



MTNL/CO/Pers/GRP 'B' PROMOTION POLICY/I (133)/2010  
08.03.2011

### OFFICE MEMORANDUM

**Sub: Time Bound/Post Based Promotion Policy for Executives of MTNL – Revision of Benchmark Criteria in Performance Ratings in ACR.**

The existing benchmark criteria for Time Bound/Post Based Promotion Policy for Group 'B' level Executives of MTNL has been amended by the Board of Directors of MTNL in the 267<sup>th</sup> meeting held on 22.12.2010, as follows.

1. Clause 1 (Time Bound IDA Scale Up-gradation Policy), Sub-Clause c (Up-gradation Criteria), Sub Sub-Clause 3 (Performance Ratings in ACRs) shall be read as:

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.	For Up-gradation		Category	Pre-revised Grading Criteria	Revised Grading Criteria as approved in the 267 <sup>th</sup> BODM held on 22.12.2010
	From Scale A	To Scale B			
1	16400-40500 E-1	20600-46500 E-2	OC	No Adverse, not more than four Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>
2	20600-46500 E-2	24900-50500 E-3	OC	No Adverse, not more than four Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>
3	24900-50500 E-3	29100-54500 E-4	OC	No Adverse, not more than two Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse, not more than three Averages.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>
4	29100-54500 E-4	32900-58000 E-5	OC	No Adverse, not more than two Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse, not more than three Averages.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>

5	32900-58000 E-5	36600-62000 E-6	OC	No Adverse, not more than one Average.	No Adverse, no Average. Benchmark: <b>Five Very Good</b>
			SC/ST	No Adverse, not more than two Averages.	
6	36600-62000 E-6	43200-66000 E-7	OC	No Adverse, not more than one Average.	No Adverse, no Average. Benchmark: <b>Five Very Good</b>
			SC/ST	No Adverse, not more than two Averages.	

**2. Clause II (Post Based Promotion Policy) Sub-Clause ix shall be read as:**

The fitness of the Executive for the post based promotion will be assessed on the basis of fitness criteria as indicated in the following table and meeting the selection criteria as prescribed in concerned RRs, subject to necessary disciplinary/vigilance clearance and no punishment is current.

Sl	For Up-Gradation		Category	Pre-revised Grading Criteria	Revised Grading Criteria as approved in the 267 <sup>th</sup> BODM
	From Substantive Post A	To Substantive Post B			
1	E-1	E-2	OC	No Adverse, not more than three Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse, not more than four Averages.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>
2	E-2	E-3	OC	No Adverse, not more than three Averages.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	No Adverse, not more than four Averages.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>
3	E-3	E-5	OC	Selection Benchmark Good, no Adverse and not more than one Average.	No Adverse, no Average. Benchmark: <b>Four Very Good</b>
			SC/ST	Selection Benchmark Good, no Adverse and not more than two Averages.	No Adverse, no Average. Benchmark: <b>Three Very Good</b>

4	E-5	E-6	OC	Selection Benchmark Very Good, no Adverse and not more than one Average.	No Adverse, no Average. Benchmark: Five Very Good
			SC/ST	Selection Benchmark Very Good, no Adverse and not more than two Averages/good.	

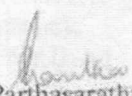
3. Clause 4, as below, is added to the policy:

The Promotion Policy shall be reviewed after every 5 years. However, the Management may review the eligibility criteria after 3 years.

4. Other Terms and Conditions of the Time Bound/ Post Based Promotion Policy for Executives of MTNL shall remain unchanged.

These amendments (1 to 3) above shall come in to force with effect from the date of approval by the Board i.e. 22.12.2010. The revised benchmark shall be considered in all DPC for Post-Based/Financial Up-gradation Promotions from the date of approval by the Board i.e. 22.12.2010. DPE guidelines issued from time to time shall also be followed in this regard.

This issues with the approval of the Competent Authority.

  
S Parthasarathy  
DGM (Pers)

Copy to:

1. Dir (Tech.)/Dir (Fin.)/Dir (HR), MTNL
2. ED, Delhi/Mumbai
3. CGM, CETTM, Mumbai
4. CVO, MTNL
5. GM (Admn.)/GM (Fin.)/GM (HR), Delhi/Mumbai
6. Jt.GM (Fin.)/DGM (Accounts), CO
7. Jt.GM (HR), CO
8. Company Secretary, MTNL – to treat this as an ATR
9. Manager (P-I), CO – for updating records.
10. Manager (P-II), CO
11. PS to CMD
12. Intranet Site