



# सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड

(भारत सरकार का उद्यम)

आईएसओ 9001:2008 प्रमाणित कम्पनी

## CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise)

An ISO 9001:2008 Certified Company

सीआईएन : यू63023डीएल2007पीएलसी165676

CIN:U63023DL2007PLC165676



मिनी रत्न  
Mini Ratna PSU



Date : 29.04.2016

CRWC-I/Promotion Policy /16-17/5910

### CIRCULAR

#### Sub: Promotion Policy and Rules 2015

(Ref: Agenda No. 41.21 of the BOD's 41<sup>st</sup> meeting and Agenda No. 45.13 of BOD's 45<sup>th</sup> Meeting held on 29.06.2015 and 30.03.2016 respectively)

The Board of Directors in its 41<sup>st</sup> meeting held on 29.06.2015 has adopted 'CRWC Promotion Policy and Rules, 2015' for implementation in the company, which is available on CRWC's website [www.crwc.in](http://www.crwc.in) for information and reference to all concerned.

These rules came into effect from 01.08.2015.

It is further to inform that with the approval of BOD in its 45<sup>th</sup> meeting held on 30.03.2016, the proposal for fixing the residency period for promotion of Executive in E-0 grade to the Post of Assistant Manager in E-1 grade from 3 years to 2 years has been substituted. The revised provision shall come into force in the Promotion Policy with immediate effect.

Other terms and conditions will remain unchanged.

Encl: as above

*Ritesh*  
29/04/2016  
(Ritesh)  
Manager HR

#### Copy To:

1. DGM (LOM)/ DGM (F&A) /DGM (Engg), CRWC, CO, New Delhi.
2. Manager (Engg)/Manager (LOM) I / Manager (LOM) II/ Manager (IT)/ DM (F&A)/CS, CRWC, CO, New Delhi.
3. All Officers / Staff, CRWC, CO, New Delhi.
4. All Terminal Managers
5. PS to MD, CRWC, CO, New Delhi
6. Executive-IT for uploading on CRWC Website;

## CRWC PROMOTION POLICY & RULES, 2015

### **1. TITLE, COMMENCEMENT & APPLICABILITY:-**

- 1.1 These will be called "CRWC Promotion Policy & Rules, 2015"
- 1.2 These will come into force with effect from 01.08.2015.
- 1.3 These shall be applicable to all CRWC employees (on the regular rolls of the Company) in Executive categories including those who are sent on deputation/secondments to other Organization(s); but exclude the following:-
  - 1.3.1 Those who are appointed for a limited tenure, such as appointments on contract basis for a particular period/specific assignments or project etc., superannuated persons re-appointed in the Company's service or are serving Company on extension of service after attaining the age of superannuation and those appointed on a purely casual or temporary basis or on ad-hoc basis for a fixed tenure;
  - 1.3.2 Those who are on deputation to the Company or who retain lien on the service of their parent Organization till the termination of the lien and absorption in the Company and

### **2. BASIC PRINCIPLES AND OBJECTIVES :-**

- 2.1 To provide all employees of CRWC a broad equality of opportunity in matter of career prospects and growth during their service in the Company.
- 2.2 To ensure fairness ,equitability, consistency and uniformity in the matter of promotion of employees of the Company.
- 2.3 To recognize and reward employees for their contribution to the growth of the Organization.
- 2.4 To raise and sustain a sound work culture with high morale of all employees by way of awareness of the promotional opportunities, mode of criteria to be followed in matters of promotion.

- 2.5 To provide adequate avenues of career advancement at all levels consistent with merit, suitability, performance and professional attainments of the employees, commensurate with the business operational needs of the Company to sustain in the competitive environment.
- 2.6 To augment Training & Human Resource Development initiatives and on the job experience, so that employees acquire requisite academic / professional qualifications for furthering their career prospects.
- 2.7 To maintain high morale of the employee in the Company.
- 2.8 To provide a transparent system and procedure for the career development.
- 2.9 The guiding principle underlying the Promotion Policy of the Company aims at generating career growth from within the Organization. It will be the Company's endeavor to look within the organization for suitable persons with requisite academic/professional qualification, expertise & skills and merit for filling up the posts for manning the levels of hierarchy by the right and capable personnel
- 2.10 To provide adequate opportunity, encouragement and career growth to the employees consistent with their contribution to the growth of the Organization. CRWC will endeavor to motivate and enthuse its employees at all levels for better and more effective performance for rewarding them with promotion, commensurate with their merit, ability & experience.
- 2.11 To ensure fairness, consistency and uniformity in the matter of promotions;
- 2.12 To provide equality of opportunity to all its employees for growth and career prospects; and
- 2.13 To keep the employees informed and make them aware of the kind of promotion opportunities and the basis/manner in which promotions will be effected.

