

## RECRUITMENT AND PROMOTION RULES

THE BHARAT DYNAMICS LIMITED RECRUITMENT AND PROMOTION RULES (Revised) (hereinafter referred to as BDL R & P Rules) came into force with effect from 1<sup>st</sup> September, 1988. These Rules are applicable to all the employees of BDL other than the personnel on deputation or contract.

**(NOTE :** *Recruitment and Promotion is subject to vigilance clearance, to refer ANNEXURE- XXX)*

2 The Management reserves the right to effect changes in the following rules as and when considered necessary.

### DEFINITIONS:

3 “**COMPANY**” means Bharat Dynamics Limited including its Factories, Divisions, Units, Head Office, Branch Offices and other Administrative Offices wherever situated.

4 “**APPOINTING AUTHORITY**” means the President of India, the Board of Directors, the Chairman, the Managing Director, the Whole Time Director(s), the General Managers and/or any Officer of the Company to whom powers in this regard have been delegated.

5 “**EMPLOYEE**” means any person employed in the Company other than the Personnel under contract or on deputation.

6 “**TRAINEE**” means a learner recruited under any of the Training Schemes of the Company and who is engaged in learning and is governed by the terms and conditions laid down in the bond/agreement executed by him/her with the Company, excluding Apprentices under the Act.

### 7 SCALES OF PAY AND APPOINTING AUTHORITIES

The Scales of pay and the Appointing Authorities in respect of posts carrying different pay scales are indicated at Annexure-I. The Managing Director may at his discretion alter/delete/add any trades.

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## 8 RECRUITMENT:

Recruitment to the Company is made by adopting one or more of the following measures:-

- a) Advertisements in the Press (newspapers).
- b) Notification to the Employment Exchange/Directorate General of Resettlement, New Delhi/Rajya Sainik Board/Zilla Sainik Board/Special Employment Exchanges for Physically Handicapped/District Magistrate in the concerned State/Department of Social Welfare of the State Government/recognised representative Association of SC/ST (for advising SC/ST candidates to apply either directly or through local Employment Exchange)/Secretariat of the Parliamentary Committee on the Welfare of SC/ST, Commissioner for SC/ST, selected All India Radio Stations.
- c) Appointment by deputation or contract as detailed in paras 63 & 64.
- d) Absorption of trainees under the various training schemes of the Company.
- e) Appointment on compassionate grounds as detailed in para 62 and of dependents of expropriated land owners.
- f) Appointment of talented Indians staying abroad.
- g) Campus Recruitment as detailed in para 18.7.
- h) Appointment of outstanding Sportsmen as indicated in para 61.

### CAUTION

**Authority**  
Ltr No. 19(16)/97  
D(SY)  
Dt. 12-09-1997  
of DDPS,MOD  
GOI

**1.** *Wherein an interview was conducted for a higher post but one of the candidates for the interview was offered a lower post. Though, the candidate is stated to have accepted the lower post, he was erroneously issued appointment letter for the higher post. The error in issuing such an appointment letter was used by the appointee to hoodwink the administration of one of the Public Sector Undertakings.*

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2. As a rule, recruitment should be restricted to the advertised post(s) only. In exceptional cases and never in the first effort, where no candidate is found suitable the one having best credential but not adequate qualification/experience etc. need be offered a lower grade for a limited period initially. The offer of appointment/appointment letter should be issued with care making all the terms and conditions of such an appointment unambiguous.

## CRITERIA FOR RECRUITMENT

### RESTRUCTURE OF WAGE GROUPS FOR WORKMEN

**Authority** 1) PC No.4/95 dt.27-03-1995

2) PC No.09/2001 dt.31-05-2001

Pre-Revised Wage Group (as on 31-12-91)	Revised Wage Groups				
	As on 01-01-1992 (open ended)			As on 01-01-1997	
<b>A</b>	WG1	Rs.1880/-	(2.00%)	WG1	3500-65-4150-70-6040
	WG2	Rs.1965/-	(2.25%)	WG2	3660-75-4410-80-6810
<b>B</b>	WG3	Rs.2055/-	(2.50%)	WG3	3830-85-4680-90-7110
	WG4	Rs.2150/-	(2.75%)	WG4	4020-100-5020-105-7435
<b>C</b>	WG5	Rs.2250/-	(3.25%)	WG5	4200-115-5350-120-7630
<b>D</b>	WG6	Rs.2460/-	(3.50%)	WG6	4620-135-5970-140-8350
<b>E</b>	WG7	Rs.2570	(3.75%)	WG7	4870-155-6420-160-8980
<b>F</b>	WG8	Rs.2820/-	(4.00%)	WG8	5000-165-6650-170-9370
	WG9	Rs.2950/-	(4.25%)	WG9	5200-170-6900-175-9700
	WG10	Rs.3085/-	(4.25%)	WG10	5400-180-7200-190-9860

**[Note :** WG-9 and WG-10 were introduced w.e.f. 02-06-1995 and 02-06-1998 respectively. Details given in Annexure – I]

**9 GROUP-‘A’ (Revised WG-1) :**

All posts in Group ‘A’ (Revised WG-1) are filled by direct recruitment.

**10 GROUP-‘B’ (Revised WG-2) :**

All posts in Group-‘B’ (WG-2) in the trades not provided for in Group-‘A’ (WG-1) will be filled by direct recruitment. Departmental candidates who have the requisite qualifications can also be considered for promotion/appointment to such trades in Group-‘B’ (WG-2). All things being equal departmental candidates and Apprentices trained in the Company under National Apprentices Training Scheme should be given preference.

**11 GROUP-‘C’ (Revised WG-4):**

11.1 Any trade for which recruitment points are provided at GROUP-‘B’ (WG2) as well as GROUP-‘C’ (WG4), 50% vacancies in GROUP-‘C’ will be filled by direct recruitment of Licentiates in Engineering for Technical posts and Graduates in Arts, Science, Commerce, etc., for non-technical posts and 50% by promotion from GROUP-‘B’

11.2 Trades for which recruitment point is only at Group-B, vacancies in Group-‘C’ will normally be filled by promotion.

11.3 Trades for which recruitment point is only at Group-‘C’. 100% posts will be filled by direct recruitment of Licentiates in Engineering/Graduates in Arts, Science, Commerce for Technical and non-Technical posts respectively.

