



Energy Efficiency Services Limited

(A Joint Venture Company of PSUs of Ministry of Power, Govt. of India)

EESL PROMOTION POLICY, 2017

1.0 Title and commencement:

- 1.1 These rules shall be called "EESL Promotion Rules, 2017" for the employees of the Corporation.
- 1.2 These rules shall come into effect from the date of issue of circular i.e. 24th August 2017 and shall replace the existing "Promotion Policy". Promotions of the employees shall henceforth be governed by these rules.

2.0 Application:

These rules shall be applicable to all regular employees appointed on regular pay scales, but shall not apply to the following class of persons-

- 2.1 Employees belonging to other organizations who may be working on deputation / Foreign Service terms/who retain lien on the service of the parent organization will not be covered by this Policy.
- 2.2 Persons engaged on ad hoc / contract basis, or on Casual / daily rate basis
- 2.3 Persons whose services have been outsourced through a placement agency, or,
- 2.4 Professionals engaged as consultants for providing consultancy to the Corporation.
- 2.5 Executives in whose cases a clause in the terms of appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation, will be excluded from the eligibility criterion.

3.0 Objectives

- 3.1 To provide all employees with an opportunity for growth and career development in consistent with their contribution to the growth of the Corporation.



- 3.2 To provide a system, which is conducive to equality, fairness and objectivity in matters concerning advancement of employees in their career whereby a rightful employee is not denied his due promotion and an undeserving person is not elevated.
- 3.3 To motivate employees to develop their skills, abilities and capability in order to achieve the objectives of the Corporation keeping in view the changes in the internal conditions and external environment.
- 3.4 To create and sustain the high morale of the employees by informing them of career promotion opportunities and the basis on which the promotions will be made.
- 3.5 To ensure uniformity, consistency and fairness in the promotion of Company executives as between various disciplines, projects and establishments of the Company.
- 3.6 To create a system of career progression which is fair, transparent and fast for retention of employees and attraction for talent from Private as well as from leading Public Sector Enterprises.

4.0 Coverage and Classification of Posts

This Policy will be applicable to all EESL personnel on the regular rolls of the Company in the following grades. These Grades have been categorized under various Class.:

4.1 Executive Cadre/Grade:

Table 1: Executive Grades and Class

Class	Grade	Designation	Scale (Rs.)
A	E9	EXECUTIVE DIRECTOR	62000-80000
B	E8	CHIEF GENERAL MANAGER	51300-73000
	E7A	GENERAL MANAGER	51300-73000
	E7	ADDITIONAL GENERAL MANAGER	51300-73000
	E6	DY. GENERAL MANAGER	43200-66000
C	E5	SR. MANAGER	36600-62000
	E4	MANAGER	32900-58000
D	E3	DY. MANAGER	29100-54500
	E2	ASST. MANAGER	24900-50500
	E1	ENGINEER/EXECUTIVE	20600-46500
	ET	ENGINEER TRAINEES/EXECUTIVE TRAINEES	20600-46500

4.2 Supervisory Cadre/Grade:



Table 2: Supervisory Grades and Class

	Grade	Designation	Scale (Rs.)
E	S7	SR. ADDL. ENGINEER GR. I / SR. ADDL. OFFICER GR.I	29100 -54500
	S6	SR. ADDL. ENGINEER GR. II / SR. ADDL. OFFICER GR.II	24900 -50500
	S5	ADDL. ENGINEER GR. I / ADDL. OFFICER GR. I	20600 -46500
	S4	ADDL. ENGINEER GR. II / ADDL. OFFICER GR. II	20000 -42500
	S3	DY. ENGINEER / DY. OFFICER	18500 -40000
	S2	ASSTT ENGINEER GR. I / ASSTT OFFICER GR. I	17000 -37000
	S1	ASSTT ENGINEER GR. II / ASSTT OFFICER GR. II	16000 -35500
	S0	SUPERVISORY TRAINEES / ASSTT ENG GR. III/ ASSTT OFFICER GR. III	14500 -32000

