

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)
कोल भवन "COAL BHAWAN"
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A Maharatna Company

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POLICY CELL

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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Promotion/484

दिनांक: 01.10.2020

कार्यालय ज्ञापन

विषय: Amendment in the guidelines for Promotion of Executives from E8 to E9 grade

In reference to CIL OO No. CIL/C-5A(vi)/CCC/1586 dated 02.06.2011 and CIL OM No. CIL/C5A(PC)/ED Post/441 dated 25.06.2020, the Competent Authority of CIL has approved amendments in the guidelines for promotion of Executives from E8 to E9 grade for implementation with immediate effect.

The revised guidelines are enclosed for information and compliance by all concerned.


1/10/2020

(नीला प्रसाद)
महाप्रबंधक (का./नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE), CIL
9. GM, NEC
10. HoD, CIL NDLO
11. HoD, IICM
12. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.



Guidelines for Promotion of Executives from E8 to E9 grade

- A. The promotion shall be on merit cum seniority by selection based on interview.
- B. **Eligibility:** Experience and Qualification as per notification.
- C. **Cut-off date for eligibility:** As per notification.

Zone of consideration: Eligible Executives will be considered in the ratio of 1:5 against each cut-off date.

For finalizing the candidates to be considered by a DPC, the number of Executives already promoted against earlier cut-off dates/ retired/ expired/ separated from the Company on the date of DPC will be excluded from the list and as a result, Executives down below but eligible against the same cut-off date shall also be considered if they have completed the minimum residency period with respect to the cut-off date and fall within the ratio of 1:5.

D. Total marks for DPC: 100 Marks

i) Performance Management System (PMS): Maximum 56 marks

PMS rating for last 5 years from the cut-off date [First year (12) + Second year (11) + Third year (11) + Fourth year (11) + Fifth year (11) = 56 marks].

The absolute PMS scores are proportionately computed to the respective marks allocated for the concerned year.

Example:

For the cut-off Sept' 2020, the following PMS (Performance Management System) ratings are considered:

- a. FY 2019-20 → First year → PAR Score 90 (Outstanding)
- b. FY 2018-19 → Second year → PAR Score 68 (Good)
- c. FY 2017-18 → Third year → PRIDE Score 2.5 (Very Good)
- d. FY 2016-17 → Fourth year → PRIDE Score 3.9 (Very Good – Pre-revised Scale)
- e. FY 2015-16 → Fifth year → PRIDE Score 4.51 (Outstanding – Pre-revised Scale)

Then, the 56 marks of DPC in respect of PMS ratings is calculated as under:

Scores of 5 to 1 descending scale (1 being the best) has to be converted to 1 to 5 ascending scale (5 being the best) for calculation purposes as under:

As 1 in 5 to 1 scale → 5 in 1 to 5 scale,
the conversion factor is 6 minus the score i.e., [6 - 1] → 5



First Yr.	12	90 in 1 to 100 scale	$(90/100)*12 \rightarrow 10.8$
Second Yr.	11	68 in 1 to 100 scale	$(68/100)*11 \rightarrow 7.48$
Third Yr.	11	2.5 in 5 to 1 scale $\rightarrow (6-2.5) \rightarrow$ 3.5 in 1 to 5 scale	$(3.5/5)*11 \rightarrow 7.7$
Fourth Yr.	11	3.9 in 1 to 5 Scale	$(3.9/5)*11 \rightarrow 8.58$
Fifth Yr.	11	4.51 in 1 to 5 Scale	$(4.51/5)*11 \rightarrow 9.92$
Total Score out of 56			44.48

Note:

In any year if the Executive has been rated equivalent to 40% & below, the marks for the said year will be considered as ZERO.

ii) Interview – 30 Marks

iii) Length of service in existing grade: 9 marks

- (a) 1.5 marks will be awarded for every year of service for the first 2 years.
- (b) 2 marks will be awarded for each additional year of service beyond 2 years.
- (c) In any case the marks awarded on this ground will not exceed 9.

Note:

For computing the marks of the length of service, deemed date of entry in the existing grade will be taken. Service of 6 months or more will be taken as 1 year and service of less than 6 months shall be taken as 0 (No marks allotted).

iv) Qualification*: Maximum 5 marks

Qualification	Marks
i) B.E./B.Tech/AMIE/ICWA/CA/MBA/PGDM or any other minimum qualification required for induction at entry level as executive as per cadre scheme of various disciplines in the Executive Cadre.	4
ii) Additional educational/ professional qualification(s), relevant to the job requirement in the Cadre, acquired afresh from a recognized Institute/ University during the course of employment provided the said additional qualification(s) should be beyond the minimum eligible qualification prescribed for the entry level in the Cadre as per the Cadre Scheme.	1
For Mining Discipline, the marks are as follows:	
i) Degree in Mining Engineering or equivalent with 1 st Class Mine Manager's Certificate of Competency.	4
ii) Additional educational/ professional qualification(s) like M.E./ M.Tech./ M.BA., or any other equivalent qualification, relevant to the job requirement in the cadre, acquired afresh from a recognized Institute/ University during the course of employment.	1

* The eligibility will be subject to minimum qualification prescribed for promotions as per the respective Cadre Scheme.



- E.** On the basis of Total Marks calculated by addition of marks obtained in PMS, Interview, Length of Service and Qualification, the final merit list shall be drawn up in descending order and promotions shall be made from this list in the order of merit subject to Vigilance/ Safety/ Departmental clearance and vacancy.

The candidates would be grouped into two categories for promotions namely:

- i. Promotable category
Candidates who secure 75 and above marks
- ii. Non-promotable category
The rest of the candidates who secure less than 75 marks.

After deriving the merit as per the above, if there is a tie, then the executive who is senior in the seniority list in the existing grade will be placed higher and the junior will follow.

- F.** The promoted Executive has to join the promoted post at the respective company mentioned against him within 30 days from the issue of the order. The promotion will be effective on & from the date the executive reports to the company on transfer and assumes charge in the promoted post. Further assignment of the promoted Executive will be decided by Chairman, CIL.
- G.** In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.

Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the Executive for one subsequent DPC for promotion to the post.

- H.** In event of post falling vacant due to resignation/ foregoing promotion/ death/ not joining in the promoted post within 3 months of issuance of promotion order/ closure of disciplinary proceeding resulting in minor or major penalty during the validity of the panel, the process for issuance of promotion for the next Executive in the panel will be undertaken.
- I.** In addition to the above, all other provisions/guidelines as existing in the cadre scheme regarding promotion would continue to be applicable.
- J.** The power to interpret these guidelines is reserved with the Director (P&IR), CIL and his/ her interpretation will be final.
- K.** The Director (P&IR), CIL can modify/alter/amend the guidelines with the approval of Chairman, CIL.