

**Office Memorandum**

**Sub: Time Bound / Post Based Promotion Policy for Group 'B' Level Executives / Officers of MTNL**

1. The Board of Directors of MTNL in the 228<sup>th</sup> meeting held on 30<sup>th</sup> August 2007 approved the Time Bound/Post Based Executive Promotion Policy for Group 'B' level Executives/Officers of MTNL. The provisions of the Policy are as under.

**I. Time Bound IDA Scale Up-gradation Policy**

**a. Scope :**

Time Bound IDA scale upgradations shall be provided to the Executives from IDA Pay Scale of Rs. 8600-250-14600 (E-1) up to IDA Pay Scale of Rs. 18,500 – 450 – 23,900 (E-7).

**b. Eligibility :**

1. **Due Date :** The date on which the Executives fulfill the Qualifying Service Conditions for Upgradation to next higher IDA Pay Scale as defined in sub Para 3 below.
2. **Review Date :** As on October 1<sup>st</sup> of each year with the first review under the policy with reference to October 1<sup>st</sup>, 2004.
3. **Qualifying Service Conditions:**
  - 3.1 **FIRST Upgradation:** The FIRST UPGRADATION of IDA Scale of individual Executive will be due for consideration on completion of 4 (Four) years of Service in the current IDA Scale subject to the condition that the Executive's basic pay in the current IDA Scale has crossed / touched the lowest of the higher IDA scale for which his/her Upgradation is to be considered OR he/she has completed 6 (Six) years of service in the current IDA Scale, whichever is earlier. In cases where Executives have been appointed as Officer Trainee (JAO/JTO/MT), the eligibility for first upgradation shall be 4 (Four) years after successful completion of one year training during which stipend has been paid to the Executives. This training period shall also be counted for calculating the eligibility period for Limited Departmental Competitive Examination (LDCE) under Recruitment rules.

- 3.2 **SUBSEQUENT Upgradation:** The subsequent Upgradation of IDA Scale to the next higher IDA scale will be due on completion of 5 (Five) years of service in the current IDA Scale.
4. The qualifying service conditions indicated in Sub Para 3 above will only enable the Executive for "consideration" for Upgradation to next higher IDA Scale. Completion of such period alone shall not entitle any Executive for automatic Upgradation to the next higher IDA Scale.
5. The service rendered by any Executive in existing IDA Pay Scale in MTNL will only be counted for Upgradation to next higher IDA Scale. However, for First Upgradation, Qualifying Service shall be calculated as per Clause I (b)(3.1) above.

**c. Upgradation criteria :**

1. **Review:** The review for all Executives meeting the Qualifying Service Conditions of Sub Para (b)(3) above will be done every year with reference to Review date, i.e., on 1<sup>st</sup> October. On being found fit, the IDA Scale Upgradation will be effective from the due date.
2. The fitness for IDA pay scale Upgradation to the next higher IDA scale of the eligible executives will be judged by prescribed Screening Committee on the basis of performance rating of ACRs, as per details given in sub Para 3 below, subject to necessary disciplinary / vigilance clearance and no punishment is current.
3. **Performance Ratings in ACRs:** The ACRs of the previous 5 (five) years shall be taken into consideration, for assessing fitness of eligible Executives of various grades on the basis of following fitness criteria :

Sl. No	For Upgradation of Scale		Category	Grading Criteria
	From (Rs.)	To (Rs.)		
1	8600-14600	10750-16750	OC	No adverse, not more than four Averages.
	(E-1)	(E-2)	SC/ST	No adverse.
2	10750-16750	13000-18250	OC	No adverse, not more than four Averages.
	(E-2)	(E-3)	SC/ST	No adverse.
3	13000-18250	14500-18700	OC	No adverse, not more than two Averages.
	(E-3)	(E-4)	SC/ST	No adverse, not more than three Averages.

4	14500-18700	16000 -20800	OC	No adverse, not more than two Averages.
	(E-4)	(E-5)	SC/ST	No adverse, not more than three Averages.
5	16000-20800	17500-22300	OC	No adverse, not more than one Average.
	(E-5)	(E-6)	SC/ST	No adverse, not more than two Averages.
6	17500-22300	18500-23900	OC	No adverse, not more than one Average.
	(E-6)	(E-7)	SC/ST	No adverse, not more than two Averages.

4. Sealed cover proceedings, wherever applicable, shall remain in vogue as per Standing Instructions.

**d. General Principles**

1. On being found fit for IDA Scale Upgradation, fixation under FR 22 (I) (a) (1) shall be allowed.
2. Time bound IDA Scale Upgradations are not linked with availability of posts and thus, the provisions relating to application of post based rosters are not applicable. However, as a concession to SC/ST Executives, relaxed standards of evaluation, as indicated in sub Para c-3 above, have been prescribed.
3. For the purpose of counting service in the current IDA Pay Scale for any Time Bound Upgradation, technical break periods in Adhoc arrangements ordered by DoT/DTS/DTO/MTNL will be treated as continuous for the limited purpose of counting of current IDA Scale service period only without any other benefit, monetary or otherwise. Further, IDA Scale granted to any Executive by virtue of any local officiating arrangement will not count for the purpose of IDA Pay Scale Upgradation.
4. Review to be done at the Unit level for all disciplines on a time bound basis and on being found fit as per concerned regulatory conditions, the IDA Pay Scale of the Executive will be upgraded to the concerned IDA scale from due date. On being found unfit, the next review will be due on next review date and the Screening Committee while judging the fitness of the Executive, will also decide about the date of effect of Upgradation of Pay Scale.