### **3. DEFINITIONS :-**

- 3.1 "Company" means Central Railside Warehouse Company Limited.

- 3.2 "Board" means the Board of Directors of the Company.
- 3.3 "MD" means the Managing Director of the Company.
- 3.4 "Competent Authority" for promotions shall mean the Managing Director or his authorized representative.
- 3.5 "Disciplinary Authority" shall mean an Authority as specified under 'CRWC Discipline and Appeal Rules'.
- 3.6 "Eligibility Period" means minimum length of 'qualifying service' required to be rendered by an employee in his existing grade/scale of pay and/or total length of service for being considered for selection for promotion to the next higher grade/scale of pay in his line of promotion, subject to fulfillment of all other requirements laid down in these Rules.

#### **4. SOURCING AND CADRE FORMATION:-**

- 4.1 As per CRWC Recruitment Rules amended from time to time.
- 4.2 The organizational/cadre structure of the company would be as decided from time-to time.
- 4.3 Company reserves right to form new cadres or split cadres as per the prevailing functional needs.
- 4.4 Promotions will be given on the basis of posts sanctioned for the different disciplines.
- 4.5 Employees working against isolated posts/small group of posts like Company Secretary etc. will be promoted on fulfilling the requisite residency period subject to sanction of posts by the Competent Authority based on the need and justification. The posts in Vigilance unit shall be filled up by inducting staff as per instructions issued by DPE from time to time.

#### **5. INITIAL CONSTITUTION OF THE CADRES :-**

- 5.1 All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-4, either by direct recruitment or by permanent absorption, shall be members of the respective cadres/disciplines.

5.2 The vacancies in any of the posts/grades in a cadre referred to in Para-4 shall be filled, after initial constitution of the cadres, in the manner as provided in Para-6 to 8 hereunder.

## 6. HIERARCHY AND CLUSTER OF EXECUTIVE POSTS :-

6.1 For the purpose of promotion within the executive posts from the level of E0 to E7, the various grades have been placed in three clusters viz. A, B & C as indicated in Para-6.6 below.

6.2 The number of posts in one cluster will be on floating basis.

6.3 There will be two systems of promotion within the executive positions in CRWC:

6.3.1 Promotion within Clusters of Scales of Pay

6.3.2 Promotion between clusters of scales of pay.

6.4 Within the clusters A and B, promotion from one grade to another shall be considered on completion of requisite residency period, irrespective of availability of vacancy.

6.5 Inter-cluster promotions and promotions within cluster C shall be subject to availability of vacancy.

6.6 The hierarchy of posts and cluster along with the residency period shall be as under:-

Grade/Post/Hierarchy	IDA Pay Scale	Cluster	Residency period required at Feeder Grade
E-7, General Manager*	43200-66000	C	4
E-6, Addl. General Manager	36600-62000	C	4
E-5, Dy. General Manager	32900-58000	C	4
E-4, Sr. Manager	29100-54500	B	3
E- 3, Manager	24900-50500	B	4
E-2, Dy. Manager	20600-45500	A	3
E-1, Astd. Manager	16400-40500	A	3
E-0, Executive	12600-32500	A	-

\*The Ministry has not sanctioned any post of E-7 level. However the same may be sanctioned in future.

## **7 GENERAL RULES FOR PROMOTIONS :-**

- 7.1 Promotion means: Promotion shall mean movement of an employee from a post in a lower grade to a post in the next higher grade.
- 7.2 Completion of prescribed "Eligibility Period": All promotions shall be subject to completion of prescribed "Eligibility Period" on the cut-off date of 31st March of the year in which selections occur to coincide with the PMRs earned and other requirements as laid down in these Rules. Mere completion of "Eligibility Period" or fulfillment of eligibility criteria etc. will not confer any right of promotion to an employee.
- 7.3 Seniority: Seniority will be maintained, discipline wise, in each pay-scale up to Sr. Manager level. Beyond Sr. Manager level, seniority will be maintained in combined management cadre up to General Manager.
- 7.4 Promotions, subject to need basis: Promotions to the positions E-5 and above shall be allowed on need basis as decided by the Company every year before constitution of DPC based on the requirement at various levels to maintain pyramid structure of Organization subject to overall broad strength shown in corporate plan approved by Board.
- 7.5 Composition of Departmental Promotion Committee (DPC): The Competent Authority to constitute the DPC and approve the panel shall be the Managing Director.
- 7.6 Role of Departmental Promotion Committee (DPC): The Competent Authority shall have the powers to constitute the D.P.C. as considered appropriate by him. Role of DPC shall be as under. This is illustrative and not exhaustive.
  - 7.6.1 DPC shall consider the suitability or otherwise of the eligible employees for promotion to the next higher grade as per these rules, on the basis of their qualification, service in the grade, performance and potential as reflected in the PMRs, interview /GD (where prescribed ) as per criteria attached at Annexure-A and other documents, relevant records in the personal files and any other information/reports having a bearing on the suitability for assuming positions in the next higher grade/post.

