

	RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED HR MANUAL PROMOTION POLICY	ISSUE DATE : 01.03.2026
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PROMOTION POLICY

INTRODUCTION

An Organisation is a group of people working together for accomplishment of some specific goals and objectives that mutually benefit the participants and the Organisation.

Every individual while working for an Organisation nurtures his economic, social and psychological growth. It is one of the major functions of the Management to integrate the goals and aspirations of the individual into the goals of the Organisation.

RCF emerged in 1978 as result of split of erstwhile FCI. Promotion rules made by erstwhile FCI were followed. The company introduced over a period of time, many new schemes extending monetary benefits to its employees. In order to make all schemes available at a glance, it was felt necessary to compile all promotion rules.

1.0 OBJECTIVE

- 1.1 In establishing and maintaining a dynamic Organizational structure that responds to current and future company needs, RCF is committed in developing its own Human Resources in such a manner as to integrate the aspirations for growth and development of the individual employees with the fulfilment of the Company's objective.
- 1.2 The Company seeks to sustain high level of performance from its employees by maintaining a working environment for efficient and effective functioning of each employee.

2.0 GUIDING PRINCIPLES

- 2.1 All promotions made in accordance with this policy are from one Grade to the next immediate higher grade, subject to availability of vacancies.

2.2 COMPUTATION OF VACANCIES:

While arriving at the number of vacancies on a particular date, all the vacancies shall be considered for computation of vacancies i.e.

- (i) In-position Manpower as on date of assessment,
- (ii) Resultant vacancies,
- (iii) Requirement of new projects &
- (iv) Retirements

Personal upgradation will not be considered as clear vacancies.

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- 2.3 All the vacancies, shall be filled from amongst the eligible departmental candidates in the concerned unit. However, in case, the required number of departmental candidates from that particular unit are not available to meet requirements, the vacancies will be filled from within the Company and in case they are not available in Company also, direct recruitment will be resorted to.
- 2.4 In case of promotion by departmental advertisement, even if the organization structure provides for a post in the higher scale of pay, with appropriate higher designation, the Head of the concerned Unit is empowered to appoint an employee in the lower scale taking into consideration the organizational and individual needs. In such cases, even if for administrative convenience a higher designation is given, the concerned employee will have no claim on the scale of pay attached to that designation.
- 2.5 It shall be ensured that whenever promotions are made, various directives regarding reservations issued by Govt. from time to time are complied with.
- 2.6 The Company reserves the right of delinking the vacancies from traditional lines of promotions to fill them up on interdisciplinary basis by promotion/transfer or rotation.
- 2.7 For promotion from one scale/ Grade to the next higher scale/ Grade, Paper assessment will be held as per the guidelines spelt in foregoing clauses. However, the workman will be required to appear for Skill Test before a Committee duly constituted for this purpose wherever required.

[A] PROMOTION OF EMPLOYEES WITHIN UNIONIZED CATEGORY

1.0 SPECIFICATIONS FOR PROMOTION (UNIONISED CATEGORY)

Tables detailing the various grades and the number of years required in the immediately lower scale of pay to become eligible for promotion or stagnation in non-technical and marketing disciplines, as well as for promotion or placement under the TBPS in technical disciplines, are provided in the annexures of the Promotion Policy.

The Promotion Policy for Fire Discipline is revised dated 24.09.2024.

2.0 SELECTION AGAINST DEPARTMENTAL ADVERTISEMENT:

In case of Departmental Advertisement, the candidate will be assessed as per the clauses mentioned hereafter. If Skill Test is prescribed for a post, the candidates qualifying the Skill Test will only be interviewed. The selection procedure will be as follows:

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a) CONFIDENTIAL REPORTS: 60 MARKS

The Departmental Promotion Committee will consider CRs for the 3 years preceding the assessment year, by converting the total CR Score to 60 out of 100.

b) DEPARTMENTAL PROMOTION COMMITTEE'S RATINGS: 40 MARKS

The Departmental Promotion Committee will assess the candidates under consideration independently according to a procedure mutually agreed upon by the members and marks will be awarded to each candidate. The Departmental Promotion Committee will be largely guided by service record and qualification, communication ability, capacity to learn, knowledge, aptitude, his/her behaviour with the superiors, colleagues and juniors and the ability to take higher responsibility.

Out of 100 marks - weightage for CR marks will be 60 marks of Average last 3 years and 40 for Skill Test (wherever applicable) and/or Personal Interview. The weightage of Skill Test and Personal Interview will be in the ratio of 50:50.

