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Dy. No. 27/4/10  
Date

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**

HR BRANCH, RPH OFFICE COMPLEX,  
RAJGHAT, NEW DELHI

No: F.10(11)/DM(HR)II/ 10

Dt: 27/4/2010

**OFFICE ORDER**

Based on approval accorded by Board of Directors, IPGCL, vide Resolution No. 47.2.8, it is hereby notified that:-

- the meetings of DPCs / Selection Committees may normally be held in the months of January & July every year. For the meetings of Selection Committees to be held in January, vacancies occurred upto 31<sup>st</sup> December of the previous year may be taken into account. For the meetings of selection committees to be held in July, vacancies upto 30<sup>th</sup> June of the same years may be taken into account.
- The provision of 'frequency of DPCs / Selection Committees' would apply to all posts in Category-A, B, C & D.

The revised promotion policy for Category-A posts incorporating the above provision is displayed on IPGCL/PPCL website.

  
( RAJIV ARORA )  
27/4/2010  
ASSISTANT MANAGER(HR)II

Copy to:-

1. Sr. PS / PS to MD.
2. Sr. PS/PS to All Directors.
3. All Heads of Departments / Sections.
4. All Notice Boards.
- ✓ 5. AM(IT) : Copy of promotion policy is enclosed for displaying the Revised promotion Policy in website.

INDRAPRASTHA POWER GENERATION COMPANY LIMITEDPolicy for promotion to Category 'A' posts.

For promotion to various posts of category 'A', the method of promotion has been fixed as "SELECTION", which will involve following criteria.

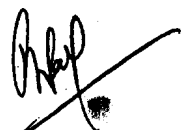
1. Qualification
2. Experience
3. CR assessment &
4. Interview (For the post of GM & equivalent only)

i) For promotion to the post of GM & equivalent, allocation of marks for each criterion will be as under:-

1) Qualification	:	15
2) Experience	:	20
3) ACRs	:	45
4) Interview	:	20
Total	:	<u>100</u>

ii) For promotion to the posts of Asstt. Manager, Dy. Manager, Manager, DGM and equivalent, there will be no interview and allocation of marks will be as under:-

1) Qualification	:	15
2) Experience	:	20
3) ACRs	:	45
Total	:	<u>80</u>



About each selection criterion

1. Qualification: 15

The allocation of marks for qualification will be as below: -

Employees who possess required qualifications as per R & P Regulations in vogue will get 12 marks, and those who possess PG qualification in the same line would get 15 marks. Where no specific qualification has been indicated for promotion, the candidates possessing qualifications prescribed for direct recruits will get full 15 marks and the rest would get 12 marks.

2. Experience: 20

The provisions regarding experience are as under:-

For promotion to all the posts, marks allocated for experience is 20. Different years of experience have been prescribed for different educational qualifications and for different posts. For example, for Asstt. Manager (Technical), 2 years of experience is mandatory for Controllers & Foreman Gr.I possessing Degree qualification and 5 years of experience for those possessing Diploma. Similarly, for other feeder posts, i.e., JE/Foreman Gr.II/Asstt. Controller, 3 years experience is mandatory for those possessing Degree & 7 years for those possessing Diploma. Keeping this in view, the allocation of marks for experience is as under:-

Years of experience possessed	Marks to be allotted
X	12
X+1	14
X+2	16
X+3	18
X+4 & above	20 (i.e. full marks)

Note: X is the prescribed experience as per R & P Rules.



3. CR Assessment: 45

CR Assessment has been allotted 45 marks. Distribution of 45 marks will be according to the grading and length of prescribed service for promotion.