**12 Group-D & E (Revised WG-6 & WG-7)**

75% of posts are filled by promotion and the balance 25% are filled by direct recruitment subject to the condition that if suitable employees are not available in the next lower group for promotion against the promotion quota of posts, such posts may be filled by direct recruitment or vice-versa.

**13 Group-‘F’ (WG-8 to WG-10)**

All posts in Group-F are filled by promotion.

**(NOTE : For Paras: 9 to 13 – To refer CAREER PLAN & WAGE REVISION (1992) ANNEXURE : XXIX-A)**

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**14 GRADE-I (TECHNICAL & NON-TECHNICAL POSTS):****Authority***PC No.36/98**Dt. 14-11-1998*

14.1 45% of Technical and Non- technical posts in Grade-I are to be filled by promotion of eligible employees in Wage Group-7 and above and 45% should be filled by direct recruitment.

14.2 Balance 10% of Technical & Non-Technical Posts in Grade-I may be filled by promotion from Non-executives in Wage Group-5 and above with a minimum service of 3 years in Wage Group-5 possessing Technical & Professional qualifications from recognised Universities/ Institutions as regular course.

14.3 Candidates have to qualify themselves in the prescribed written test/interview.

14.4 Management to operate promotions/placement for Grade-I posts as and when required.

14.5 In case suitable candidates are not available, Management reserves the right to fill these vacancies through direct recruitment.

14.6 Further no relaxation in age, qualification, marks and standards would be permitted when such of the Non-executives (professionally qualified) apply for Management Trainees.

14.7 Annexure-III A & III B stand amended to the extent as required for Grade-I posts.

***(The above modification came into force with effect from 01-11-1998)***

**15 GRADE-II (TECHNICAL POSTS):**

The posts in Grade-II may normally be filled by promotion of internal candidates from Grade-I subject to the reservation of posts for appointment of Engineering Graduates under the Graduate/ Management Training Scheme and Campus Recruitment.

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**16 MANAGEMENT TRAINEES (TECHNICAL):**

16.1 First Class Graduates in Aeronautical, Mechanical, Electrical, Electronics, Chemical and Computer Sciences and Metallurgical Engineering/Technology (Second Class in the case of SC/ST candidates) are recruited as Management Trainees (Technical) in accordance with the Management Trainees Training Scheme of the Company. These Management Trainees, will have to undergo training for a period of 2 years and during the period of their training, they will be paid a consolidated stipend. These trainees are required to execute a Bond to serve the Company for a period of 5 years or in default, pay to the Company the expenditure incurred on their training, etc., in accordance with the provisions of the scheme.

16.2 Upon successful completion of their training, these trainees will be appointed to posts in Grade-II at the minimum of the pay scale. The Trainees who are not found fit for appointment to posts in Grade-II may be considered for appointment to posts in Grade-I. On regular appointment to posts in Grade-II or Grade-I, as the case may be, these personnel will be on probation for a period of 12 months.

**17 GRADE – II (NON-TECHNICAL POSTS):**

The posts in Grade-II (Non-technical) may normally be filled by promotion of internal candidates from Grade-I subject to the reservation of posts for appointment of Graduates with the relevant/professional qualification under the scheme for recruitment/ training of Management Trainees in the disciplines of Personnel and Finance.

**18 MANAGEMENT TRAINEES (PERSONNEL & FINANCE):**

18.1 First Class Graduates in Arts/Science/Commerce (Second Class in the case of Scheduled Caste/Scheduled Tribe candidates) with post graduate Degree/ Diploma in Financial Management/Intermediate of ICWA/Intermediate of CA/from a recognised University or Institution/post graduate Degree/Diploma in Personnel Management/Social Welfare from a recognised University or Institution are recruited as Management Trainees (Personnel/Finance) in accordance with the Management Trainees Training Scheme of the Company. These Management Trainees, will have to undergo training for a period of 2 years and during the period of their training, they will be paid a consolidated stipend. These trainees are required to execute a Bond to serve the Company for a period of 5 years or in default, pay to the Company the expenditure incurred on their training, etc., in accordance with the provisions of the scheme.



18.2 Upon successful completion of their training, these trainees will be appointed to posts in Grade-II at the minimum of the pay scale. The Trainees who are not found fit for appointment to posts in Grade-II may be considered for appointment to posts in Grade-I. On regular appointment to posts in Grade-II or Grade-I, as the case may be, these personnel will be on probation for a period of 12 months.

*(NOTE : 1. The Board, vide para-13.1 of the minutes of its 116th meeting held on 8.3.1996, approved to include MBA qualification in the eligibility list of recruitment of Management Trainees alongwith other disciplines.*

2. *For training period and bond and default please see rule 18.1 & 16.1, 18.5 and 18.6.*

- (a) *Training and Bond Period - Rule – 18.1 & 16.1 (modification in view of Board's approval).*

*The Management Trainees, will have to undergo training for a period of 1 ½ year (earlier 2 years) which will also include attachment to Divisions for "on the job training" and during the period of their training, they will be paid a consolidated stipend (for quantum of stipend please see rule 18.3 (i)). These Trainees are required to execute a Bond to serve the Company for a period of 5 years from the date of absorption (from the date of absorption, modification added) For default in training and recovery of training expenses, please see rule 18.5 and 18.6.*

- (b) *Appointment/Absorption – Rule 18.2 & 16.2 (modification in view of the Boards approval)*

*Upon successful completion of training, the Management Trainees will be appointed to posts in Grade-II. On absorption, the Trainees will be allowed one increment (earlier trainees to be appointed at the minimum of the scale) besides HRA/CCA and other allowances as admissible to an executive in Grade-II.*

- (c) *Probation :*

*The Trainees who are not found fit for appointment to posts in Grade-II may be considered for appointment to posts in Grade-I. On regular appointment to posts in Grade-II or Grade-I, as the case may be, these personnel will be on probation for a period of 12 months.*

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**18.3 OTHER CONDITIONS APPLICABLE TO THE MANAGEMENT TRAINEES:**

- i) The Management Trainees will be paid a stipend, the quantum of stipend will be Basic and DA admissible at the minimum to an executive in Grade-II from time to time.
- ii) Trainees of each batch who have successfully completed the training for absorption in Grade-II are to be appointed to posts in Grade-II with effect from the same date uniformly in the Divisions.
- iii) Posting orders will be issued by the Head Office. No fresh offer of appointment is required to be made by the concerned Division. They are merely to be absorbed into the regular service of the Company.
- iv) The inter-se seniority of the Trainees is to be drawn up in the order of merit, i.e. based on the total marks obtained by each Trainee at the final assessment of their training.
- v) Where two or more Trainees obtain the same number of marks, their inter-se seniority is to be determined with reference to their dates of birth, the older being senior to the younger.