For final selection, the Cut off is 60 marks out of total 100 marks. The candidate belonging to reserved category (SC/ST) will be eligible for relaxation of 05 (five) marks on total score reviewed by DPC.

3.0 SEALED COVER PROCEDURE:

At the time of consideration of the cases of Employee for promotion falling under following categories, it shall be specifically brought to the notice of the Departmental Promotion Committee: -

- (1) Employee under suspension;
- (2) Employee in respect of whom disciplinary proceedings are pending; and
- (3) Employee in respect of whom prosecution for criminal charge is pending.

4.0 PROMOTION ORDERS

Although the Competent Authority will, as a rule, pay due regard to the recommendations of Departmental Promotion Committee, it must be distinctly understood that the DPC is purely an advisory body. The responsibility for granting promotions is solely that of the Competent Authority.

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5.0 OUT OF TURN PROMOTION:

a) PRIME MINISTER'S SHRAM AWARD:

Employees who are recipients of Shram Award will be considered for Out-of-Turn-Promotion to the next higher grade from the date of receipt of the award. There will be no additional increment apart from promotional increment at the time of fixation. The promotion will be effective from the date of receipt of the award. This promotion will be treated personal to the employee. If anomaly arises by granting of such benefit, then it will not be considered as anomaly.

b) OTHER AWARDS:

Other Awards such as "Gunwant Kamgar Puraskar", "Kamgar Bhushan", "Shiv Chhatrapati Award" or any such similar award, one additional increment is given to the employees as recognition of their efforts by the Central/State Government as and when they are granted such Awards. The Additional increment shall be given to the employee in the existing pay scale on receipt of the certificate with subject to felicitation of such Award. The additional increment will be effective from the date of receipt of the award. If anomaly arises by granting such benefit, then it will not be considered as anomaly.

6.0 PROMOTIONS IN MULTIPLE SET UP:

The unionized cadre employees will be extended career growth in multiple set-up within the cluster up to Senior Grade (up to A4 Grade within first Cluster after every 5 years irrespective of qualification and up to A10 Grade within second cluster after every 5/6 years as per their qualification).

7.0 PLACEMENT TO SENIOR OPERATORS/TECHNICIANS BEYOND A10 GRADE:

The Senior Operators/Technicians Grade (A10 grade) who will not be promoted in Officers' cadre for want of vacancies/qualifying marks will be assessed for Time Bound Placement to next higher scale as SG, SG1 and SG2 after 5, 4 and 5 years respectively for extending pay scales of A11, A12, A13 grades.

8.0 ADDITIONAL ONE INCREMENT BEYOND A13 GRADE:

The Sr. Operator SG II/Sr. Technician SG II and equivalent drawing basic pay in A13 Grade will be granted additional one increment of 3% of basic pay after completion of 5 years (irrespective of qualification) in A13 Grade by following all rules of assessment as mentioned in point no 11.0.

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9.0 ASSESSMENT CRITERIA:

The assessment guidelines such as Skill test, wherever applicable, and suitability criteria (Checking leave Record, ACR, Medical Leave Frequency, No adverse remark/warning letter etc. will be followed for granting promotion/ Time Bound Placement) w.e.f. 01.01.2016, minimum qualifying marks in ACR shall be 60% for General Category. Concession of 5% will be given to those categories, which are entitled for reservation in promotion. Employee having EOL, Medical Leave Frequency more than eight times (in a calendar year), warning letter (issued by CM & above level), adverse ACR (90 out of 150 and below marks) will be bypassed for one year during the assessment. The employees who have joined on or after January 2006, will be assessed henceforth for promotion from 1st July of every year.

10.0 PROMOTION TO OFFICER CATEGORY (TO EO GRADE):

Sr. Operators/Technicians and equivalent employees in A10 grade will become eligible for the post of Asst. Foreman, Asst. Engineer, Asst. Officer (EO Grade) & equivalent on completion of 5 years in respective disciplines provided there are vacancies (to the extent of 40% of sanction strength of EO to E6 Grade in the respective Discipline) for the post of Asst. Foreman, Asst. Engineer, Asst. Officer (EO Grade) by following all the assessment rules in this regard.