4.3 Workmen Cadre/Grade:

Table 3: Workmen Grades and Class

	Grade	Designation	Scale (Rs.)
F	W11	ASSISTANT SPECIAL GR.I/SR.CHIEF TECHNICIAN	20000 -42500
	W10	ASSISTANT SPECIAL GR.II/ CHIEF TECHNICIAN	18500 -40000
	W9	ASSISTANT SPECIAL GR.III/ GENERALTECHNICIAN	17000 -37000
	W8	SR.ASSISTANT GR.I/MASTER TECHNICIAN	16000 -35500
	W7	SR.ASSISTANT GR.II/SR.TECHNICIAN	15500 -34500
	W6	SR. ASSISSTANT GR.III/TECHNICIAN	14500 -32000
	W5	ASSISTANT GR I/ TECHNICAL ASSISTANT GR.I	13500 -29500
	W4	ASSISTANT GR.II/ TECHNICAL ASSISTANT GR.II	12500 -27500
	W3	ASSISTANT GR.III /TECHNICAL ASSISTANT GR.III	11500 -26000
	W2	DATA ENTRY OPERATOR GR.I/ OFFICE ATTENDANT GR.I	11000 -24500
	W1	DATA ENTRY OPERATOR GR.II/ OFFICE ATTENDANT GR.II	10500 -23000
	W0	OFFICE ATTENDANT GR.III	8700 -20000

- 4.4 Employees joining at E0 or S0 grade shall be eligible for absorption after completion of training period, satisfactorily. For all Non-Executive and Executive Promotions up to E5 grade Managing Director (MD) shall be the Approving Authority, while for E6 to E9 grade Chairman shall be the Approving Authority. All Executive promotions shall be processed at by Corporate HR department.
- 4.5 For Intra-house Promotions i.e. within Workmen and Supervisory cadre, Head of Corporate HR shall be the approving authority. These promotions will be initiated by the concerned HR department in Zonal Offices and after



concurrence of the Zonal Head proposal shall be sent to Corporate HR for further processing.

4.6 For Inter-house Promotions i.e. From one 'Class' to another 'Class', MD shall be the Approving Authority.

5.0 Criteria and Conditions for Consideration for Promotion to next higher Grade

The Employees shall be eligible for consideration for Promotion to next higher grade on fulfillment of following conditions. The channel of promotion/career progression is as per the Schedule III of the Recruitment Rules:

5.1 Completion of prescribed period of service in a particular Grade, as described in Schedule I, which is a part and parcel of these rules. The Period (s) of unauthorized absence / dies-non shall not count towards years service. Duly sanctioned leaves except Leave Without Pay(LWP), more than 15 days, shall be considered in counting the eligibility period. LWP more than 15 days, even if duly sanctioned, shall not be considered for the purpose of promotion.

5.2 The Employees should have the minimum qualifications prescribed for entry level positions under Schedule II of the EESL Recruitment Rules. Equivalent degrees obtained through Correspondence or Part-time mode shall also be considered for promotions.

5.3 The Employee should not be under punishment for disciplinary inquiry constituted against him/her. Further, no employee found guilty after disciplinary inquiry shall be considered for promotion within one year from the inquiry end date. In case of disciplinary inquiry, sealed cover procedure shall be adopted.

5.4 Performance Ratings for the eligibility period under consideration, Suitability Marks given by Departmental Promotion Committee (DPC) and Securing Overall prescribed marks as per Schedule II appended through these rules. For Class change the DPC shall consider the Performance during the entire career with the company.

5.5 Availability of Vacancies, in case of 'Class' change.

5.6 Vigilance Clearance



6.0 Standard Dates of Promotion :

The Effective Date for promotion shall be as under:

Table 4: Standard Dates of Promotion

SI No.	Competition of Eligibility Period in the year of consideration*:	Effective Date of Promotion on completion of Eligibility Period
1	1 st April-30 th September	1 st October
2	1 st October-31 st March	1 st April