**18.4 RECRUITMENT OF SERVING EMPLOYEES OF THE BDL AS MANAGEMENT TRAINEES (TECHNICAL/PERSONNEL/FINANCE) :**

Employees of the Company who are taken as Management Trainees will be posted to the same or other Divisions, after completion of their training. They will draw the consolidated salary last drawn prior to induction as Management Trainees or Stipend applicable to freshly recruited Management Trainees as opted by the trainee/employee.

Internal candidates called for interview for selection as Management Trainees are entitled to Travelling Allowance and Daily Allowance in accordance with the rules of the Company.

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### 18.5 RECOVERY OF TRAINING EXPENSES FROM MANAGEMENT TRAINEES:

Actual expenditure incurred by BDL on training subject to a maximum of Rs.25000/- will be recovered from the trainees jumping the Bond/abandoning training.

NOTE : In the case of default, pro-rata deduction will be allowed for the period of service rendered. Further, for the purpose of working out the amount recoverable, the actual amount paid towards stipend will be considered. (Earlier, actual expenditure incurred by BDL on training subject to a maximum of Rs.25,000/- will be recovered from the trainees jumping the bond/abandoning training).

### 18.6 PROCEDURE FOR RECOVERY:

The amount recoverable from the Management Trainees abandoning training/ jumping bond executed by them is to be regulated as indicated below:-

a) **Abandonment of training before the completion of period of training:**

Actual cost of training incurred plus stipend and Travelling Allowance/Daily Allowance, if any, paid during the period of training, subject to a maximum of Rs.25,000/-

b) **Leaving the services of the Company without serving for the full term of 5 years:**

The Management Trainees under bond to serve the Company for 5 years, leaving the services of the Company, before expiry of the full bond period, will be required to reimburse training expenses to the Company (earlier, proportionate to the period of service) pro-rata deduction will be allowed for the period of service actually rendered by the employee, computed in units of months. Further, for the purpose of working out the amount recoverable the actual amount paid towards stipend will be considered.(added).

### 18.7 CAMPUS RECRUITMENT :

18.7.1 First Class fresh Engineering Graduates/Post Graduates in Aeronautical, Mechanical, Chemical, Electrical, Electronics and Computer

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Sciences and Metallurgical Engineering/Technology may be recruited on the basis of their names being sponsored by the Engineering Colleges.

18.7.2 Graduate Engineers will be appointed in Grade-I and Post Graduate Engineers will be appointed in Grade-II. They will be given training for 6 months.

18.7.3 The Officers so appointed in Grade-I and Grade-II shall execute a Bond to serve the Company for a minimum period of two years from the date of appointment failing which actual training expenses such as pay, allowances, travelling allowances/daily allowance, course fee, if any, will be recovered.

## 19 **GRADE-III**

All posts in Grade-III may be filled by promotion from Grade-II. However, the Management reserves the right to go in for direct recruitment, where it is necessary to infuse talent from outside.

## 20 **GRADE-IV TO VIII:**

All posts in Grade-IV, V, VII & VIII may be filled by departmental promotion or by direct recruitment depending upon the availability of candidates and other factors. All vacancies in Grade-VI will be filled by promotion. Posts in Grade-V will be stroked as Grade-V/VI. Promotion from Grade-V to VI will not result in vacancies. Promotion from Grade-VI to VII will result in vacancies in Grade-V and not in Grade-VI. The Management reserves the right to operate any stroked post of Grade-V/VI either in Grade-V or in Grade-VI for direct recruitment, should induction from outside become necessary.

## 21 **DIRECT RECRUITMENT – NOTIFICATION OF VACANCIES TO EMPLOYMENT EXCHANGES/ADVERTISEMENT IN THE PRESS:**

21.1 All Direct Recruitment vacancies in Wage Groups-E (WG-7) and below are to be notified to the local Employment Exchanges. Vacancies of Scientific and Technical nature in Groups-D (WG-6) & E (WG-7) should be simultaneously notified to the Central Employment Exchanges also. If the Employment Exchanges are unable to sponsor suitable candidates within the prescribed time limits, the vacancies may be advertised in the press on a local/regional basis. Where adequate number of suitable candidates are not available against local/regional advertisement, the vacancies may be advertised on All India basis (Annexure-XX).

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21.2 All vacancies in Grade-I and above are to be notified to the Central Employment Exchanges simultaneously with the advertisement in the press on an All India basis, subject to the provision that if suitable candidates are forthcoming from the Employment Exchanges, they are to be appointed.

21.3 A minimum of two weeks notice is to be given to the local Employment Exchanges and three weeks notice to the Central Employment Exchanges for sponsoring suitable candidates.

21.4 This procedure will not apply to the recruitment of Management Trainees, Campus selections and selections from abroad for appointment to the executive cadres and for the appointment of dependents of deceased employees/employees whose services were terminated on medical grounds, individuals whose lands were acquired for the Company and are consequently deprived of their livelihood and outstanding sportsmen. They may be considered for appointment without their being sponsored by the Employment Exchanges.

#### **VACANCIES RESERVED FOR THE PHYSICALLY HANDICAPPED PERSONNEL**

21.5 Vacancy Notifications/Advertisements for filling vacancies reserved for the Physically Handicapped persons are to be sent to the Special Employment Exchanges, Vocational Rehabilitation Centers and All India Federation of Blind, for Physically Handicapped persons functioning in the States, in addition to Local/Regional Employment Exchanges. Where there are no Special Employment Exchanges, the vacancy Notification may be sent to the nearest Local Employment Exchange. Other sources of recruitment should be tapped only after obtaining a non-availability certificate from the Special Employment Exchange as well as the Local Employment exchange.