11.0 PROMOTION IN EXECUTIVE SETUP:

Promotion to A11 Grade under Executive scheme will be made to the extent of 30% of sanctioned strength of employees in second cluster (i.e. A5 to A10 Grades) of the respective discipline. Sr. Operators, Sr. Technicians in Technical disciplines and Sr. Stenographers, Sr. Accounts Asst., Sr. Asst., Sr. F.D., Sr. M.R., Sr. Soil Analyst in non-Technical disciplines, who are SSC and above qualified are eligible to opt under the scheme. The specification for this promotion will be completion of 5 years in A10 grade and the employee will have to opt for the scheme in writing in the prescribed format. Under Executive scheme Promotions to A12 Grade & A13 Grade will be made on completion of 4 years each. Thereafter, employees will be extended additional one increment after 5 years' specification. The Employees under Executive scheme will be given preference for Promotions to Officers' Category (i.e. to EO Grade).

12.0 CAREER GROWTH ON ACQUIRING PROFESSIONAL QUALIFICATION

The employee, irrespective of his existing grade in unionized categories, who acquires in-line qualifications such as AMIE, BE, B.Sc.(Engg.), B. Tech., LLM, CA, ICWA, Ph. D will be promoted to the position of Executive

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Operator/Technician and equivalent in A-11 Grade after assessment with additional sanction which will be personal to such individual. The in-line qualification will be considered for promotion to Executive Cadre, only if the employee has acquired prior NOC for aforesaid higher qualification through proper channel from HR Department. The higher qualification shall not be acquired through full time course during the service period.

The employee promoted as Executive Operator/Technician/Assistant, and equivalent etc. on acquiring the in-line professional qualification (prescribed for recruitment of MTs or Direct Recruitment in officer cadre), will be considered for promotion to E0 grade after completion of minimum 1 year (6 months with the specific approval of Competent Authority based on the excellent performance of the employee) as Executive cadre, irrespective of vacancies subject to assessing their suitability. The said promotion will be personal to them.

13.0 PROMOTION RESERVATION ROSTER:

Promotion Roster (15% reservation for SC, 7.5% reservation for ST) will be referred while granting vacancy based promotion at following Three Levels:

- (a) From First Cluster to Second Cluster (i.e. from A4 Grade to A5 Grade),
- (b) For promotion to A11 Grade under Executive scheme,
- (c) For promotion to the lowermost Grade of Officers' Categories (i.e. E0 Grade).

14.0 PROMOTION SPECIFICATIONS FOR PLANT ATTENDANT & EQUIVALENT CATEGORY:

Plant Attendants recruitment shall be at A2 Grade. Promotion to the post of Plant Attendant Gr. I (from A2 Grade to A3 Grade) and to the post of Sr. Plant Attendant (A4 Grade) shall be after 5 years each, irrespective of the qualification.

- a) Thereafter, on completion of 5 years, those who are performing the semiskilled jobs of Operators / Technician may be assessed for promotion to the post of Operators Gr. III/ Technician Gr. III / Rigger Gr. III/ Equipment Operator Gr. III / Pump Operator Gr. III and equivalent subject to passing in-house Skill Test of respective discipline and personal interview by DPC for checking their attitude and aptitude. Such posts will be operated to the extent of maximum 15% posts of the respective disciplines. Since, these are vacancy-based promotion, reservation guidelines will be applicable.

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- b) Their further promotion to next higher grades shall be after 5 years each up to A10 grade in Multiple Set up irrespective of their qualification. Thereafter, they will be assessed for stagnation on completion of every 6 years.
- c) Those employees who will not be promoted after A4 Grade, will be assessed for Time Bound Placement after every 5 years (SSC)/6 years (non-SSC), till they reach A10 Grade. Thereafter, they will be assessed for stagnation on completion of every 6 years.
- d) Those employees who have joined in first Cluster and are already drawing their basic pay in A11, A12, A13 grade by virtue of reduced specification in the past, will be assessed for stagnation on completion of every 6 years.

15.0 PROMOTION SPECIFICATION FOR EMPLOYEES IN BAGG. & MATRLS. HANDLING / TRANS. & CLEARANCE / STORES ETC:

- a) Post of Asst. Shuntman/Asst. Machine-man shall be filled through Plant Attendants recruited in A2 grade.

