

फेरो स्क्रेप निगम लिमिटेड

भारत सरकार का उपक्रम, मिनी रत्न-II आई एम एस प्रमाणित कंपनी
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संदर्भ
No.



दिनांक :
Date :

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24-07-2023

इस्पाती इरादे से हर एक काम देश के नाम

CIRCULAR

The "Promotion Policy" of FSNL has been revised by the Board in its 198th meeting, held on 07.07.2023. The revised Promotion Policy is attached herewith as Annexure-I.

This is for information of all concerned.

Pankaj Tyagi
(Pankaj Tyagi)
GM (P&A)/ Law
24/7/23

Encl:- As above.

Distribution:-
All Dept. Heads-C.O.
All Unit Heads
All P&A Heads



“हिन्दी में पत्र का स्वागत है तथा प्रत्युत्तर शीघ्र दिया जाएगा”
इकाईयां - राउरकेला, बर्नपुर, भिलाई, बोकारो, विशाखापट्टणम, दुर्गापुर, सेलम, हजीरा, हैदराबाद
Units : Rourkela, Burnpur, Bhilai, Bokaro, Vishakhapatnam, Durgapur, Salem, Hazira, Hyderabad



“हम व्यर्थ से अर्थ उपार्जित करते हैं”

“We generate wealth from waste”

FSNL PROMOTION POLICY FOR EXECUTIVES

1.0. INTRODUCTION :

- 1.1. Promotion is the elevation of employee to a higher level job in an Organization with delegation of responsibilities and authority required to perform that higher job, accompanied by better pay, better status, higher responsibilities and opportunities for career progression.

2.0. POLICY OBJECTIVES :

- 2.1. To integrate growth opportunities of the executives with fulfilment of Company's objectives.
- 2.2. To man executive posts in the Company with competent personnel having growth potential.
- 2.3. To maintain fairness, equity, transparency, objectivity, and uniformity in promotions in different Plants/Units of the Company.
- 2.4. To nurture a merit based system to act as a feeder for succession and career planning on sustainable basis.

3.0. SCOPE :

- 3.1. The Promotion Policy shall cover all promotions made in Executive posts (other than promotion from Non-Executive posts to executive posts) and shall apply to all regular Executives below Board level across the Company.

4.0 DEFINITIONS

Departmental Promotion Committee: "Departmental Promotion Committee(s)" means the Committee(s) constituted by the Competent Authority for considering promotion of Executives as prescribed in the Rules framed under the Policy.

PAR: Performance Appraisal Rating obtained by the Executives during a particular Appraisal year.

Appraisal Year : Appraisal year means 12 months from 1st April to 31st March.

Cumulative Credit Points (CCP) : Cumulative Credit Points are sum of all the credit points in all completed years as per qualifying period.

5.0 CLUSTERS OF SCALES :

- 5.1 For the purpose of promotion and career planning of executives, scales of pay will be grouped in the following clusters:-

Cluster	Grade
I	E-0
	E-1
	E-2
	E-3
II	E-4
	E-5
III	E-6
IV	E-7

6.0 PROMOTION SYSTEM :

- 6.1 There will be two system of promotion within the executive positions in FSNL:
- i) Promotion within clusters of scales of pay:
Promotion within clusters of scales of pay will be based on performance (evaluated through PMS), experience (in the current grade or at site office(s) or both) and qualification. It will not be based on vacancy and there will be no interview.
 - ii) Promotion between clusters of scales of pay:
Promotion will be vacancy based. It will also be based on performance (evaluated through PMS), experience (in the current grade place of posting, qualification and performance as assessed by selection committee which may hold personal interviews/conduct Potential Assessment.
- 6.2 To screen-off non deserving candidates, if required, approving authority may decide percentage (gradewise) of eligible candidates to be promoted maximum to next grades.

7.0. Date of Reckoning of Eligibility / Vacancies:

Eligibility/ Vacancies shall be reckoned as on 30th June every year. The Promotions will be considered only once in a year in June, and will be made effective from 30th June every year.

- 8.0 Date of receiving monetary benefit on promotion shall be from the date of assuming charge of the promoted post. However, the pay in the promoted scale shall be fixed notionally from the effective date of promotion.

