.62000-80000(IDA) Post 01.01.07 Rs.22400-24500(CDA) Pre revised Rs. 67000-79000 (CDA)	Addl. Secretary or equivalent/ Lt. General in the Army or Vice Admiral in Navy or Air Marshal in the Air force.
Schedule A Director Schedule B CMD		
25750—30950 (Pre 2007) 75000—100000 75000--90000	Rs.7250-8250(IDA) Pre 01.01.92 Rs.9500-11500(IDA) Post 01.01.92 Rs.20500-26500(IDA) Post 01.01.97 Rs.51300-73000(IDA) Post 01.01.07 Rs.18400-22400(CDA) Pre revised Rs.37400-67000+GPRs.10000(CDA)	Joint Secretary or equivalent/ Major General in the Army or Rear Admiral in Navy or Air Vice Marshal in the Air force.
Schedule B Director Schedule C CMD		
22500--27300 (Pre 2007) 65000--75000	Rs.6250-7475(IDA) Pre 01.01.92 Rs.8520-10050(IDA) Post 01.01.92 Rs.18500-23900(IDA) Post 01.01.97 Rs.43200-66000(IDA) Post 01.01.07 Rs.14300-18300(CDA) Pre revised Rs.37400-67000+GPRs.8700(CDA)	Director or equivalent/ Brigadier in the Army or Commodore in Navy or Air Commodore in the Air force.
Schedule C Director Schedule D CMD		
20500--25000 (Pre 2007) 51,300-73,000	Rs. 5550-6870 (IDA) Rs.7500-9900 (IDA)Post 01.01.92 Rs.17500-2300(IDA)Post01.01.97 Rs.36600--62000(IDA)Post01.01.07 Rs. 12000-16500 (CDA) Pre revised Rs.15600--39100+GPRs.7600 (CDA)	Deputy Secretary or equivalent/ Colonel/Lt Colonel in the Army or Captain in Navy or Group Captain in the Air force.

Period of service in the eligible scale	The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.
Job hopping	<ol style="list-style-type: none"> 1. For PESB the concept of job hopping is valid only when a candidate has taken a position at the Board level. 2. When a candidate moves from Company A to Company B on a Board level position, he is expected to work for minimum two years in order that restriction of job hopping does not apply to him. If he has put in less than 2 years, the rule of job hopping will apply to him for a position in other companies. 3. If a position falls vacant in the same company at a higher level, the restriction of job hopping will not apply to a Director as 'vertical hopping' is permitted in the same Company. For example, if an incumbent has moved from company A to company B he will be eligible for applying for CMD's position in company B but not in company A even if he holds lien in company A. 4. Job hopping restriction will apply to an incumbent for lateral movement within the Company as well as in any other company. 5. There is an embargo of six months for a candidate holding No.1 position in a panel.
Candidate recommended earlier not considered for another post for six months	Candidate recommended as No. 1 in the panel for a Board level post is not considered for another Board level post for a period of six months from the date of selection interview or till the approval of the concerned panel, whichever is earlier.
Tenure of appointment at board level	The Board level functionary will be considered for appointment for a period of 5 years or till the age of superannuation, whichever is earlier, on contract basis, with a provision that the Government will have the option to terminate the services with three months' notice.
Relaxations in appointment of Chief Executive and functional Directors in sick/ loss making PSE where revival package has been approved	<p>In the case of sick/loss making CPSE for which revival plan has been approved by the Government, the following relaxation could be provided:-</p> <p>In case, any Board level incumbent of such CPSE has contributed exceedingly well in the turnaround of that sick CPSE, his tenure may be extended till he attains the age of 65 years. Since, the selection process to a board level post is being initiated by PESB one year prior to the due date of superannuation of the incumbent, the proposal for extension of tenure beyond the age of superannuation will have to be initiated at least one year prior to the date of superannuation of the incumbent. In case, the balance period of tenure of incumbent is less than one year at the time of approval of revival package by the Government, such proposal for extension of tenure may be initiated immediately after approval of revival package by the Government. The decision on the extension of tenure beyond the normal retirement age will be taken as per the extant procedure for extension of tenure of Board level executives, i.e. joint appraisal by PESB followed by the approval of the competent authority. Further, such extension would be subject to annual review of the performance of the incumbent to be conducted by Secretary of the concerned administrative Ministry.</p> <p>Where fresh appointment of the Chief Executive or any Functional Director is proposed and if the PESB procedure of circulation of vacancy does not ultimately lead to a panel for consideration by the competent authority, then relaxation of cut-off age for applying, to 62 years, with minimum tenure of 3 years, could be considered. In such cases, serving/retired CPSE executives, Government servants</p>