5. Consequent to Upgradation of IDA Pay Scale, there will be NO CHANGE IN SUBSTANTIVE STATUS, designation and duties & responsibilities of the Executive, unless any change is ordered in any specific context.
6. Since Time Bound Upgradation of IDA Pay Scale of any Executive under the policy is personal to the Executive concerned, no claim what-so-ever can be made by comparison on grounds of Seniority, Class, Community, Cadre, Stream etc. Further except as provided in instant guidelines, no claim will lie on account of any of the other provisions of FRSR in the context of Pay Scales, Pay Fixation, Substantive status etc.
7. Since the first review under Executive Upgradation Policy is to be made with reference to 01.10.2004, any Upgradation due to the Executive on or before 01.10.2004 based on earlier time bound policies, such Upgradation will be granted to the Executive on the basis of options as ONE TIME RELAXATION if he/she is willing for such promotion and adjudged fit in accordance with concerned regulatory conditions. OPTIONS ONCE EXERCISED, SHALL BE FINAL. The subsequent eligibility for IDA Pay Scale Upgradation of such Executives will be governed by MTNL's Time Bound Upgradation scheme as provided in Clause (I) (b) (3.2) above.
8. With the implementation of IDA TIME BOUND Pay Scale Upgradation Scheme with effect from 01.10.2004, provisions with regard to arrangements like In-situ/ACP or any other time bound promotion / Upgradation scheme of Government set up shall stand withdrawn, unless permitted in any specific context.
9. While implementing the Time-Bound Scale Upgradation it shall be ensured that there is no scale-jumping, i.e., upgradation from one Scale to the next immediate next higher Scale shall only be provided.
- e. **Screening Committee:** The fitness of the eligible Executive for Upgradation to next higher IDA Scale shall be judged by a Screening Committee. The details of Screening Committee for various IDA scale upgradations will be as follows :-

Sl. No.	For Upgradation of Scale		Constitution of Screening Committee
	From (Rs.)	To (Rs.)	
1.	8600-14600 (E-1)	10750-16750 (E-2)	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Deputy General Manager</li> <li>• Deputy General Manager</li> </ul>
2.	10750-16750 (E-2)	13000-18250 (E-3)	
3.	13000-18250 (E-3)	14500-18700 (E-4)	
4.	14500-18700 (E-4)	16000 -20800 (E-5)	

5.	16000-20800 (E-5)	17500-22300 (E-6)	<ul style="list-style-type: none"> <li>• Chief General Manager / Executive Director</li> <li>• General Manager</li> <li>• General Manager</li> </ul>
6.	17500-22300 (E-6)	18500-23900 (E-7)	

One of the Members of the Screening Committee must belong to SC or ST category, else, one additional SC/ST member of STS/JAG level may be co-opted.

- f. **Training:** Every Executive whose pay is upgraded to next higher IDA Pay Scale will have to compulsorily undergo TWO weeks of training (one Week in Administration / Management / Customer Care and one Week in latest developments in Core Competence Area) for being eligible for drawal of SECOND increment in the upgraded IDA scale i.e. the training is to be completed within a period of two years from the date of the Upgradation to the higher Scale. The Executive who fails to successfully undergo the prescribed TWO weeks training will not be eligible for consideration of next IDA Scale Upgradation even if he/she is due for Upgradation otherwise. The detailed instructions with regard to training shall be issued by the Training Branch of MTNL.

## II. Post Based Promotion Policy

In order to bring uniformity in the evaluation, judging suitability for promotion and consequent selection, following has been decided with regards to Post Based Promotions.

- (i) For all disciplines, the post based promotions be made as per uniform hierarchy levels
- Officer/Executive----->JTO / JAO / AM / PS --> SDE / AO / DM /Sr. PS --> DET / CAO/ EE/ ARCH / Sr. Mgr. --> DGM / SE --> GM/CE-->CGM/ED
- (ii) Post based regular promotions, in tune with the above hierarchy levels, be regulated as per provisions of concerned already notified / to be notified RRs of MTNL.
- (iii) The quota of 25% earmarked for promotion of JTOs to the grade of SDE through LDCE in the RRs for SDEs of various streams shall be increased to 33% in the relevant SDE level Recruitment Rules.
- (iv) All the existing RRs of MTNL will be reviewed by the concerned branch and the RR provisions rendered infructuous on implementations of the Executive Promotion Policy may be rescinded. RRs to be notified in future must confirm to the above hierarchy levels. HR Policy changes including changes in the RRs in future will automatically become part of Executive Promotion Policy from time to time.