9.0 CREDIT POINTS FOR APPRAISAL RATINGS :

- 9.1 The final ratings of the executive performance appraisal system provides categorization of executives in terms of different levels of performance. To link performance appraisal ratings with the promotion policy, the following credit points shall be adopted :-

Category	Grade points	Credit
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Excellent	O	50 points
Very Good	A	40 points
Good/Average	B	30 points
Fair	C	15 points
Poor	D	5 points

- 9.2. Executives in the category "D", declared as un-promotable, will be considered unpromotable for ensuing One Year.
- 9.3. Average Credit Points (ACP): Average Credit Points will be the average of the last 3/4 years APRs based on the minimum qualifying service to become eligible for promotion.

10.0 Minimum Eligibility Period

- 10.1 Minimum eligibility period for consideration of promotion to the next higher grade shall be kept as under:

Grade	Length of Service
E-0 to E-1	3 Years
E-1 to E-2	3 Years
E-2 to E-3	3 Years
E-3 to E-4	3 Years
E-4 to E-5	4 Years
E-5 to E-6	4 Years
E-6 to E-7	3 Years

- 10.2 The minimum eligibility period, in case of Management Trainees/Lateral entrants (qualified Professionals) may be relaxed by maximum 3 months.
- 10.3 An executive who foregoes his/her promotion in a particular year shall not be considered for promotion in the next one promotion cycle.

11.0 PROMOTION WITHIN A CLUSTER OF SCALES OF PAY :

- 11.1 Within a cluster of scales of pay promotion shall be linked to performance as reflected in the Performance Appraisal Reports.

- 11.2 Promotion from one scale of pay to another in the same cluster will be decided on collection of certain Cumulative credit points.
- 11.3 Any Promotion/ Monetary Benefit/ Change of designation for the officers in the scale of Rs.1,00,000—2,60,000/= (E-7 grade) and above will be approved by the Board specifically in each and every individual case.
- 11.4 For promotion of Executives who have completed their respective qualifying period of service in their grade, shall be subject to acquiring the following minimum CCP in their completed years of service in the grade:-

Length of service in the existing grade	Minimum Cumulative Credit Points
3 Years	120
4 Years	140
5 Years	160

12.0 PROMOTION BETWEEN CLUSTERS :

- 12.1 Between clusters, promotion will depend on availability of vacancies in the next higher cluster.
- 12.2 Promotions will be based on total points earned by an executive on the basis of the following factors :-

a) Average Credit Points (ACP)	:	50
b) Points for qualification	:	20
c) Length of Service	:	15
d) Interview/Assessment by Departmental promotion committee	:	<u>15</u> <u>100</u>

12.3 AVERAGE CREDIT POINTS (ACP)

Average Credit Points (ACP) earned by the executives in the existing scale will be computed as follows:-

Sum of the credit points earned in the last three/ four years or in the number of years spent in the scale, whichever is less, divided by the number of appraisal ratings taken into account. Maximum attainable ACP is 50.

12.4. QUALIFICATION POINTS

Points will be awarded for different levels of educational qualifications.

Specific points for the different levels will be as prescribed in the Rules. Maximum attainable points on qualification would be 20.

12.5 LENGTH OF SERVICE IN THE SCALE

2 points for every completed year of service in the scale upto a maximum of 15 points shall be regulated as prescribed in the rules.

12.6. INTERVIEW

There will be a maximum of 15 points for interview, which will be regulated as prescribed in the Rules.

13.0 MECHANISM OF PROMOTION - BETWEEN CLUSTERS :

13.1 ELIGIBILITY

For the promotions between cluster/ promotions requiring personal interview, the executives with three/four years of service in the scale will be eligible for consideration. Provided that the executives acquiring outstanding "O" reports for two consecutive years will also be eligible for consideration even though they may not have completed three years of service in the scale.

13.2 ZONE OF CONSIDERATION

The names of all eligible executives will be listed in the descending order of the total marks obtained by them on Performance (ACP), qualification and length of service in the scale. From this list, executives will be called for interview in the manner as may be prescribed in the Rules.

13.3 SELECTION PROCEDURE

Executives in the zone of consideration will be assessed by an interview committee. This committee can add a maximum of 15 points to the total points already earned by the executives on the basis of performance, qualification and length of service and draw up the selection panel.

Promotions will be made from this panel on the basis of total marks obtained.

14.0 BROADENING LINES OF PROMOTION

However, company reserves the right to delink vacancies from traditional lines of promotion and fill them up on inter-disciplinary and/or inter-plant basis by promotion, transfer, or circulation.

15.0 SERVICE AND PERFORMANCE LINKED PROMOTION SCHEME

15.1 Executives with 7 years of service in E-3 or E-5 or E-6 scale will be considered for personal promotion depending on a specified minimum level of performance.