Post of Shuntman/ Machine-man (A3 Grade) and above shall be filled through Plant Attendants at A3 and above grades only on lateral transfer basis.
- b) Further promotion to the post of Shuntman/ Machine-man (A3 Grade) and as Sr. Shuntman / Sr. Machine-man /Asst. Storeman (A4 Grade) and as Shuntman Operator Gr. III / Leadman/ Storeman in (A5 grade) shall be after 5 years each irrespective of qualification.
- c) Thereafter, on completion of 5 years for SSC and 6 years for non-SSC, those who are performing the semiskilled jobs as Leadman/ Shuntman Optr. Gr. III /Storeman may be assessed for promotion as Loco Operator Gr. I /Technician Gr. I (MH) / Storeman Gr. II (in A6 Grade) subject to passing of Trade Test after undergoing Training. Those who are not getting selected for the post of Loco Operator will be assessed for promotion as Shuntman Operator Gr. II.
- d) Thereafter, they will be extended career growth in multiple set-up till Senior Grade (i. e. A10 Grade) on completion of every 5/6 years' eligibility period (5 years for SSC and 6 years for non-SSC).
- e) After Senior Grade (i.e., A10 Grade), these Employees will be assessed for TBP on completion of 5, 4 and 5 years respectively.

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16.0 PROMOTION SPECIFICATION FOR EMPLOYEES IN FIRE & SAFETY DISCIPLINE:

Jr. Fireman Gr. II:

Minimum intake qualification for Fire Discipline will be SSC + SFTC + HMV license with 1-year experience in 'Industrial Fire-fighting' in A3 Grade, subject to passing of Trade Test & minimum Physical standards. Further promotion to next higher grade shall be after 5 years till A10 grade in Multiple set up. Thereafter, they will be assessed for Time bound Placement to next higher scale as SG, SG1 and SG2 after 5, 4 and 5 years respectively for extending pay scales of A11, A12, A13 grades. Promotion for Fire Discipline will be as per the Revised Promotion Policy for the Fire Discipline.

Safety Supervisor:

Minimum intake qualification is B.Sc. + Dip. In Industrial Safety at A6 grade. Specifications for promotion and career growth will be at par with Optr./Tech. Gr. II. Apart from recruitment, entry in Safety discipline will also be through Departmental Advt.

Those Employees who have joined in first Cluster and are already drawing their basic pay in A11, A12, A13 grade by virtue of reduced specification in the past, will their basic pay in A11, A12, A13 grade by virtue of reduced specification in the past, will be assessed for TBP on completion of 5/4/5 years.

17.0 PROMOTION SPECIFICATIONS FOR EMPLOYEES IN CC LAB / R& D DISCIPLINE:

- a) Lab Attendant. (CC Lab): There is no direct recruitment in these disciplines. Plant Attendant's category employees working in this discipline will be redesignated as Lab Attendant (CC Lab /R & D). Specifications for promotion and career growth will be at par with Plant Attendant.
- b) Those Employees who have joined in first Cluster and are already drawing their basic pay in A11, A12, A13 grade by virtue of reduced specification in the past, will be assessed for stagnation on completion of every 6 years.
- c) Lab Assistant (CC Lab): Minimum intake qualification (in A6 Grade) and further career growth will be at par with Operators.

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- d) Research Asst. (R&D): Minimum intake qualification will be M.Sc. (Microbiology) / M.Sc. (Bio-Tech.) at A6 Grade. Specifications for promotion career growth will be at par with Operator/Technician Gr II.

18.0 PROMOTION SPECIFICATIONS FOR EMPLOYEES IN MEDICAL DISCIPLINE:

- a) Nurse Gr. II: Minimum intake qualification is B.Sc. (Nursing) or HSC + 3 yrs. Course of GN & MW with 2 years' experience for A6 grade. Specifications for promotion and career growth will be at par with Operator/Technician Gr. II.
- b) Lab Technician (Medical) Gr. II: Minimum intake qualification for is B.Sc. + DMLT with BOAT Training for A6 grade. Specifications for promotion and career growth will be at par with Operator/Technician Gr. II
- c) Jr. Ward Attendant Gr. II: Minimum intake qualification is SSC with Practical experience subject to passing Trade Test. Entry level will be at A2 grade. Specification for promotion and career growth will be at par with Jr. Drivers Gr. II.

19.0 PROMOTIONS SPECIFICATIONS FOR NON – TECHNICAL DISCIPLINES:

- a) **Promotion Specifications for Typist Clerk/ Steno Clerk/ Jr. Accounts Asstt. & Equivalent Categories:**

Recruitment of Graduates with requisite specification will be restored to A7 Grade as Typist Clerk/ Steno Clerk/Jr. Accounts Asstt. Thereafter, they will be extended career growth in Multiple set-up till Senior Grade (i.e., A10 Grade) on completion of every 5/6 years' eligibility period (5 years for graduates and 6 years for non-graduates) from their date of last promotion till they reach Senior Grade (i.e., A10 grade).