#### **VACANCIES RESERVED FOR EX-SERVICE PERSONNEL:**

21.6 All Vacancies reserved for the Ex-Servicemen, Disabled Ex-servicemen and dependents of servicemen killed in action are to be filled from amongst the candidates sponsored by Zilla Sainik Boards (ZSB)/Rajya Sainik Boards (RSB)/Directorate General of Resettlement (DGS).

21.7 In the event of issue of non-availability certificates by the Zilla Sainik Board/Rajya Sainik Boards/Directorate General of Resettlement, other

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agencies or Local Employment Exchange may be approached or action may be taken to advertise the post as the case may be, for obtaining suitable candidates belonging to Ex-servicemen category.

21.8 The procedure to be adopted, forms to be utilised, time limits prescribed in the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, for notification of vacancies to Employment Exchanges shall mutatis mutandis apply for notification of vacancies to Zilla Sainik Board/Rajya Sainik Board/Directorate General of Resettlement.

Note: In order to keep up the intake of ex-servicemen in various grades/groups particularly in Wage Groups-A and B to E (WG-1 and WG-2 to WG-10) at least upto the stipulated levels, the following categories of posts may be earmarked to be exclusively filled by ex-servicemen/dependents of ex-servicemen killed in action:-

- i) Watch & Ward Guards;
- ii) Drivers;
- iii) Engine Mechanics;
- iv) Stores Clerks, Asst. Store Keepers, Store Keepers, etc.

Posts falling vacant in the promotion quota may continue to be filled by internal candidates.

21.9 Instructions issued by the Head Office from time to time in regard to the newspapers in which advertisements should appear and the Employment Agencies to whom the copies of the advertisement should be forwarded, are to be complied with.

## 22 POSTAL ORDERS AND APPLICATIONS BLANK:

22.1 The value of Postal Orders to be sent by the candidates applying for posts alongwith requests for prescribed application forms/applications on plain paper (as indicated in the advertisements) and payment of Travelling Allowance to the candidates called for tests/interview are as below:

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<u>Grade/Group</u> <u>Admissible of posts</u>	<u>Application Fee-Value</u> <u>of Postal Orders/DD*</u>	<u>Travelling Allowance</u> <u>by the shortest route.</u>
Wage Groups <u>1 &amp; 2</u>  (earlier Personnel – WG A & B: Re.1.00)	Rs. 10.00	No Travelling Allowance (except for SC/ST/Exservice personnel II Class return train fare)
Wage Groups <u>4 to 10</u> (earlier C & D: Rs.2.00 E & F: Rs.4.00)	Rs. 10.00	II Class return train fare.
Gr I to IX	Rs.50.00	(a)** Grade-I, II, III & 3Tier AC Sleeper return train fare. or equivalent amount. (b) Grade-IV to VI – 2 Tier AC Sleeper return train fare. or equivalent amount (c) Grade-VII & above – 1 <sup>st</sup> AC return train fare/ Air fare by economy class by The shortest route or equivalent amount.
(earlier Grade-I & II: Rs. 6.00, Grade-III : Rs. 7.50, Grade-IV to VII: Rs. 10.00 Grade-VIII & above: Rs. 10.00)		
Management Trainees	Rs. 150.00	- *** For SC/ST 2 <sup>nd</sup> class return train/bus fare if the distance is more than 30 km each way for written test. - II class return train fare for attending oral interview for all candidates.

**Authority****\* PC No. (regarding IPO/DD)****\*\* PC No.25/2003 dt.12-12-2003 – Para-XIII (Regarding TA only)****\*\*\* (Regarding Management trainees)**


Note:

- i) The Scheduled Caste/Scheduled Tribe candidates will not be required to pay any fees towards the employment application/examinations.
- ii) No application/examination fee is to be charged to the applicants of the Company and applicants who are displaced persons from the erstwhile East Pakistan/Bangladesh, repatriates of Indian Origin from Burma and Vietnam, subject to production of Certificates from the prescribed authorities, provided the appointing authority is satisfied that the applicant is not in a position to pay the application/examination fees prescribed.

22.2 Internal candidates attending interviews against posts advertised by the Company may be treated as on duty on par with candidates called for interview against vacancies, to be filled by departmental promotion and paid Travelling Allowance/Daily Allowances according to the rules. Further, where train fare is reimbursable, surcharge for super fast trains may be reimbursed in addition to train fare for both onward and return journey.

22.3 Only Indian Nationals are to be appointed in the Company. This should be clearly stated in all recruitment advertisements. Proposals for appointment of Non-Indians in the Company, should be made to the Head Office with full justifications for obtaining the prior approval of the Government.

22.4 The following categories of personnel are also eligible for being appointed in the services of the Company:

- A subject of Nepal/Bhutan \*
- A Tibetan refugee, who came over to India prior to 01-01-1962, with the intention of permanently settling in India.
- These personnel are not eligible for posting abroad (either on duty or on training).

22.5 A person of Indian origin who has migrated from Pakistan/Burma/Sri Lanka/East African countries of Kenya/Uganda/ United Republic of Tanzania/Tanganyika/Zanzibar with the intention of permanently settling in India. \*

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**[Notes:**

- i) The above personnel are to be appointed only subject to issue of certificate of eligibility in their favour by the Ministry. Proposals for issue of certificate of eligibility should be made after carrying out verification of character and antecedents through the appropriate authorities, enclosing a copy of the report obtained in this regard.
- ii) Before considering Non-Indians for appointment, availability of suitable Indians for such appointments should be explored. Efforts should also be made for obtaining the requisite expertise from other Public Enterprises engaged in the same/similar/related line of manufacture or of Indians who have been working abroad in similar fields, and who have acquired expertise in the concerned field.

22.6 Cases of appointment of Non-Indians of categories other than those listed above should be governed by the following guidelines:-

- Appointment of Non-Indians in the Company should be made only in very exceptional circumstances and that too on contract basis for the barest minimum period necessary after obtaining approval as indicated above.
- Suitable steps should be taken simultaneously to train Indians to fill such posts on regular basis.
- Vigilance is to be exercised to see that the Indian personnel attached to the Non-Indians are enabled to pick up, during the period of contract, the intricacies of the work, especially in priority areas such as drawings, designs and operational work and achieve self-reliance to obviate the extension of contract periods in respect of Foreign Nationals as far as possible. Periodical reviews should be regularly conducted to evaluate the progress made in training Indian personnel. Such reviews are to be conducted atleast once in six months.