- 7.6.2 DPC shall take into consideration the PMRs ensuring minimum ratings for the applicable residency period required in a particular feeder grade being the minimum eligibility period prescribed for promotion to the post, as the case may be, immediately preceding the cut-off date of 31st March of the year in which DPC meets for consideration for promotion.
- 7.6.3 DPC shall keep in mind all the relevant provisions of these Rules, including the norms for promotion and the selection criteria as prescribed for promotion for the post under consideration.
- 7.6.4 Subject to compliance with principles, minimum criteria and other conditions as mentioned above and subject to other relevant rules and orders in force in the Company, the DPC shall recommend for the approval of the Competent Authority, a panel of name of eligible employees, who are considered suitable for promotion to the next higher grade/post.
- 7.7 Validity of the Panel: Panel of successful candidates recommended for promotion by the DPC and duly approved by the Competent Authority shall be valid for a period of one year from the date of its approval. In case the decision of the DPC is kept in sealed cover on account of disciplinary proceedings, the provision laid down in para 7.13.2 shall apply.
- 7.8 Reservation for SCs/STs, etc.: Presidential directives and rules with regard to reservations for SC/ST candidates, as applicable from time to time, for promotions within the Executive Cadre, would be implemented.
- 7.9 Time for considering Promotions: All Promotions shall be considered once a year. Eligibility period for completion of prescribed qualifying service shall reckoned as on the cut-off date of 31st March of the year in which selections take place for considering for promotion to coincide with the PMRs earned. PMRs are written on a financial year basis i.e. April to March.
- 7.10 Effective Date of Promotion: Promotion will be finalized in June and effected on 30th June of every year. If promotion orders are issued on any date after the specified date of promotion, i.e, 30th June, the notional seniority as well as pay fixation should be effected from the specified dates of promotion but the monetary benefit will accrue on assuming the charge of the next higher scale.

- 7.11 Probation Period: An employee upon promotion will be placed on probation for a period of one year. Depending on performance, the probation period may be extended but not exceeding by one year. On immediate completion of initial probation period or extended probation period, competent authority shall convey the decision either to confirm the employee on the promotion post or to revert him to the post held prior to promotion. In case no letter of extension is issued before completion of probation period employee is deemed to have completed the probation period.
- 7.12 Refusal of Promotion: In the event of an employee refusing promotion for personal reasons, his case shall be reconsidered only after a year in the next DPC. Further, in case an employee who has been called for selection for considering for promotion to the next higher grade/post, declines to attend or fails to attend, his case shall be considered again only after a year in the next DPC.
- 7.13 Promotion of employee whose case is under disciplinary proceedings/criminal prosecution:-
- 7.13.1 A case of employee under suspension, disciplinary proceedings or criminal prosecution is to be specifically brought to the notice of the DPC.
- 7.13.2 DPC shall assess the suitability of such employees coming within the purview of eligibility criteria along with other eligible candidates. The assessment and the recommendations of the DPC shall be kept in a sealed cover. On the conclusion of the disciplinary proceedings /criminal prosecution, which results in dropping of allegations against the employee, the sealed cover shall be opened. In case of exoneration, effective date of employee's promotion will be determined with reference to the position assigned to him in the panel recommended by the DPC kept in the sealed cover. If however, any penalty is imposed as a result of the disciplinary proceedings or being found guilty in the criminal prosecution, findings of the sealed cover shall not be acted upon for the employee. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.
- 7.14 Employees Debarred from Promotion: Employees undergoing punishment under rules applicable to them shall not be considered for promotion during the period.



7.15 Fast Track Promotion :- Exceptionally meritorious candidates with consistently outstanding performance shall be considered for fast track promotion subject to rules separately notified in this regard.

## **8 PROMOTION TO/IN EXECUTIVE CADRE:-**

### **8.1 Norms for Promotion:-**

The norms for promotion to/in the executive cadre from one post to the next higher post shall as per the Annexure 'A'

### **8.2 Selection Process:**

Selection process will comprise of assessment of qualification, service in the grade, performance and potential as reflected in the PMRs for positions E1,E2 within cluster A and position E4 in cluster B. Interview/ group discussions (wherever prescribed) will be additionally held for cluster-to-cluster promotions from E-2 to E-3 , E-4 to E-5 and for other senior level positions E-5, E-6 and E-7..