- b) **Promotion Specifications for Office Attendant & Equivalent Categories:**

Office Attendant recruitment shall be at A2 Grade. Promotion to the post of Office Attendant Gr. I (from A2 Grade to A3 Grade) and to the post of Sr. Plant Attendant (A4 Grade) shall be after 5 years each, irrespective of the qualification.

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20.0 PROMOTION SPECIFICATION FOR MARKETING DISCIPLINE

- a) Career growth of Lab Attendant / Field Attendant will be similar to that of Office Attendant as indicated above.
- b) Recruitment of candidates with B.Sc. (Agriculture) qualification with 1-year experience will be made (at A6 grade) for the post of Field Demonstrators (F.D.) / Marketing Representatives (M.R.) Gr. II. For the post of Soil Analyst Gr. II, M.Sc. candidates in the discipline will be recruited (at A6 grade).
- c) Thereafter, they will be extended career growth in Multiple set-up till Senior Grade (i.e., A10 Grade) on completion of every 5/6 years' eligibility period (5 years for graduates and 6 years for non-graduates) from their date of last promotion till they reach. Senior Grade (i.e., A10 grade).

21.0 PROMOTION SPECIFICATIONS FOR EQUIPMENT ATTENDANTS AND DRIVERS

Candidates having SSC + Valid Heavy Motor Vehicle Driving License will be recruited at A3 Grade as Equipment Attendants Gr. II and Jr. Driver Gr. II.

- a) Promotion avenues will be opened to the eligible Sr. Operators/Sr. Technicians and equivalent and the officers so promoted will man the panel positions in the plants/ continue to perform their jobs in the pre-promoted grade as per requirement of Management.
- b) Cases of employees having doubtful Integrity should be put up to the concerned GM & above for his perusal. Only employees having consistently good rating on Integrity for continuous period of three years should be considered eligible for promotion/Placement.
- c) All the committee members of the DPC are required to verify and sign on the Vigilance Clearance for promotion.
- d) **Validity of Panel:** Panel of selected candidates shall be drawn by the DPC with validity of one year.

22.0 CONSTITUTION OF DPC

The Departmental Promotion Committee (DPC) to be constituted by the Competent Authority shall include at least 5 members out of which at least one member shall be drawn preferably from the discipline for which promotions has to be made. In addition, an officer of the HR department will invariably be

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associated with the Departmental Promotion Committee as a member. In addition to this, an officer of appropriate status belonging to SC/ST & OBC communities will be included as a member. A women representative would be invariably associated with the Departmental Promotional Committee.

The Chairperson of the DPC shall be of the rank of DGM or above.



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[B] PROMOTION OF EMPLOYEES TO & WITHIN OFFICERS' CATEGORY:

1.0 POLICY FOR PROMOTION OF BELOW BOARD LEVEL EXECUTIVES.

- a) The existing system of promotion of below Board Level Executives (graded in nine levels, details of which are given in **Annexure-I**) whose promotions are made on merit basis are in the four clusters as follows:
 - i. Promotion from worker category of employees to the lowest grade of officer category i.e. to E0 grade.
 - ii. Promotion of Unit level officers within officer cadre (i.e. from E0 to E1 grade, E1 to E2 grade and E2 to E3 grade).
 - iii. Promotion at Corporate Level Officers i.e. from E3 to E4 grade, E4 to E5 grade and E5 to E6 grade.
 - iv. Promotion from Chief Manager to Dy. General Manager (E6 to E7 Grade), General Manager (E7 to E8 Grade) and Executive Director (E8 to E9 Grade).
- b) Assessment for promotion from E1 Grade to E5 Grade to be completed by 31st March every year subject to receipt of Vigilance clearance. For E6, E7 and E8 Grades, Assessment for promotion will be held as per the dates given by Chairperson of the DPC.
- c) For Officers recruited in E0 & above grades, Management Trainees absorbed in E1 grade, Officers rejoining from lien, re-employment completing the prescribed years' of experience as on 30th September will be considered eligible for assessment on 1st April of the said year only in case of first promotion after joining/rejoining.
- d) 1st April to 31st March will be considered as vacancy year for the promotions to the post of DGM, GM & ED i.e. E7, E8 and E9 grades. Accordingly, 1st April will be the crucial date of eligibility for the vacancy year. Hence, Panel of successful candidates will be formed for these posts which will be valid for one year, i.e. from 1st April to 31st March of the financial year.
- e) The basic criteria of promotion will be merit, efficiency and past performance. Seniority will be taken into consideration only if other factors are equal. Merit is generally determined by the performance and conduct of an employee in the post held by employee and assessment of the employee's potential to shoulder higher responsibilities.
- f) The promotion activity will be carried out according to the scheduled timeline, subject to the receipt of Vigilance Clearance.