**22.7 APPLICATION BLANK:**

Applications should be submitted on printed application forms or on plain paper (as specified in the advertisement) separately for each post, preferably typewritten, furnishing full particulars of:- (Annexure-XIX A&B)

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- 1) Name and Address;
- 2) Age and Date of birth;
- 3) Educational Qualifications showing the details of subjects studied, year of passing and University/Institution;
- 4) Period of training indicating the nature of training and name(s) of the Institution(s) from which such training was received;
- 5) Experience in detail, indicating the period, nature of work, designation, salary drawn, etc., under different employers, chronologically;
- 6) Minimum salary and joining time required;
- 7) Any other relevant information that the candidates are required to furnish/would like to give.

22.8 Applications should be accompanied with copies of certificates and testimonials attested by a Gazetted Officer or an officer not below the rank of Tahsildar or Head Master of a School or Principal of a College in support of the qualifications, experience, etc., or photostat/xerox copies of originals.

22.9 Candidates who are employed in Government/Semi-Government/PSUs should apply through their employers. If under unavoidable circumstances, advance copies of applications are entertained, the individual concerned should not be interviewed unless he produces a NO OBJECTION CERTIFICATE from his present employer.

### **23. AGE, EXPERIENCE AND EDUCATIONAL QUALIFICATIONS FOR DIRECT RECRUITMENT:**

Age, experience and educational qualifications for various grades/scales of pay in the case of direct recruitment, are indicated in Annexures-II A&B and III A&B. The post graduates are entitled to additional marks against experience treating the duration of the post graduate course as experience, subject to a maximum of two years. Also one additional mark for every additional year of job experience over and above the minimum number of years prescribed in the line may be given.

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**Authority***PC.No.25/2003**Dt.13-12-2003**(Para – XIV)**The maximum age limit for recruitment is 45 Years.**CMD is empowered to relax age upto 5 years i.e.**upto the maximum age of 50 years.***AGE RELAXATIONS FOR RECRUITMENT TO POSTS:**

24.1 The prescribed age limits for various categories of posts may be relaxed in favour of migrants from East Pakistan (Bangladesh) and repatriates from Burma, Ceylon (Sri Lanka), East African countries and Vietnam and Ex-servicemen, displaced Goldsmiths, Physically Handicapped persons and Scheduled Castes/Scheduled Tribes and in accordance with the orders issued by the Head Office from time to time.

24.2 In the case of displaced persons from the erstwhile East Pakistan (Bangladesh) repatriates of Indian origin from Burma, Sri Lanka, repatriates from East African countries and Vietnam, the upper age limit is relaxed by 3 years for appointments based on open Competitive examinations (i.e Management Trainees) and upto 45 years of age in other cases, subject to production of certificates from the prescribed authorities.

24.3 In the case of persons of Indian origin who were employed in Government Service in east African countries of Kenya/Uganda/Tanzania (formerly Tanganyika and Zanzibar) who migrated to India due to constitutional changes, when considered for employment through the Employment Exchanges, no age restriction is to be imposed, subject to production of certificates from the prescribed authorities.

24.4 In the case of appointments to reserved vacancies, every ex-servicemen who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment/employment by more than 3 years, he is deemed to satisfy the condition regarding the age limit. For appointment to posts in Group-E (WG-7) and below disabled ex-servicemen would be eligible for relaxation upto 45 years of age. In the case of Ex-servicemen/Commissioned Officers/Emergency Commissioned Officers/ Short Service Commissioned Officers who have rendered atleast five years military service and have been released on completion of assignments (including those whose assignment is due to be completed within the next six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to

military service or on invalidment, are eligible for relaxation of the upper age limit upto 5 years for selection as Management Trainees, based on All India Open Competitive Examinations.

24.5 In the case of Physically Handicapped personnel the upper age limit is relaxable in their favour by 10 years for recruitment to posts in Group-E (Now WG-7) and below.

24.6 In the case of candidates belonging to Scheduled Castes and Scheduled Tribes the upper age limit is relaxable upto 5 years both against reserved and unreserved posts.

- Note: i) Relaxation of upper age limit in respect of Ex-servicemen should be confined to initial appointments only;
- ii) The prescribed age limit is relaxable upto 5 years in the case of Orthopaedically Handicapped persons for appointment to posts in Group E (now Wage Group-7) and below.

24.7 The upper age limit in the case of Company employees applying against open selection posts to be relaxed upto 53 years provided they fulfil the minimum requirements of educational qualifications and experience prescribed.

**24.8 RELAXATION OF AGE LIMIT IN FAVOUR OF RESIDENTS OF KASHMIR DIVISION IN THE STATE OF JAMMU & KASHMIR FOR APPOINTMENT IN THE COMPANY:**

***Authority***

- (i) In the case of candidates who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989, the upper age limit is relaxable upto 5 years both against reserved and unreserved posts; provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the rules.
- (ii) Any person intending to avail of the relaxation of age limit shall submit a certificate from

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- (a) the District Magistrate in the Kashmir Division within whose jurisdiction he had ordinarily resided; or
- (b) any other authority designated in this behalf by the Government of Jammu & Kashmir to the effect that he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.

The above amendment which is in line with the OM No. 16/17/90-DPE (GM), dt.17-07-1996 of DPE and forwarded a copy of DOPT Notification No. 15012/7/91-Est.(D), dt. 28-06-1995.

## **25 INTERVIEWS AND TRADE TESTS**

25.1 The Personnel Department will screen the applications received and categorise them into those that satisfy the prescribed minimum educational qualifications and experience and those that do not. The Personnel Department will then prepare a list of candidates who should be called for test/interview in consultation with the Department or Departments in which the vacancies are to be filled. The number of persons to be called for interview should not ordinarily exceed ten times the number of vacancies required to be filled. Annual Confidential Reports for the last three years of all candidates employed in the Government Service/PSUs, who are called for test/interviews should be obtained from the concerned employers and gradations also taken into account for determining the suitability of the candidates for employment in the Company.

Note: Other things being equal, Company employees applying against open selection posts are to be given preference over outsiders.