- (v) Consequent to grant of any post based promotion, the officer's pay will be fixed under FR (22) (I) (a) (1) only in cases where such post carries higher Scale from the current scale of the executive being promoted. Further, where executive's Pay Scale is the same as that of promoted post, benefit of the one increment in the current scale of the executive shall be granted on promotion. However in cases where the executive's pay is higher than that of promoted post, such post based promotions will be treated as placement with the grant of Substantive status of the post. Further, except as provided in instant guidelines, no claim will lie on account of any of the other provisions of FRSR in the context of Pay Scales, Pay Fixation, Substantive status etc.
- (vi) The provisions of adhoc/officiating arrangements will cease to exist in the company consequent upon completion of Group 'A' absorption and implementation of the promotional avenues in respect of Group 'A' officers as well. Thus, the only regular post based promotions, as per MTNL RRs (either notified or to be notified), and looking after arrangements under FR 49 will remain operational.
- (vii) Reservations to SC/ST Executives will be provided as per standing instructions on the subject.
- (viii) Eligibility, promotion criteria & DPC will be as prescribed in the concerned RRs. However, Zone of Consideration for promotions shall be three times the number of posts to be filled up or the number of eligible candidates, whichever is less.
- (ix) The fitness of the Executives for the post based promotion will be assessed on the basis of fitness criteria as indicated in the following table and the meeting the selection criteria as prescribed in concerned RRs, subject to necessary disciplinary / vigilance clearance and no punishment is current.

<b>Sl. No.</b>	<b>Scale</b>	<b>Category</b>	<b>Grading Criteria</b>
1.	E-1 to E-2	OC	No adverse, not more than three Averages.
	[Officer to JTO]*	SC/ST	No adverse, not more than four Averages.
2.	E-2 to E-3	OC	No adverse, not more than three Averages.
	[JTO to SDE]*	SC/ST	No adverse, not more than four Averages.

3.	E-3/E-4 to E-5 [SDE/SR. SDE to DE]*	OC	Selection bench-mark Good, no adverse, not more than one Average.
		SC/ST	Selection bench-mark Good, no adverse, not more than two Average
4.	E-5 to E-6/E-7 [DE to DGM/DGM (NFSG)]*	OC	Selection bench-mark Very Good, no adverse, not more than one Average.
		SC/ST	Selection bench-mark Very Good, no adverse, not more than two Average/good.

\* Indicative. To be rationalized.

Sealed cover proceedings, wherever applicable, shall remain in vogue as per standing instructions.

- (x) **Induction of Management Trainees:** Each year, the MTNL Management will decide about the total number of posts in the pay-scale of Rs.16000-20800 (E-5) to be filled up from feeder cadre executives as well as from Management Trainees (both, Internal as well as External). Fifty percent (50%) of the said total posts in the pay-scale of Rs.16000-20800 (E-5) earmarked for filling up in any year be filled up by seniority – cum – fitness from amongst the feeder cadre executives and rest 50% by Management Trainees (with 50% reserved for Internal Executives and remaining 50% for External candidates), as per MTNL RRs (to be notified). Thus, the induction of Management Trainees will be corresponding to posts in the pay-scale of Rs.16000-20800 (E-5) level in the ratio of 50:25:25 through Departmental Promotion, LDCE with internal candidates and Direct Recruits respectively.
- (xi) **Training:** With every Promotion resulting in change in Substantive status, the concerned Executive shall have to compulsorily undergo TWO weeks of training (One Week in Administration / Management / Customer Care and One Week in latest developments in Core Competence Area) for being eligible for SECOND increment in the promoted post, i.e. the training is to be completed with in a period of two years from the date of promotion. The Executive who fails to successfully undergo the prescribed TWO weeks training will not be eligible for consideration for next post based promotion even if he/she is found eligible for promotion otherwise. The detailed instructions with regard to training shall be issued by the Training branch of MTNL.
2. Necessary action may immediately be taken for implementation of Time Bound based IDA scale Upgradation policy as provided in para 1 (I) above on a time bound basis and all out efforts be made to complete the exercise within three months from the date of issue of this Promotion Policy for all eligible executives with respect to review due on 01.10.2004, 01.10.2005

and 01.10.2006. In so far as the implementation of Post Based Promotion Policy is concerned, the same will be carried out by the Corporate Office in consultation with Units for which instructions shall be issued in due course.

3. Clarification, if any, pertaining to implementation of Executive Promotion Policy can be had from the HR Section of MTNL Corporate Office.

This issues with the approval of the Competent Authority.

Anupam Anand  
General Manager (HR)

To  
Executive Director,  
MTNL Delhi/Mumbai

Copy to:

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10. DGM (HR), MTNL Corporate Office- for circulation amongst Corporate HR Section Heads.
11. Comp. Secretary, MTNL – to treat this as an ATR.
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13. Policy Manual File.