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2.0 PROCEDURE OF SELECTION FOR PROMOTIONS.

2.1 CONSTITUTION OF DPC (Departmental Promotion Committee):

- a) The DPC shall be having minimum 5 members.
- b) The DPC should consist of one member each as a representative of Women, OBC & SC/ST category.
- c) The Chairperson should be as mentioned in the table given below. In case of unavailability of the Chairperson as per the below mentioned table then one level above officer maybe placed as the Chairperson.
- d) The DPC will make recommendations only for the post for which interview or paper assessment are held.

2.2 The assessment procedure will comprise of the two components namely PAS-3 / APAR (CR) rating and Personal Interview as detailed below:

Grades	PAS-3/ APAR for 3 yrs.	360 degree	Pers. Interview / (Weightage)	DPC Marks for Paper Assessment	Total
For E1, E2 & E3	90	Nil	Nil	10	100
For E4 & E5	80	Nil	Nil	20	100
For E6	80	Nil	20	Nil	100
For E7, E8 & E9	70	10	20	Nil	100

*Note: For promotion to E4 and above grades, the eligible candidates are required to submit current responsibilities and significant career achievements in a brief note to Corporate HR Dept.

2.3 WEIGHTAGES FOR DPC MARKS / PERSONAL INTERVIEW WITH DISTRIBUTION OF MARKS AS UNDER:

a) PAPER ASSESSMENT - FOR E1, E2 & E3 GRADES (DPC Marks) -

1. Professional Knowledge, Disciplinary Actions, Training, Relevant work experience 10 marks

b) PAPER ASSESSMENT - FOR E4 & E5 GRADES (DPC Marks) -

1. Review of Career Contributions by DPC 20 marks

c) PERSONAL INTERVIEW - FOR E6 GRADES -

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| 1. Professional Knowledge | 10 marks |
| 2. Managerial Ability | 10 marks |
| 3. Interpersonal Skills and General Awareness | 10 marks |
| 4. Communication Ability | 10 marks |

Note: 40 marks shall be converted to 20 marks.

d) PERSONAL INTERVIEW - FOR E7 TO E9 GRADES -

- | | |
|--|----------|
| 1. Professional Knowledge | 10 marks |
| 2. Managerial Ability | 10 marks |
| 3. Ability to take higher responsibilities | 10 marks |
| 4. 360 Degree Assessment | 10 marks |

Note: 40 marks shall be converted to 20 marks.

2.4 1st April 2019 onwards, assessment for promotion for the grade of E1 up to E3 grade is being conducted through Paper Assessment. All the posts up to E-3 Level have been clubbed together and the sanctioned strength is to be operated in multiple cadre. Though there is multiple set up; percentage of candidates to be promoted in next grade will be as follows:

Grade	Percentage of candidates to be promoted (Approx.)
E0 – E1	95%
E1 – E2	90%
E2 – E3	85%
E3 – E4	Vacancy Based
E4 – E5	Vacancy Based

Since the E0 to E3 is multiple set, in case of higher % of promotion than the one indicated in the above table, to accommodate the performing and meritorious candidate the same will be with the approval of CMD.

For Promotion from Sr. Manager to Chief Manager (E5 to E6 Grade), Dy. General Manager (E6 to E7 Grade), General Manager (E7 to E8 Grade) and Executive Director (E8 to E9 Grade), the DPC assesses the eligible candidates based on their overall performance and does not rely only on the marks obtained by the candidates in the APAR but also in the Personal Interview.

2.5 360 Degree assessment has been introduced for assessment of eligible CMs/AGMs, DGMs and GMs/ CGMs for next higher grades from the year 2016-

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17. 360 Degree Performance Appraisal is a process where inputs on performance are sought from an employee's Supervisor, Co-Officer and subordinates. This is a comprehensive Appraisal system which provides feedback on a manager's performance collected from the people with whom he/she interacts regularly.

- 2.6 Maximum one Mark each will be given for the 10 approved competencies on a 5 points rating scale for each. HR officer will compile these feedbacks through System, namely, Self-appraisal, Superior's appraisal from the immediate superior, appraisal from any two Subordinates and any two Peers chosen by the appraiser.
- 2.7 In case of 2 peers and 2 subordinates, average of the 2 will be taken to arrive at the total marks out of 10 marks. Finally, average of the marks out of 40 marks will be computed to arrive at the marks secured out of 10, through 360-degree assessment, which will be provided to the DPC. Every year such exercise will be repeated to assess the candidate *De novo*.