25.2 Applicants for posts in Group-C (now Wage Group-4) and below (direct labour) have to undergo theoretical and practical tests. The rating sheet to be used for the purpose is at Annexure-IV. Candidates who do not secure the qualifying marks in the theoretical tests are not to be given practical tests.

25.3 Applicants for clerical posts in Group-C (now Wage Group-4) and below will have to undergo written test and/or speed test in Typewriting. The rating sheets to be used for the purpose of assessment is at Annexure-V. The candidates who do not secure qualifying marks in the written test and/or typing test are not to be called for interviews.

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25.4 Applicants for posts of Stenographers, Personal Secretaries and Personal Assistants in the grades ranging from Group-C (now Wage Group-4) to Grade-I will have to undergo prescribed speed test in Shorthand and Typewriting. The rating sheet to be used for the purpose of assessment is the same as at Annexure-V. Candidates who do not secure qualifying marks in the test are not to be called for interview.

Note:

The test in Stenography (Shorthand/Typewriting) is to be deemed as a practical test and concessions/relaxations (to the extent of 10%) are to be extended to Scheduled Caste/Scheduled Tribe candidates, while assessing their suitability for Recruitment/ Promotion as Stenographer/Personal Secretary/Personal Assistant.

*(Relaxation to OBC candidates belonging to Non-creamy Layer w.e.f. 08-09-1993 as per Govt. Guidelines)*

25.5 Candidates specifically declared unfit by Departmental Promotion Committees/ Staff Selection Committees for appointment by Promotion or Open Selection to a Trade or Post are not to be allowed to apply again to the same trade/post in the same or higher group/grade for a period of six months from the date of such rejection.

25.6 The marking system to be followed by the Staff Selection Committee for posts other than those mentioned in Para 25.2 to 25.4 are indicated in Annexure-VI.

**26 RESERVATION OF VACANCIES FOR EMPLOYMENT OF SCHEDULED CASTES, SCHEDULED TRIBES, EX-SERVICE PERSONNEL AND PHYSICALLY HANDICAPPED PERSONNEL (RESERVATION EXTENDED TO OBC NON-CREAMY LAYER W.E.F. 08-09-1993):**

26.1 Vacancies are to be reserved for the appointment of Scheduled castes, Scheduled Tribes, Ex-Servicemen and Physically Handicapped Personnel and special concessions extended to them in accordance with the instructions issued in this regard from time to time by the Head Office.

26.2 Nothing in these rules shall affect the reservations and other concessions required to be provided for the Scheduled Castes and Scheduled

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Tribes and other special categories of personnel in accordance with the orders issued from time to time with the approval of the Board of Directors.

26.3 If adequate number of Scheduled Castes and Scheduled Tribes who have been found suitable based on the relaxed standards of suitability applicable to Scheduled Castes and Scheduled Tribes are not available to fill the reserved vacancies, the Staff Selection Committee/Departmental Promotion Committee may further relax the standards of selection of Scheduled castes/Scheduled Tribes provided they are not found unfit for such appointment.

**Authority**

*Cir.No.BDL/  
04/05/84/C-P&A  
Dt. 10-04-1992*

**Caution :** *In case the false SC/ST certificate*

*holder takes the shelter of Court, the Hon'ble Court may be approached to vacate the stay order, if granted and to finalise the case on top priority to ensure that the person does not continue to avail the benefits meant for SCs/STs. This will ensure that the guilty persons are not only suitably punished but they also face departmental action.*

26.4 “The reservations, concessions for Scheduled Caste, Scheduled Tribes in appointments / Promotions in Public Sector Enterprises as notified in the Presidential Directives vide OM No.6/19/89/BPE(SC/ST Cell) dated 25-04-1991 forwarded by MOD vide their letter no.2168/DS(BDL)/95 dated 22-09-1995 will be applicable and the same shall over rule any other provisions in R&P Rules in this regard”.

(PC No. 23/2008 dt.23.09.2008)

## 27 VERIFICATION OF DATE OF BIRTH

27.1 The Secondary School Leaving Certificate is the accepted document required for verification of date of birth. However, if this document is not available, the candidate should produce a certified extract from the Birth Register of the place in which he was born. If a candidate is not able to produce even certified extract from the Birth Register, the Original of Baptismal Certificate if available, may be considered for verification of the date of birth. If none of these documents are available, the opinion of the Medical Officer of the Company should be obtained as regards the age of the candidate.

27.2 Where the minimum qualification prescribed for posts is below Secondary School Standard, School Leaving Certificate/Transfer Certificate is to be accepted as proof of age.

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27.3 Discharge Certificates from the Army, Navy, Air Force and Certificate of age issued by the Government Departments/Public Sector Undertakings, where the candidates were working, may also be accepted as a proof of age in the absence of Secondary School Leaving Certificate.

[NOTE :

- i) Wherever applicable, the provisions made in the respective Certified Standing Orders will prevail;
- ii) Candidates called for interview are required to bring with them the Original Certificates of their Degrees, Diplomas, etc., in support of their qualifications, experience and age.]

## 28 VERIFICATION OF CHARACTER AND ANTECEDENTS

28.1 Prior verification of character and antecedents should be carried out in respect of candidates selected for appointment to all posts in Grade-I and above (both sensitive and non-sensitive).

28.2 Prior verification is necessary in respect of all posts in Group-E (WG-7) and below, which are required to be filled in the Departments/Shops which have been categorised as 'Sensitive'.

28.3 In so far as personnel selected to posts in the other Departments/Shops, they may be allowed to report for duty, pending verification of their character and antecedents as at present.

28.4 The following departments/shops have been identified as sensitive:

- i) Design & Development, Prototype, Quality Control, all manufacturing and Assembly shops, Computer and Planning Departments;
- ii) Security & Vigilance, Fire Fighting Departments;
- iii) Personal Staff of Managing Director, Wholetime Director (s), General Manager (s) & Additional General Manager (s).

28.5 Whenever a new project is undertaken which is considered as 'sensitive', all posts in this project should be categorised as sensitive and prior

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verification of all the employees, irrespective of the group or category of post, should be done before they are allowed to work on the Project.