*with a grace period of 15 days

7.0 Other General Terms and Conditions:

- 7.1 No employee whose Performance Appraisal Report for the last five years or period as applicable, whichever is more, indicating 'Unsatisfactory'/Poor or equivalent Marks will be considered for promotion.
- 7.2 Procedure pertaining to Disciplinary Inquiry, Vigilance Inquiry and Criminal Proceedings
 - 7.2.1 No employee under suspension or where the charge sheet has been issued or where a criminal case is pending against him or is contemplated shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order. In other cases wherein the exoneration is on the basis of circumstantial evidences, therein, MD shall have the powers to take suitable decision
 - 7.2.2 The cases of employees against whom disciplinary proceedings, vigilance inquiry or criminal prosecution on serious allegations of corruption, bribery or similar grave misconduct including moral turpitude, fraud etc. are pending or are contemplated but are otherwise eligible for consideration for promotion shall also be considered by the CPC along with all other cases. The recommendations of the CPC will be kept in a sealed cover. The cover will be so super scribed 'Findings regarding suitability for promotion to the grade/post of_____.in respect of Shri..... not to be opened till the conclusion of the disciplinary



case/criminal prosecution against Shri..... The proceedings of the CPC need only contain the note. The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/ criminal prosecution pending against the employee concerned is finally concluded.

7.2.3 In the event of delay in the conclusion of the disciplinary proceedings, vigilance inquiry or criminal prosecution, on serious allegations of corruption, bribery or similar grave misconduct including moral turpitude, fraud etc. the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution, against the employee concerned are not concluded even after the expiry of two years from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the appropriate authority may review the case of the employee, provided he is not under suspension, and consider and order promotion of employee on ad-hoc basis, provided his case was recommended by DPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on ad-hoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the ad-hoc promotion or to revert, at any time the employee to the post from which he was promoted on ad-hoc basis, without any formal proceedings.

7.3 In case of transfer on Promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within a period of not more than 15 days from the date of issuance of the promotion order failing which the change in grade and salary shall not be effected. In case the executive has been transferred on promotion and he / she joins his / her new place of posting, he / her should continue to be posted at new place of posting for a minimum of One year before making a request for transfer.

8.0 Constitution & Role of Departmental Promotion Committee (DPC)

8.1 In order to ensure that the suitability of the eligible candidates for promotion is considered in an objective and impartial manner, One Departmental Promotion Committees (DPC) shall be constituted with the approval MD or Chairman (in cases of promotion from E8 to E9 grade) for Executive Promotions and 'Class'



change, which will be located at Corporate Office. For normal promotions DPC shall be formed for intra-class promotions for workers and supervisors. However, till the systems are stabilized at Zonal Offices, in the initial years, such exercise may be undertaken at Corporate Office.

8.2 Meetings of the Departmental Promotion Committee for promotion of employees will be held Twice in a year. HR department shall coordinate the meetings.

8.3 Constitution of the committees shall be as under:

Table 5: Constitution of DPC's

For Intra-Class Promotion	Members of Departmental Promotion Committee (DPC)
For E-9 and E-8	MD, One Executive at Director level, One Senior/Retired Official with substantial professional credentials and One member from Reserved categories
For E-6, E7 and E-7A positions	Two Executives of at least CGM (E8) grades, One HR representative and One representative from Reserved Categories
For E-4 to E-5	Two Executives of at least DGM(E6) grade, One HR representative and One representative from Reserved Categories
For Supervisory and E-1 to E-3	Two Executives of atleast Sr. Manager (E5) grade, One HR representative and One representative from Reserved Categories
For All Workmen Grades	Two Executives of at least Manager (E4) grade, One Corporate HR representative and One representative from Reserved Categories

8.4 The DPC shall take into consideration the Performance Appraisal Reports including Special Performance Report, if any, for the last 02 years, as the case may be, depending upon the eligibility period.

8.5 While considering promotions, the DPC will award the marks keeping in view the following parameters:-

- I. The desirability of according special recognition to experience and performance in the field consistent with the Company's priorities.



- II. The need to ensure uniformity, consistency and equitability.
 - I. Potential and suitability for the specific job position to which he/she is to be promoted.
- III. General conduct/Record of Punishment if any imposed during the last 03 years, personality and sense of involvement and commitment to the organization.
- IV. The upward or downward trend in the appraisal ratings: In case of upward trend, the DPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.

8.6 In case of promotions above E5 Grades and also in case of 'Class' change interviews shall be conducted to assess suitability.

8.7 The marks secured by each eligible employees from the Performance Appraisal Reports, Grade Service and marks awarded by DPC (wherever applicable) will be aggregated. Those executives who have been found suitable for promotion will be ranked in order of merit based on the total marks. All candidates appearing for promotion at CGM level (E8 grade) and above will be placed in a single seniority list. For others, function-wise list shall be prepared. Where aggregate of marks is the same, they will be ranked in order of seniority in previous grade and then based on Date of Birth. The recommendation of the committee shall be put up before the Competent Authority for approval.

