

## **GUIDELINES FOR PROMOTION/SELECTION BOARDS**

### **1. GENERAL**

The Selection Board shall consider the cases of eligible officers of BS-17 and above in order of seniority and shall either recommend a case for promotion to the next higher grade or for supersession or deferment. While recommending for special assignment / field, the principle of right man for the right job will be kept in view, because this principle directly contributes to increasing the efficiency, productivity and revenue earning for the department as well as job satisfaction for the individual.

### **2. ELIGIBILITY FOR PROMOTION**

An officer possessing such minimum qualification as prescribed in the rules shall be eligible for promotion to a post for the time being reserved under the rules for departmental promotion in the higher grade of service in the cadre to which the office belongs. A post can either be a Promotion/Selection post or a non-selection post.

### **3. COMPOSITION OF PROMOTION/SELECTION BOARDS.**

The composition of Promotion/Selection Boards will be in accordance with the provision contained in the relevant service rules.

### **4. FREQUENCY AND DATES**

Promotion/Selection Board will usually be held twice a year in April and October. All the competent authorities responsible for writing ACRs will ensure completion of ACRs as per the time table given in the guidelines for ACRs.

### **5. WORKING PAPER**

A working paper, showing the number of vacancies whether caused due to the creation of new posts or promotion/retirement of present incumbents or any other reasons will be prepared by Career Management Cell or Companies and will be submitted to members of the Promotion/Selection Board at least a week prior to commencement of its meeting.

This working paper will, besides above, contain the following information, most of which will be recorded on ICP chart:-

- a. Complete Pen picture of Annual Confidential Reports in the present rank, for the last five years.
- b. Synopsis (Grading) for the entire period in existing Grade.
- c. Adverse remarks in present grade or present and previous grades as the case may be.
- d. Punishments imposed during the present grade or present and previous grades as the case may be.
- e. Brief of all commendation/awards received in present grade or present and previous grades as the case may be.
- f. Jobs held.
- g. Grading or status of all mandatory courses attended as mentioned below:

- 1) For Promotion from BS-17 to BS-18
  - a). Basic / Management Induction Course.
  - b). Sector Specific Course (for Engineers)
  - c). Basic / Junior Management Course.
  
- 2) For Promotion from BS-18 to BS-19
  - a). Basic / Junior Management Course.
  - b). Refresher Course (for Engineers)
  - c). Management Development / Middle / Mid Career Management Course.
  
- 3) For Promotion from BS-19 to BS-20
  - a). Management Development / Middle / Mid Career Management Course.
  - b). SEs Refresher Course (for Engineers)
  - c). Senior Management Course OR Advance Management and Development Course from NIPA.
  
- 4) For Promotion from CEs / DGs / Equivalent officer to GMs
  - a). Management Development / Middle / Mid Career Management Course.
  - b). SEs Refresher Course (for Engineers)
  - c). Senior Management Course OR Advance Management and Development Course from NIPA.

h. Seniority list of the cadre.

6. **RECORD PLACED BEFORE THE PROMOTION/SELECTION BOARD.**

In addition to the ICP Charts, ACRs pen picture for last 5 years and course reports will also be prepared for consideration of Promotion/Selection Board. Secretary to Promotion Board will keep all CR dossiers handy for reference.

7. **CHARACTER / DISCIPLINARY CASES**

- a. No Inquiry/Disciplinary case/action pending certificate of all employees being considered for promotion to their next higher ranks will be obtained from their concerned offices and offices of GM (M&S), GM (HR) PEPCO & Director (WMC).
  
- b. In addition to No Inquiry/Disciplinary case pending certificate, No Audit para pending certificate will also be obtained in respect of all employees being considered for promotion to their next higher ranks.
  
- c. It will be the responsibility of the officer presenting the case to apprise the Promotion/Selection Board, whether or not any disciplinary proceedings/Audit Paras are pending against the officer whose case is under consideration. He will also place the relevant information before the Promotion/Selection Board as under:
  - 1). In case where an officer against whom a case is under investigation or has been registered with FIA, is proposed to be promoted, a copy of the preliminary investigation or FIR should invariably be put up to the Promotion/Selection Board. It will then be for the Promotion/Selection Board to take cognizance of the report and ask for a progress report, postpone consideration of the case or ignore it.

- 2). In case departmental proceedings have been initiated against an officer, latest position of the inquiry or if the inquiry has been completed, report of the same or copies of the charge sheet/statement of allegations be placed before the Promotion/Selection Board for taking decision, whether the officer be considered for promotion or he/she may be deferred till the finalization of the case.
- 3). In case where an officer against whom an Audit Para is pending, is proposed to be promoted, details of the Para(s) should invariably be put up to the Promotion/Selection Board. It will then be for the Promotion/Selection Board to take cognizance of the report and ask for a progress report, postpone consideration of the case or ignore it.

#### **8. TERMS USED BY PROMOTION/SELECTION BOARD.**

The Promotion/Selection Board will place the officers in the following categories:-

- a. **FIT** When officers are recommended for promotion to the next higher grade.
- b. **SUPERSEDED** Recommend an officer (qualifying all other basic conditions of promotion) for supersession only if:
  - 1) The officer does not qualify the aggregate threshold score prescribed for promotion. OR
  - 2) The officer has not passed Departmental Promotion Examination (wherever applicable) in due chances as per SOP (Training Courses & Promotion Exams) March 2005 or as amended from time to time.