3.0 PERFORMANCE APPRAISAL:

- a) Promotions from Grades E1 to E9 will be based on the PAS/APAR reports of the three years preceding the assessment year.
- b) In case of candidate who was considered not suitable for promotion due to Average/Adverse PAS-3 score less than 121 out of 200 Or APAR score less than 33 out of 100 marks, the PAS/APAR scores for future assessment will be arrived at by giving 200% weightage for current PAS/APAR score and 50% weightage for previous two years PAS/APAR scores.
- c) In case the eligibility period for promotion is less than three years, allocation of score will be done proportionately on the basis of available CRs/PAS-3, so that the maximum admissible CRs score would be as required.

4.0 PERSONAL INTERVIEW:

- a) With a view to facilitate meaningful Personal Interview, employees in E5 and above grades called for Personal Interview, will be required to submit descriptions of current responsibilities and significant career achievements in a brief note to the Corporate HR Department. The DPC considers the same during Personal Interview for evaluation and satisfy itself of the achievements and contributions claimed by the employee. Personal Interviews for promotion of higher positions may also be conducted through video conferencing.

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- b) The DPC will award each candidate marks out of 100 based on the criteria outlined above.
- c) In case employee is not in a position to appear before the DPC for reasons beyond his control, like illness, away on official tour/duty etc. the DPC may, after ascertaining the genuineness of the reasons for absence, assess the concerned employee 'in absentia' on the basis of records, PAS-3/APAR score and personal knowledge / brief submitted of the members about the employee. However, the candidate eligible for promotion E7 and above grades has to appear before DPC for personal Interview as there is no assessment 'in absentia' at these levels.

5.0 PREPARATION OF SELECTION LIST FOR PROMOTIONS:

- a) Each member of Committee will assess the candidate under consideration independently according to the procedure.
- b) The marks secured by the employee on the basis of PAS/APAR rating and personal interview (Average marks of all DPC members) which will be added together and the order of merit will be prepared.
- c) The Chairman of the DPC will finalize the minutes/proceedings after due deliberation, which will be signed by all the members.
- d) The reserved candidate (SC/ST) will be eligible for grace marks of 05(five) on total score reviewed by DPC in Paper Assessment for E4 and E5 grade and in Personal Interview for E6 grade. For final selection the Cut off/minimum marks is 75 marks out of total 100 marks for E6 grade.

6.0 POINTS OF REJECTION:

- a) A candidate who has availed any Extra Ordinary Leave [EOL] during the last 3 years duration and/or having "average or poor rating" in any of the attributes of PAS-3 / APAR in the immediate preceding three years of the assessment will not be considered for inclusion in selection list to be prepared by DPC for that year. However, at the time of assessment in next year of such candidate who were not considered due to Adverse PAS3/APAR/EOL, their record of subsequent one year only will be checked for no further Adverse PAS3 /APAR/ EOL etc. by the DPC.
- b) At the time of consideration of the cases of Employee for promotion falling under following categories, it shall be specifically brought to the notice of the Departmental Promotion Committee:-
 - (1) Employee under suspension;
 - (2) Employee in respect of whom disciplinary proceedings are pending; and

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(3) Employee in respect of whom prosecution for criminal charge is pending.

- c) Cases of employees having doubtful Integrity should be brought to the notice of CMD. Only officers having consistently integrity rating as Assured; for continuous period of three years should be considered eligible for promotion.

7.0 APPROVAL OF PROCEEDINGS:

- a) The recommendation of the DPC as contained in its report will be considered by the Appointing Authority while approving the appointments on promotion. In case the Appointing Authority disagrees with the recommendations of DPC he/she shall record the reasons for such disagreement.
- b) Although the Appointing Authority will, as a rule, pay due regard to the recommendations of the DPC, the DPC is only an advisory body.

8.0 DEFERMENT OF PAY-FIXATION:

Employee have the option to defer their pay fixation to the date of Annual Increment on every promotion.

9.0 APPEALS:

If an employee seeks clarification on his promotion, he/she shall do the same within 30 days (through his/her Head of the Department) from the concerned HR Department. If the employee feels that the reply of HR Department is unsatisfactory, he can make an appeal to the Appellate Authority. The concerned Unit HR Department within 60 days will communicate the decision of the Appellate Authority to the Appellant.