**[Note:**

In order to implement the above instructions, the Divisions should draw up panels of candidates who are to be inducted from outside, well in advance for all posts which are required to be filled in the 'sensitive' areas so that prior verification of character and antecedents of such candidates is completed before issue of offer of appointment. However, candidates belonging to Government Departments and other Public Sector Undertakings, whose character and antecedents have already been verified by their previous employer and a confirmation to this effect has been received from them, could be allowed to join, pending re-verification of their character and antecedents. If there is any post which is required to be filled urgently in any of the departments/shops, which have been categorised as sensitive, suitable personnel with requisite qualification and experience and whose character and antecedents have already been verified may be transferred from the non-sensitive areas and action taken to fill the resultant vacancy in the non-sensitive area.

To refer ANNEXURE – XXV-A & B regarding FORMAT and various AUTHORITIES empowered to issue Caste Certificates]

## 29 REVERIFICATION OF CHARACTER AND ANTECEDENTS

29.1 Reverification of character and antecedents is to be carried out once in three years in respect of officers and workmen of the Departments/Offices characterised as sensitive who are engaged in secret work or holding the sensitive appointments and those having secret information having a bearing on National security.

**Note:**

It is not necessary to verify the character and antecedents once again in the case of (a) serving employees of the Company in one Division getting selected for appointment in another Division/Office if the character and antecedents of the individual had been verified earlier, subject to a categorical confirmation to that effect, except where there are special circumstances casting doubts on the character and antecedents of the candidate.]

## 30. PROCEDURE FOR VERIFICATION:

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30.1 Attestation forms duly filled in by the candidate should be sent directly to the District Magistrate/Collector/Deputy Commissioner/ Commissioner of Police or other authorities, in duplicate, at the earliest. Wherever detailed verification is prescribed in the case of Indian Nationals who lived abroad/living abroad for some years, two additional sets of attestation forms should be sent to the Intelligence Bureau also through the Ministry of Defence for verification and report.

30.2 All confirmations in appointments should be effected only after receipt of satisfactory Police Verification Reports on character and antecedents.

30.3 If adverse reports are received from any of the authorities, the services of the individual should be terminated forthwith, without divulging the reasons for termination. Nature of report against the individual, or the substance of the report should not be disclosed under any circumstance.

30.4 Reverification indicated in para 29.1 is to be carried out by the respective Security and Vigilance Departments through the normal State C.I.D. channels, after getting the prescribed forms filled in by the concerned employees. If any adverse report is received from the Police Authorities in respect of any employee, the Chief of Security and Vigilance at the Head Office may be consulted before taking further action in the matter.

**Authority**

1.IDN No.BDL/  
04/51/001/C-P&A  
Dt.10-05-1999  
2. OM No.18011/  
2(s)99-Estt(B)  
Dt.12-04-1999 of  
Ministry of Pers.,  
PG & Pension,  
GOI

1. *Verification of character and antecedents should at all times be treated as "Secret" and even in cases where it may become necessary to terminate the services of an employee on account of adverse report.*

2. *The action is being taken on the result of a police report should not be divulged to the employee, nor should the nature or substance on the report received from the police, or any other authority, be communicated to him under any circumstances.*

3. It is the duty of the officer, to whom the reports are addressed, to ensure that the secrecy of these reports is maintained and they are, therefore, handled these reports with due and proper care to avoid any leakage of information contained in the verification reports.

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4. Whenever any leakage is brought to the notice, the matter should be inquired into thoroughly to fix the responsibility for such leakage following which strict action should be taken against the person concerned.

### **31 MEDICAL EXAMINATION**

31.1 No individual will be appointed unless he is medically examined by an authorised medical attendant of the Company or by any other authority who may be prescribed by the Competent Appointing Authority. The certificate of medical fitness as per the Medical Examination standards (listed in Appendix-I of Annexure-VII) prescribed for appointments in the Company will be in the form at Annexure-VII.

31.2 The employees who are required to undergo medical examination at periodical intervals under an statutory provision or otherwise and whose general health is a concern to workmen in general, are to be examined as per the general conditions laid down in Parts-II & III of Appendix-I of Annexure-VII.

#### **31.3 Medical Examination of Physically Handicapped Personnel**

(i) Physically Handicapped personnel are not to be subjected to the usual medical examination. Instead, a report is to be obtained from the Medical Board attached to the Special Employment Exchange for Physically Handicapped.

(ii) Physically Handicapped personnel who are otherwise qualified to hold clerical posts and are certified as being unable to type, by the Medical Board, are to be exempted from typing qualification.

### **32 APPOINTMENT**

32.1 Candidates who are selected for appointment to permanent posts will be issued with a letter proposing to offer the post or offering the post in the form at Annexure-VIII A to D. If they accept the appointment offer they are to reply in the form at Annexure-IX A to C confirming their acceptance of the offer.

32.2 Candidates found fit and selected for appointment to a particular grade/wage group, but cannot be offered appointment for that post may be appointed to posts in lower grade/wage group, if so recommended by the Selection Committee, subject to the following conditions:-

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- a) The post in the lower grade/wage group, to which such a candidate is proposed to be appointed was also advertised, but no one was found suitable for appointment;
- b) The candidate is suitable for appointment to the post in the lower grade/wage group;
- c) The candidate has no objection to accept such appointment in the lower grade/wage group.

### **33 TRAVELLING ALLOWANCE FOR JOINING DUTY ON FRESH APPOINTMENT**

33.1 Persons joining duty on fresh appointment in the Company from Central/State Government/Public Sector Undertakings will be paid travelling expenses, daily allowance for journey time for self and members of their family and cost of transportation of personal effects as admissible under the Travelling Allowance Rules of the Company according to the grade and pay offered in the Company.

33.2 In the case of other persons joining the Company on fresh appointment, they will be paid train-fare for self and members of their family as per the entitled class governing the grade and pay offered in the Company. In addition, excess baggage allowance equal to the free baggage given by the carrier will also be admissible. However, where a fresh appointee who has availed himself of the benefit under this rule resigns within one year of his joining duty in the Company, he will be liable to refund the entire amount received by him from the Company.

### **34 FIXATION OF PAY ON APPOINTMENT**

34.1 Ordinarily, a candidate is to be appointed only at the minimum of the scale of pay of the post to which he is found fit. But, if the Selection Committee so recommends, a candidate may be given upto five advance increments in the scale of pay of the post to which he is to be appointed in the following circumstances:-

- a) Where a candidate is highly qualified and possesses long experience of the type required for the post;

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- b) Where a candidate is already drawing an equal or higher salary than the minimum of the grade/group, for which he has been selected;
- c) Where a candidate has to forego various benefits accruing to him from his present job/employment to accept the job offered by the Company and
- d) Where a candidate's performance in the interview is of a higher order.