9.0 Probation:

All Employees promoted shall be placed on probation for a period of six months in case of normal promotion and one year in case of Class change, from the date of assumption of charge in the next higher grade. The probation shall be cleared subject to satisfactory performance report by the Competent Authority. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing. In case the probation is not cleared then, the employee can be reverted back to the old designation and basic pay. However no recovery shall be made for the salary paid during the probation period.



10.0 Reservation for SC/ST:

The directives of the Central Government with regard to the reservation of posts Scheduled Caste/ Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.

11.0 General

In the event of any doubt regarding interpretation of these rules or matter relating thereto, the decision of Managing Director shall be final and binding. However, in case of E9 grades and above the decision of Chairman shall be final and binding.



SCHEDULE I

ELIGIBILITY PERIODS FOR PROMOTION

Class	Grades		Designation	Eligibility Period (In Years)	Remarks	Percentage to be promoted
	From	To				
A	E8	E9	EXECUTIVE DIRECTOR	3	Class Change	Vacancy based
B	E7A	E8	CHIEF GENERAL MANAGER	3	-	Vacancy based
	E7	E7A	GENERAL MANAGER	2	-	Vacancy based
	E6	E7	ADDITIONAL GENERAL MANAGER	3	-	Vacancy based
	E5	E6	DY. GENERAL MANAGER	3	Class Change	Vacancy based
C	E4	E5	SR. MANAGER	3	-	70%
	E3	E4	MANAGER	3	Class Change	80%
D	E2	E3	DY. MANAGER	3	-	90%
	E1	E2	ASST. MANAGER	3	-	90%
	ET/S4/S5 / S6	E1	ENGINEER/EXECUTIVE	Absorption after 1 year of training in case of ET	Class change in case of S4/S5	S4/S5 to E1--- only 20% to be converted
	NA	ET	ENGINEER TRAINEES/EXECUTIVE TRAINEES	NA	-	

Class	Grades		Designation	Eligibility Period (In Years)	Remarks
	From	To			
E	S6	S7	SR. ADDL. ENGINEER GR. I / SR. ADDL. OFFICER GR.I	3	Class change in case of E1
	S5	S6	SR. ADDL. ENGINEER GR. II / SR. ADDL. OFFICER GR.II	3	Class change in case of E1
	S4	S5/E1	ADDL. ENGINEER GR. I / ADDL. OFFICER GR. I	3	Class Change in case of E1
	S3	S4	ADDL. ENGINEER GR. II / ADDL. OFFICER GR. II	3	-
	S2	S3	DY. ENGINEER / DY. OFFICER	3	-
	S1	S2	ASSTT ENGINEER GR. I / ASSTT OFFICER GR. I	3	-
	S0	S1	ASSTT ENGINEER GR. II / ASSTT OFFICER GR. II	Absorption after 1 year of training at S1	-
	NA	S0	SUPERVISORY TRAINEES / ASSTT ENG GR. III/ ASSTT OFFICER GR. III	-	Class change in case of W5 to S0----only 10% to be converted

Class	Grades		Designation	Eligibility Period (in Years)	Remarks
	From	To			
F	W10	W11	ASSISTANT SPECIAL GR.I/SR.CHIEF TECHNICIAN	3	-
	W9	W10	ASSISTANT SPECIAL GR.II/ CHIEF TECHNICIAN	3	-
	W8	W9	ASSISTANT SPECIAL GR.III/ GENERALTECHNICIAN	3	
	W7	W8/S0	SR.ASSISTANT GR.I/MASTER TECHNICIAN	3	Class change in case of S0
	W6	W7/S0	SR.ASSISTANT GR.II/SR.TECHNICIAN	3	Class change in case of S0
	W5	W6/S0	SR. ASSISSTANT GR.III/TECHNICIAN	3	Class Change in case of S0
	W4	W5	ASSISTANT GR I/ TECHNICAL ASSISTANT GR.I	3	-
	W3	W4	ASSISTANT GR.II/ TECHNICAL ASSISTANT GR.II	3	-
	W2	W3	ASSISTANT GR.III /TECHNICAL ASSISTANT GR.III	3	-
	W1	W2	DATA ENTRY OPERATOR GR.I/ OFFICE ATTENDANT GR.I	3	-
	W0	W1	DATA ENTRY OPERATOR GR.II/ OFFICE ATTENDANT GR.II	3	-
	NA	W0	OFFICE ATTENDANT GR.III	NA	-