15.2 The Service Linked Promotion Scheme will be as prescribed in the Rules.

16.0. CAREER PLANNING

16.1. Career Planning for Executive Cadre should integrate the aspirations of executives with operational requirements of the Company. In a large measure, this is being taken care of by the minimum assured growth which will arise within the clusters linked to performance. In addition, the Company adopts a development oriented approach to performance shortcomings/ strengths which will ensure a more relevant and precise input in terms of Company efforts to improve performance of the executives.

16.2. Nevertheless, it still becomes necessary to identify a group of executives on whom specific attention of the Company should be focused either to assist them in improving their levels of performance or for making use of their identified potential by grooming them for higher responsibilities.

16.3. In order to achieve this objective, each Unit will prepare a list of executives with high potential and a list of identified low performers.

16.4 EXECUTIVES WITH HIGH POTENTIAL

16.4.1 Executives with a minimum of 3 years in the Company and a minimum ACP of 45 will constitute the high potential group.

16.4.2 In the month of June every year, this list will be updated and a job rotation, training and career advancement plan shall be prepared for such executives.

16.4.3 JOB ROTATION

These executives may be rotated to other Departments, not necessarily in their lines of promotion in order to groom them to occupy senior posts at a later date.

16.4.4 TRAINING

Training plan for executives oriented to their specific requirements and to enhance potential will be prepared every year.

16.4.5. CAREER ADVANCEMENT

To motivate these executives to maintain high levels of performance as well as to meet the organisational needs for utilising their services effectively, it is required to plan for smooth career advancement for executives with high level of performance. This will necessitate a flexibility in operation of posts between cluster/creation of posts in the next cluster.

16.4.6 Executives whose ACP falls below 40 in any year or whose ACP remains below 45 for four consecutive years will be deleted from this list.

16.5.0 EXECUTIVES WITH LOW PERFORMANCE

16.5.1 Executives with minimum service of 3 years in the Company and having an ACP of 10 or less will be included in this list.

16.5.2 In the month of June, every year, this list will also be updated and the Units will plan job rotation and training for such executives. Units will also arrange to counsel these executives to improve their performance.

16.5.3 The names of the executives will be deleted from this list if their ACP rises to 15 or beyond in any year or if ACP remains above 10 for four consecutive years.

17.0 INTER-PLANT ROTATION

17.1. The inter-plant movement of executives constituting the Corporate cadre will be planned by Corporate Office.

17.2 However, in order to ensure that executives at relatively younger age are exposed to different environments, those with identified high potential in the scale of E-4/E-5 will be given the opportunity to move to other Units in the manner prescribed in the Rules.

18.0 EDUCATIONAL QUALIFICATIONS

18.1 Qualification levels for entry to executive cadre at E-0/E-1 will be as prescribed in the Rules.

18.2. Qualification levels for posts within the executive cadre in those disciplines where certain minimum qualifications are essential will be as prescribed in the Rules.

18.3. Qualifications prescribed by the Statute in respect of certain executive positions will be followed.

19.0 INCREMENTS

Between Clusters, executives who are assessed as 'O' in two consecutive years, and are not promoted due to the lack of vacancies will be given an additional increment in addition to the normal increment earned by them in the scale.

20.0 RESERVATION FOR SCs/STs

Reservation for SCs and STs will be provided as per the Presidential Directives on the subject.

21.0 PROBATION

The executives promoted under this policy will be kept on probation for a period of six months. The probation will be regulated as prescribed in the Rules.

22.0 PENDING DISCIPLINARY PROCEEDINGS

Procedure for dealing with promotion/confirmation of executives pending inquiry/disciplinary proceedings, suspension, prosecution etc., will be governed by the Rules prescribed in this regard.

23.0 RULES AND PROCEDURE

- 23.1 Managing Director is authorized to frame and issue rules and procedures under this policy.
- 23.2. HOD of Personnel & Administration department shall be empowered to issue executive instructions as & when required to execute the Policy within its framework, and issue clarification in case of any ambiguity in the interpretation/ implementation of the Policy.
- 23.3 Board may, at his discretion, relax the eligibility conditions in exceptional cases, for reasons to be recorded.

24.0 TENURE

The Promotion policy and its rules shall be reviewed after 5 years from the date of its implementation, to assess its efficacy in meeting its objectives, and making suitable changes, if required, in order to bring in systematic improvement.

25.0 APPROVING AUTHORITY

Approving authority of the Promotion Policy shall be the Board.

26.0 SAVING CLAUSE

The Board reserves the right to amend, modify, cancel or withdraw the policy at any time without notice.