## **9 TRANSFER ON PROMOTION :-**

Wherever considered necessary and desirable, in the interest of the organization, promotion will be subject to transfer from one Division/Department/Discipline to another Division/Department/ Discipline, as may be decided by the Competent Authority. If promoted employees do not proceed to their respective place of posting on promotion within the stipulated time, their promotion will be cancelled and will be reconsidered only at the time of next regular DPC .

## **10 REPRESENTATION / APPEAL:-**

An employee who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent his case to the Competent Authority through proper channel. Representation/Appeal must be submitted within 30 days of the date of notification of promotion.

## **11 AMENDMENTS / INTERPRETATION AND RELAXATION:-**

The Company may, at any time, depending upon requirement, modify/amend or alter any of the Rules/Procedure of Promotion Policy in the overall interest of the Company. The Managing Director shall have the power to interpret these Rules, make minor correction in the policy with information to Board and in case of any doubt to provide clarification and his decision shall be final. He may also relax the provision of these Rules in individual cases of hardship for reasons to be recorded in writing.

**NORMS FOR PROMOTION TO/IN EXECUTIVE CADRE**  
**FACTORS OF ASSESSMENT AND EVALUATION CRITERIA**  
**MINIMUM AGGREGATE/OVERALL MARKS REQUIRED FOR BEING EMPANELLED BY THE**  
**D.P.C.**

Grades	Promotion		Factors of Assessment/Evaluation Criteria				
	From	To	Qualifications	PMR s	Experience	Interview w / GD	Total
E6-E7	AGM	GM	20	40	20	20	100
E5-E6	DGM	Addl. GM	20	40	20	20	100
E4-E5	Sr. Manager	DGM	20	40	20	20	100
E3-E4	Manager	Sr. Manager	20	60	20		100
E2-E3	Dy. Manager	Manager	20	40	20	20	100
E1-E2	Asst. Manager	Dy. Manager	20	60	20	-	100
E0-E1	Executive	Asst. Manager	20	60	20	-	100

**PMR: Performance Management Report, GD: Group Discussion**

- FORMATION OF PANEL:** All Officers shall be entitled for promotion subject to meeting minimum required score under the evaluation criteria. However, actual number of promotions will depend upon number of vacancies approved by competent authority, where applicable. The DPC will evaluate and form a panel of eligible candidates in order of merit based on the aggregate score obtained which will be valid for a period of one year for filling up the post as and when the vacancy arises.
- Marks for qualifications:** Minimum qualification prescribed against each position/cadre at induction stage will carry 16 marks. Additional qualifications obtained, if any, requiring minimum two years of studies leading to higher qualification (postgraduation, PhD, etc.) from a recognized institute / university will carry additional 2 marks each. The maximum score that can be allotted is restricted to 20.
- Marks for PMRs:** Marks will be allocated year-wise for each grading like Outstanding (OS), Very Good (VG) and Good proportionately in relation to PMRs for the relevant residency period as under:

Grading	Marks allotted for selection to grades E3, E5, E6 & E7 (Minimum Residency Period - 4 years)	Marks allotted for selection to grades E1 & E2 (Minimum Residency Period - 3 years)	Marks allotted for selection to Grade E4 (Minimum Residency Period-3 years)
Outstanding	10	20	20
Vey Good	8	16	16
Good	6	12	12
Average	4	8	8
Minimum score required	32	44	48
Maximum Score	40	60	60

In case the employee gets 'below average' PMR rating during any year/s, the said period will not be considered against the requisite minimum residency period in the feeder grade. No marks will be granted for a 'below average' PMR rating.

4. **Marks for Experience:** Minimum eligible experience (required residency period) shall carry 14 marks. For every additional year of experience in the same grade, 2 additional marks will be allocated. The maximum score that can be allotted is restricted to 20.
5. **Interview:** The purpose of the interview is to assess the suitability of the candidates for promotion to the next higher grade/post as per these rules. Marks (out of maximum marks allocated for Interview) shall be awarded by the DPC to the individual candidate, taking into consideration factors like professional knowledge, awareness with the latest trends in his professional field/job/functional area, ability to reason out logically, presentation of ideas coherently, environmental awareness, leadership, potential for decision making, communication skills, potential/attitude towards acceptance of higher responsibilities, commitment to the organization etc. The employee will be required to obtain a minimum of 12 marks in the interview. The maximum marks that can be allocated is restricted to 20.
6. **Minimum score required:** In addition to the minimum score requirement against each assessment factor mentioned above, the employee will be required to get a minimum aggregate score as under for consideration for promotion:

Promotion Grade/Post	Minimum aggregate score required
E1 & E2	74
E4	78
E3,E5,E6 & E7	74