#### **Note:**

1. The superseded officer will be reconsidered after he/she earns one more ACR for full one year. For example, an officer superseded on the basis of ACRs upto 2007, will become eligible for consideration after earning ACR for 2008. A superseded officer will not lose eligibility for consideration, no matter how many times he/she is superseded.
2. The officer superseded for want of passing Departmental Promotion Examination (DPE) in due chances will be considered as a normal candidate in the next promotion board after passing DPE without prejudice of the reason that the officer not passed DPE in due chances.

- c. **DEFERRED** Defer consideration of promotion of an officer otherwise fulfilling the threshold score in one or more of the following conditions:
- 1) The officer does not possess the requisite length of service.
  - 2) Not undergone the prescribed training (wherever applicable) or not passed Departmental Promotion Examination (wherever applicable) for reasons beyond his/her control.
  - 3) Where the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
  - 4) ACR dossier is incomplete or any other document/information required by the Promotion/Selection Board for determining an employee's suitability for promotion is not available.
  - 5) Disciplinary/departmental proceedings or Audit Paras are pending against the Officer.
  - 6) The Officer is on deputation abroad to a foreign government, private organization or international agency.
  - 7) The Officer's inter se seniority is subjudice.

**Note:**

- 1) An officer eligible for promotion, who is in-advertently omitted from consideration in the original reference and is superseded, when the officer is subsequently considered and approved for promotion, he/she will take his/her seniority with the original, batch.
- 2) When in a single reference, the Promotion/Selection Board is asked to recommend more than one person and the recommendation of the Promotion/Selection Board is held up in respect of one or more such persons for want of complete papers etc. or for reasons beyond the control of persons concerned, the recommendation of the Promotion/Selection Board in respect of such persons, when made subsequently, will be deemed to have been made on the date when the recommendation in respect of the original batch was made.
  - a. In case an officer is deferred from promotion but subsequently approved for promotion, the officer will regain his/her seniority with his/her original batch, however date of promotion will remain the same on which officer was actually promoted
  - b. In case an officer is superseded, officer will lose his seniority vis-à-vis his/her juniors, approved for promotion in the same board.

**Explanation-I**

A person holding a lower post when promoted temporarily to a post in the cadre, shall not be considered for fixation of seniority, in the post, as senior to a person otherwise senior to him/her in the lower post.

**Explanation-II**

A person holding a lower post, when promoted on regular basis to a post in the cadre by superseding a person otherwise senior to the officer in the lower post, shall be considered as senior for fixation of seniority in the post, even though the person otherwise senior to him/her in the lower post is also subsequently promoted to a post in the cadre.

**Explanation-III**

A junior person shall be deemed to have superseded a senior only when both the junior and senior persons were considered for promotion to a post simultaneously and the junior person was promoted to the post in preference to the senior person.

- 3) If a senior passed over employee is subsequently recommended for promotion, his/her junior who was recommended earlier will be promoted later than passed over employee.
- 4) An employee on deputation abroad will be considered for promotion to next higher rank only after he/she resumes duty on return and earns a Confidential Report for full one year. Confidential reports of employees for the period they remain on deputation to the foreign Govt. / International Agencies etc. will not be called and the work and performance of such employees will be quantified as 'Very Good' as long they continue to work in these organizations.
- 5) An employee on local deputation will be considered for promotion by the respective Promotion/Selection Board in accordance with his position in the seniority list and also with reference to the work and conduct / ACRs in the borrowing department. The ACRs during local deputation will be written on the ACR proforma in vogue in PEPCO. The actual promotion will take place only when the officer rejoins.

**11. RECORDING OF RESULTS.**

The result of Promotion/Selection Board will be recorded as minutes of the meeting. In the case of deferment & supersession, reasons for deferment / supersession will be recorded by the Board.

**12. PROMOTION OF LOW MEDICAL CATEGORY OFFICERS.**

Promotion Board will keep in mind the Medical Category of officer at the time of considering for promotion to the next grade/assignment.

**13. REPRESENTATION AGAINST DECISION OF PROMOTION/SELECTION BOARD.**

Promotion/Selection Boards are composed of very senior officers, who carry out an in depth analysis of an officer's record of service, professional competence, qualifications, experience, character qualities, circulation value, utility for the department, future potential and state of present health etc. before arriving at a decision. However, if an officer deems himself/hereself wronged by the Promotion/Selection board, he/she may represent his/her case to respective Board of Directors (BOD).

**14. PROMOTION PARAMETERS.**

Promotion methodology has been structured around the following parameters, for the promotion of officers:-

- a. **Service experience**
- b. **Confidential reports.**
- c. **Departmental Promotion Examination (DPE):** Officer should have passed DPE (wherever applicable).
- d. **Training:** Officer should have successfully completed the prescribed mandatory course(s) in the WAPDA Training Institutions or an equivalent course in other Institutions recognized / referred by the department. This requirement will be waived off for officers who:-
  - 1) Have served as head of a training institution conducting that particular course for at least one year.  
OR
  - 2) Have served on the directing staff for that particular course in a training institution for at least two years.  
OR
  - 3) Have exceeded the age of 56 years or as amended from time to time.

The promotion methodology specific to each scale has been worked out separately in Annex-A alongwith demonstrative examples attached at Annex-C