	<p>and private sector executives could be considered. Chief Executives and Functional Directors of these CPSEs would be considered for a lump-sum incentive up to maximum of Rs.10 lakh out of the profits of the CPSE besides usual pay, allowances and perks attached to the post. The detailed guidelines in this regard would be issued separately.</p>
Confirmation of tenure	<p>After completing the first year of appointment as Board level functionary, proposal for confirmation/non-confirmation of the incumbent to enable him to continue for the balance period of his tenure or otherwise is required to be furnished by the administrative Ministry to the PESB. In cases where the score is less than 37.5 on the special performa reports (SPR). The PESB has circulated formats for SPR and guidelines. The assessment in the SPR is required to be given by the Secretary of the administrative Ministry in respect of the Chief Executive and by the Chief Executive duly countersigned by the Secretary of the administrative Department in respect of the Functional Directors. The minimum acceptable score in the SPR by the PESB is 37.5 out of 50 with no single attribute having a score less than 3. Now, Ministries are required to send proposals to PESB only in cases of non-confirmation on performance grounds where the score on SPR is less than 37.5. A CMD/MD/Functional Director would be deemed to be confirmed unless the Ministry/Department sends a proposal to the PESB, to the contrary, within 30 days after the expiry of one year. Within this stipulated period of one year and thirty days, the officer would be deemed to have been confirmed and the Ministry shall issue necessary order for confirmation, if the Ministry fails to send a proposal to the contrary, to the PESB.</p> <p>Executives who score less than 37.5 marks on the SPR are called for a joint appraisal meeting with the Board in presence of the Secretary of the Administrative Ministry to consider confirmation or otherwise of the functionary.. In case the recommendation of non-confirmation is approved by the Competent Authority, the executive vacates the post.</p> <p>Since grant of second term is a fresh contract confirmation is again required to be considered after the expiry of the first of the second term provided the duration of the second term is more than three years.</p>
Extension/ Non-extension of tenure	<p>Although Board level functionaries are appointed for a period of 5 years or till the age of superannuation, whichever is earlier initially, the term of appointment will require being processed for extension or otherwise beyond the five year tenure in case the Board level incumbent is yet to reach the age of superannuation. For this, the Administrative Ministries/Departments should carry out an appraisal of the past performance of the Chief Executives/Directors as per procedure laid down by PESB. Such cases would fall broadly in to the following categories:-</p> <p>a. All proposals in which the incumbents meet the benchmark and the Ministry/Department decides to recommend extension shall be referred to the ACC for approval by the Ministry concerned, not later than two months before the scheduled expiry of the tenure of the incumbent. No reference would be needed to be made to the PESB for a fresh joint appraisal.</p>

	<p>b. All proposals wherein the incumbents do not meet the benchmark shall be referred to the PESB by the Department/ Ministry concerned. This reference has to be six months before the scheduled expiry of tenure of the incumbent. The recommendation of the PESB shall be referred to the ACC, for orders.</p> <p>c. All proposals, wherein the incumbents meet the benchmark, but have some other issue such as vigilance etc. for which the Ministry/Department is not inclined to recommend extension, shall be referred to the ACC for consideration six months before the scheduled expiry of tenure of the incumbent.</p> <p>The Administrative Ministry will furnish the following documents to PESB alongwith proposals for extension/non-extension of tenure:- Performance Appraisal Report in the prescribed format (B) (C) & (D). In the column relating to performance in the Enterprise since the date of appointment of the incumbent figures upto the last five years should be indicated. Special Performance Report in a narrative form duly signed by the Secretary of the Administrative Ministry in respect of the Chief Executive and in respect of the Functional Directors should be recorded by the Chief Executive and countersigned by the Secretary of the Administrative Ministry; and Photocopies of the annual confidential report for the last 5 years alongwith a certificate in terms of DPE guidelines dated 25.04.1985.</p>
Competent Authority	Appointments Committee of Cabinet is the competent authority for appointment and extension of CMD/MD/Functional Directors of Schedule A and B PSEs, and the Minister in-charge is the competent authority for appointment and extension of Board level posts belonging to schedule C and D CPEs.
Validity of Panel	As per D.O.No.29 (3) EO/2008(ACC) dated 27th May, 2008 of Cabinet Secretary, the panel of names recommended by PESB is valid for one year and need to be revalidated before submission to ACC.
Number of appearance in a year	A candidate may apply any number of times in a calendar year, he may be allowed to appear up to four times in selection meetings, in a calendar year. This restriction in number of appearances has come into effect from 1st January 2013.
Incomplete Application	If any candidate fails to fill up any column in his application, the same will be rejected as incomplete. Applications for Board level posts that are received through proper channel sometimes leave column no -9 (with respect to punishment / enquiry etc) blank. PESB has decided that henceforth such applications will be treated as incomplete and rejected.