

BASIS FOR PROMOTION

1. BS-17 to BS-18

Promotion from grade-17 to grade-18 is on the basis of seniority-cum-fitness. Fitness would be assessed primarily on the officer performance in grade-17. An officer must fulfill following requirements for promotion to Grade-18.

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| a. | Qualifying Service | Five years minimum service in grade-17 or as prescribed in relevant Service Rules. |
| b. | Professional qualification | Holds such qualifications as prescribed in the relevant service rules. Should have passed the prescribed departmental promotion examination. |
| c. | Courses | Should have qualified in Basic/Management Induction Course, Sector Specific Course (for Engineers) and Basic/Junior Management Course. |
| d. | Experience | Possesses experience relevant to the functions of the post to which promotion is being made. |
| e. | Officer's Efficiency Index | Must have obtained a minimum score of 50 marks in accordance with the formula given in Annexure C. |
| f. | Work & Integrity | Must have obtained a minimum score of 70 marks in "Quality and output of work" and "Integrity" marks calculated in accordance with the formula in Annexure C. The same shall be important factor in determining the comparative merit of an officer. |
| g. | Selection Board's Recommendation | Mandatory |

2. BS-18 to BS-19

Grade-19 posts are generally supervisory posts. Supervision can be effective if the supervisor has the relevant experience and expertise. Grade-19 officers are also required to make contribution to policy making at the lowest rank of the policy making hierarchy. Promotion from grade-18 to grade-19 is on the basis of seniority cum fitness. Fitness would be assessed on the officer performance in grade-17 & 18. The officer must fulfill the following requirements for promotion to Grade-19:

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| a. | Qualifying Service | Possess 12 years service in grade-17 and above including 5 years in grade-18. For those who join service directly in grade-18, qualifying service is 7 years in grade-18. In case of any contradiction between Promotion Policy and Relevant Service Rules, the latter will prevail. |
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| b. | Professional qualification | Holds such qualifications as are prescribed in the relevant service rules. Should have passed the prescribed Departmental Promotion Examination. |
| c. | Courses | Should have passed Refresher Course (for Engineers) and Management Development / Middle / Mid Career management Course or its equivalent course. |
| d. | Experience | Possesses experience relevant to the functions of the post to which promotion is being made. |
| e. | Officer's Efficiency Index | Must have obtained a minimum score of 60 marks in accordance with the formula given in Annexure C. |
| f. | Work & Integrity | Must have obtained a minimum score of 70 marks in "Quality and output of work" and "Integrity" marks calculated in accordance with the formula in Annexure C. The same shall be important factor in determining the comparative merit of an officer. |
| g. | Selection Board's Recommendation | Mandatory |

3. BS-19 to BS-20

Should be well experienced so that the officer can overview the functions performed by the Organizations to be headed by him/her with the broader framework of PEPCO overall objectives/activities to ensure smooth and effective Management at the field level and fulfills the following conditions:-

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| a. | Qualifying Service | Possesses 17 years service in grade-17 and above. For those who join the service directly in grade-18 or 19 the qualifying service will be 12 and 5 years respectively. In case of any contradiction between Promotion Policy and Relevant Service Rules, the latter will prevail. |
| b. | Professional Qualification | As are prescribed in the relevant service rules. |
| c. | Courses | Should have done SEs Refresher Course (for Engineers) and Senior Management Course or Advanced Administration and Development Course from NIPA. |
| d. | Experience | Possesses experience relevant to the functions of the post to which promotion is being made. |
| e. | Officer's Efficiency Index | Must have obtained a minimum score of 70 marks in accordance with the formula given in Annexure C. |

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| f. | Work & Integrity | Must have obtained a minimum score of 70 marks in “Quality and Output of work” and “Integrity” marks calculated in accordance with the formula in Annexure C. The same shall be important factors in determining the comparative merit of an officer. |
| g. | Selection Board’s Recommendation | Mandatory. |

4. CEs / DGs / Equivalent Officer to GMs

Should be well experienced so that the officer can overview the functions performed by the Organizations to be headed by him/her with the broader framework of PEPCO overall objectives/activities to ensure smooth and effective Management at the field level and fulfills the following conditions:-

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| a. | Qualifying Service | Possesses 17 years service in grade-17 and above. For those who join the service directly in grade-18 or 19 the qualifying service will be 12 and 5 years respectively. In case of any contradiction between Promotion Policy and Relevant Service Rules, the latter will prevail. |
| b. | Professional Qualification | As are prescribed in the relevant service rules. |
| c. | Courses | Should have done SEs Refresher Course (for Engineers) and Senior Management Course or Advanced Administration and Development Course from NIPA. |
| d. | Experience | Possesses experience relevant to the functions of the post to which promotion is being made. |
| e. | Officer’s Efficiency Index | Must have obtained a minimum score of 75 marks in accordance with the formula given in Annexure C. |
| f. | Work & Integrity | Must have obtained a minimum score of 75 marks in “Quality and Output of work” and “Integrity” marks calculated in accordance with the formula in Annexure C. The same shall be important factors in determining the comparative merit of an officer |
| g. | Selection Board’s Recommendation | Mandatory. |