10.0 All the committee members of the DPC are required to sign on the vigilance clearance for promotion.

11.0 Validity of Panel: Panel of selected candidates shall be drawn by the DPC with validity of one assessment year.

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**HR MANUAL
PROMOTION POLICY**

ANNEXURE-I

Sr. No.	Cluster	Level	Scales of Pay	Common designations	Responsibilities	Groups
1	2	3	4	5	6	7
1	I	E-0	30000 - 120000	Asst. Officer	Supervisory Posts / Functional Executives	B
2	II	E-1	40000 - 140000	Officer	Functional Head of Sections	A
3		E-2	50000 - 160000	Senior Officer		
4		E-3	60000 - 180000	Dy. Manager		
5	III	E-4	70000 - 200000	Manager	Shift in Charge/ Area Manager	A
6		E-5	80000 - 220000	Sr. Manager	Functional in Charge / Regional Manager	A
7		E-6	90000 - 240000	Operations Manager / Chief Manager/ Asst. Gen. Manager	Plant in Charge / Head of the Department / State in Charge	A
8	IV	E-7	100000 - 260000	Dy General Manager	In Charge of Group of Plants / Departmental Heads	A
9		E-8	120000 - 280000	General Manager	Zonal Heads / Corporate Functional Heads	A
10		E-9	150000 - 300000	Executive Director	Production Unit Head / Corporate Head	A

 <p>भारत की शक्ति जहाँ लागू है वही अजेत राश्ट्रिय कम्पनी</p>	RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED HR MANUAL PROMOTION POLICY	ISSUE DATE : 01.03.2026
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ANNEXURE-II

ELIGIBILITY/EXPERIENCE IN NEXT BELOW GRADE FOR PROMOTION

PROPOSED FOR HR MANUAL Eligibility Specifications									
	E0 to E1	E1 to E2	E2 to E3	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E7 to E8	E8 to E9
Promotion Specification for Worker to Officer Grade (E0 and above grade) and Recruited at E0 grade and above level. (Any other education specification mentioned in the detailed recruitment advertisement at E0 grade).									
SSC, NCTVT	2	5	5						
B. Sc. / Diploma in Engg. Adv. Course / 5 PPT / Station Officer Course qualified Executives in E1 grade	1	3	3	3	4	4	4	2	1
AMIE	1	3	3	3	4	4	4	2	1
Graduates / Post Graduate - Non-Technical	1	3	3	3	4	4	4	2	1
Graduates - Mktg /Adv. Course/ 5 PPT qualified Executives of Non-Tech. Discipline in E-1 grade / CA Intermediate /I CWA-Intermediate	2	4	3	3	4	4	4	2	1
Graduate / Post Graduates - Mktg	2	3	3	3	4	4	4	2	1
Promotion Specification for Direct Recruitment in E1 and above grade / Recruitment through Management Trainee and regularised in E1 grade									
Engineers / Medical Doctors / Company Secretary / PhD / LLM / CA / MBA / PGDM / PGDBM / ICWA / MBA after BE or B.Sc. (Agriculture) and M. Sc. (Agri.) regularized in E-1 grade / Boiler Proficiency / regularized in E-1 grade with PG qualification e.g. MBA after BA, B.Sc. and B.Com. Any other education specification mentioned in the detailed recruitment advertisement.	-	2	3	3	4	4	4	2	1

*** Such qualified officers will be assessed for additional one increment in the existing scale**

Note:

- (1) The other rules of assessment including the ratio of Professionals to Promotees under a particular discipline will remain unchanged and the concession of six months to newly recruited Officers /newly promoted to Officer Cadre(E0) shall continue.
- (2) Re-designation as Asst. General Manager Equivalent to E6 grade will be awarded to the selected Chief Manager based on their suitability in assessment by a duly constituted Committee.
- (3) The period spent on EOL, Study leave and Lien will not be taken into account towards eligibility.
- (4) Employees working in Fire & Safety Department having qualifications (Member Grade from Institute of Fire Engineers (India), Divisional Officer Grade Examination (Advanced Diploma in Fire Engg.) from National Fire Service College, Nagpur, Advanced Diploma in Industrial Safety from Central Labour Institute done after Graduation in Science/Technical Diploma) will be considered for promotion at E2 & E3 level after completion of specification period in the next below grade.
- (5) As per new policy annual increment month of all the officers is fixed on 1st April of every year irrespective of previous annual increment month. Further, annual increment is to be given after completing 12 months from the date of promotion for the officers.