Note :

1. At W5/S4 grades the candidates will get an opportunity for Class Change. i.e after spending the prescribed eligibility period in the grade, they can appear for interview to become Supervisor/Executive.
2. In case during the first interview, W5/S4 fail to become Supervisor/Executive he/she can be promoted to next grade in same 'Class' of positions. Thereafter, the will have three more opportunities with the gap of one year each for appearing in interview. In case the switch doesn't happen the employees shall continue in same grade.
3. Wherever the employees donot have requisite qualification for the higher grade the eligibility period shall be double the Normal promotion eligibility period.
4. Board shall have the powers to approve norms to relax the eligibility period upto one year for all the grades. For all cases from E07 grade onwards individual cases shall be put up to Board for approval.

5. The percentage of Eligible Employees to be promoted to next higher grade/'Class' change can be relaxed with the approval of MD upto E5 grades and Chairman for promotion from E6 to E9 grade.
6. The DPC's shall take interviews for assessing suitability in case of eligible employees for 'Class' change and E5 above Grades.
7. Promotion from E-5 to E-6 and above will be vacancy based.
8. In case of employees who were in service at E6 grade during the introduction of E7A Grade, therein the combined period from E6 to E7A grade shall not be more than 4 years. Further also, in such cases wherein the employees were in service in E7 grade at the time of introduction of E7A grade the combined eligibility period from E7 to E8 grade shall not exceed 4 years.

(Notwithstanding any promotion on account of the point 8 of the Schedule I of the Promotion policy 2017, an employee has to spend minimum 8 years' service (minimum eligibility criteria) from E06 grade irrespective of intervening promotion to E7A grade'

This clause has been added vide approval of the Competent Authority dated 12.12.2017)



SCHEDULE II

Award of Marks for Promotion

1.0 Promotion of Employees for all Grades except those in which 'Class' change is involved:

1.1 Total Marks

Sl. No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	30
ii)	Marks for Service rendered in the Grade	20
iii)	**DPC Marks	10
	Total	60

****DPC Marks Parameters:**

Sl. No.	Parameters	Maximum Marks
1	Teambuilding /Leadership qualities	3
2	General Conduct/Disciplinary issues in last 02 years if any	3
3	Award, recommendation and other mode of recognition	2
4	Suitability/Seniority cum fitness	2
	Total Marks	10

1.2 The marks for Performance Appraisal Ratings and Grade Service will be as follows:-

1.2.1 Appraisal Ratings

Ratings	Marks
Outstanding (=>90)	10
Good (=>80)	8
Satisfactory (=>70)	6
Inconsistent (=>60)	3
Poor (=>50)	0

1.2.2 Grade Service:-

Grade Service	Marks
2 years	10
3 years	12
4 years	15
5 year & above	20



1.2.3 The Qualifying Marks for promotion will be 45(75% of Total Marks 60).

2.0 Promotion of employees due for 'Class' change

2.1 Total Marks

Sl. No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	30
ii)	Marks for Service rendered in the Grade	20
iii)	**DPC Marks	15
	Total	65

**DPC Marks Parameters:

Sl. No.	Parameters	Maximum Marks
1	Teambuilding /Leadership qualities	5
2	General Conduct/Disciplinary issues in last 03 years if any	3
3	Award, recommendation and other mode of recognition	3
4	Suitability/Seniority cum fitness	4
	Total Marks	15

2.2 The marks for Performance Appraisal Ratings and Grade Service will be as follows:-

2.2.1 Appraisal Ratings

Rating	Marks
Outstanding (=>90)	10
Good (=>80)	8
Satisfactory (=>70)	6
Inconsistent (=>60)	3
Poor (=>50)	0

2.2.2 Grade Service

Grade Service	Marks
2 years	10
3 years	12
4 years	14
5 years	17
Above 5 years	20

2.3 The Qualifying Marks for promotion will be 49 (75% of Total Marks 65).