Example: For Asstt. Manager (Technical), different years of service are prescribed for different feeder grades. Therefore, total 45 marks allotted to ACRs (PARs) will be distributed in the following manner for 2,3,5 and 7 years of ACRs depending upon the post and qualification. If the DPC is held during 2009-2010, the allocation of marks will be as follows (for example) :-

ACRs FOR 2 YEARS

Years of ACRs	<u>Grading &amp; Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2009-10	22.5	15	9	3	1.5
2008-09	22.5	15	9	3	1.5
<b>Total:</b>	<b>45</b>	<b>30</b>	<b>18</b>	<b>6</b>	<b>3</b>

ACRs FOR 3 YEARS

Years of ACRs	<u>Grading &amp; Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2009-10	15	10	6	2	1
2008-09	15	10	6	2	1
2007-08	15	10	6	2	1
<b>Total:</b>	<b>45</b>	<b>30</b>	<b>18</b>	<b>6</b>	<b>3</b>



ACRs FOR 5 YEARS

Years of ACRs	<u>Grading &amp; Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2009-10 /	9	6	3.6	1.2	0.6
2008-09	9	6	3.6	1.2	0.6
2007-08	9	6	3.6	1.2	0.6
2006-07	9	6	3.6	1.2	0.6
2005-06	9	6	3.6	1.2	0.6
<b>Total:</b>	<b>45</b>	<b>30</b>	<b>18</b>	<b>6</b>	<b>3</b>

ACRs FOR 7 YEARS

Years of ACRs	<u>Grading &amp; Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2009-10	6.43	4.28	2.57	0.85	0.42
2008-09	6.43	4.28	2.57	0.85	0.42
2007-08	6.43	4.28	2.57	0.85	0.42
2006-07	6.43	4.28	2.57	0.85	0.42
2005-06	6.43	4.28	2.57	0.85	0.42
2004-2005	6.43	4.28	2.57	0.85	0.42
2003-2004	6.43	4.28	2.57	0.85	0.42
<b>Total:</b>	<b>45.01</b> Say 45	<b>29.96</b> Say 30	<b>17.99</b> Say 18	<b>5.95</b> Say 6	<b>2.94</b> Say 3

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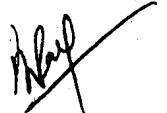
The distribution of marks has been made proportionately. For example, a person having all outstanding ACRs would get full 45 marks. And for all Good, Average, Below Average & Unsatisfactory ACRs, one would get 30, 18, 6 & 3 marks (out of total 45) respectively.

Note:

1. In case ACR for part period of a year is not available or ACRs are available in parts for the whole year, marks would be given on the basis of available ACR on weighted average basis;
2. In case number of years of qualifying service prescribed in R & P Rules for any post(s) is more than 7 years, then CR Assessment for 7 years will be considered by the DPC. For this purpose, marks will be allotted accordingly.

3.1 Since assessment of ACRs is the main component of the Promotion Policy, the CR Assessment should be carried out in a judicious way adhering to the following guidelines: -

- i. Every Reporting Officer will have to fix quantifiable annual targets for his subordinates, which will be directly in line with the overall target the organization has to achieve in that period.
- ii. The assessment will be done objectively only on the basis of actual achievements against the prefixed annual targets.
- iii. All the Reporting Officers / Assessing Officers and employees will be suitably addressed to keep the above three factors in view while writing the ACRs.



4. Interview:

There will be no interview for promotion to all posts except for promotion to the post of GM & equivalent. For promotion to the post of GM & equivalent, Interview is allotted 20 marks out of 100 and an officer will be given marks according to his performance in the interview.

Thus, total marks obtained by an officer in the above criterion combined will be the overall assessment by the DPC. The following would be qualifying marks for promotion:-

- For promotion to the post of GM & equivalent : 75%
- For promotion to the rest of posts of Group 'A' : 72%

Inter-se-seniority of the selected candidates will not be changed.

5. Frequency of Meetings

The meetings of DPCs / Selection Committees may normally be held in the months of January & July every year. For the meetings of Selection Committees held in January, vacancies occurred up to 31<sup>st</sup> December of the previous year may be taken into account. Similarly, for the meetings of Selection Committees held in July, vacancies up to 30<sup>th</sup> June of the same year may be taken into account.

  
( PRANAB KUMAR RAY )  
GENERAL MANAGER(HR)