34.2 The pay in respect of Ex-servicemen/re-employed pensioners, deputationists permanently absorbed and those appointed with lien on their posts in the parent department or organisation, Emergency Commissioned Officers and Short Service Commissioned Officers appointed in the Company is to be fixed in accordance with the rules/procedure laid down for the purpose.

34.3 No advance increments shall be granted to the Company employees selected for appointment against open selection posts. Their pay on such selection and appointment shall be fixed in accordance with the rules laid down for fixation of pay on promotion.

### **35 COMPOSITION OF THE STAFF SELECTION COMMITTEES**

35.1 The Composition of the Staff Selection Committees for the various posts will be as indicated in Annexure-X.

35.2 Once applications against Open Selection/Advertisements notifications are forwarded, requests for retention of officers in the respective Divisions in the event of selection for the post applied for will not be entertained.

### **36 PROBATION AND CONFIRMATION**

*(For details - to be read with PC No.14/95 dt.14.06.1995, given at ANNEXURE – XXVIII)*

36.1 All employees recruited against permanent posts are to be appointed on probation for a period of six months in the case of appointments to posts in Wage Group-E (now WG-7) and below and for a period of twelve months in the case of appointments to posts in Grade-I and above. If the candidate does not acquire the standards required of him or his conduct and work are considered unsatisfactory during the period of probation, he is liable to be discharged

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either during the period of probation or at the end of probation. However, at the discretion of the appointing authority, the period of probation may be extended. The reasons for extending the period of probation are to be communicated to the employee concerned in writing. The employee will be treated as on probation till he is confirmed or discharged. The employee is deemed as confirmed in his post, only if he is intimated to that effect in writing.

36.2 During the period of probation, employees are to be watched for their ability, conduct and attendance and monthly progress reports are to be maintained by the concerned Departmental Head or an officer authorised by him. At the end of the probation period, the Departmental Head will send to the Personnel Department, a report in the Probationary Rating Sheet in the form at Annexure-XI (in the Confidential Report Forms for officers in Grade-I and above). Suitability of the employee/officer for confirmation is to be determined on the basis of these detailed reports prepared in the form of Confidential Reports of the appropriate grade/group.

**NOTE:**

- (a) In the case of officers in Grade-I and above the period of probation is to be closely watched and monitored by the appropriate Initiating, Reviewing and Senior Reviewing Officers. Deficiencies found, if any, should be communicated in writing to the probationer concerned and this should be indicated in the Sixth/Eleventh monthly probationary reports;
- (b) If the performance of the probationer is not found to be satisfactory in spite of intimating the deficiencies noticed in writing, his services should be terminated if he was appointed from open market and reverted to the lower post if he had been a Company employee appointed/promoted to the present post. However, in exceptional cases, the Competent authority may consider extending the probationary period and then decide the question of confirmation of the employee in the present post on the basis of his performance during the extended period of probation. If at the end of such extended period, the employee's performance is still found to be unsatisfactory, his services may be terminated and in the case of workmen after following the procedure laid down for retrenchment in accordance with the provisions of Industrial Disputes Act, if appointed from Open Market. In case he had been a Company employee appointed to the promotion post, he should be reverted to his lower post;

- (c) Probationer not found suitable for the job to which he was appointed/promoted should not be transferred laterally to another job in the same grade on that reason;
- (d) In the cases where the period of probation is extended, the officer whose probation has been extended will lose the seniority by a period equivalent to the period the probation was extended. The due date of increment will also be postponed in the event of extension of probation period. The due date of increment thereafter will be reckoned with reference to the actual date of confirmation;
- (e) However, cases of officers who are unable to perform duties during their probation satisfactorily, on account of long sickness/deputation/study leave will be considered on merits individually;
- (f) In case an officer on probation is charge sheeted or a CBI case is registered against him during probationary period, he should be reverted to the lower grade from which he was appointed/promoted. Restoration to the higher grade may be considered, only if he is exonerated of the charges levelled against him. The CBI registers a complaint against individuals on receipt of complaints from any source. The complaint is registered as First Information Report by the CBI, which later conducts investigation into the allegations. If a prima facie case is made out, then the CBI converts the First Information Report into a regular case. Thereafter, the CBI launches prosecution against the suspect individual in a Court of Law or recommends to the Management to take up departmental action, depending upon the strength of evidence collected during the investigations. If no prima-facie case is made out during the investigations, the CBI does not register the case as Regular Case and drops further action. Therefore, action should be taken only in respect of an officer against whom a case is registered by the CBI as a Regular case or the officer is charge-sheeted by the Management either on the recommendations of the CBI or otherwise.

36.3 The authorities competent to approve confirmation of employees appointed/ promoted on probation are given below:

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Categories of employees on probation		Competent authority who is authorised to approve confirmation.
Grade-I	& below	Additional General Managers.
Grade-III	& below	General Managers in their respective departments.
Grade-IV	& below	Director (Technical) Director (Finance) and Director (Production)
Grade-VIII	& below	Managing Director

**(NOTE:** Also, to be read with the provision of Delegation of Powers list)

### 37 TERMINATION OF PERMANENT EMPLOYMENT:

37.1 The services of employees recruited against permanent posts and confirmed can be terminated on three months notice. If the notice falls short of three months, the employees are to be paid basic pay, for the period by which the notice falls short of the prescribed period of notice (in the case of Officers in Grade-I and above, Basic Pay and Dearness Allowance is to be paid).

37.2 Other employees not covered by the above, will be covered by the Certified Standing Orders or other rules applicable to them.

**(NOTE :** To be read with the clarifications/amendments mentioned under NOTE at Rule-38.1 below)

### 38 RESIGNATION

38.1 A permanent employee may resign from the services of the Company by giving three months' notice or paying the Company the basis pay (Basic Pay plus Dearness Allowance in the case of Officers in Grade-I and above) for the period by which the letter of resignation falls short of the notice period of three months. In respect of employees covered under the Certified Standing Orders, resignation of such employees will be governed by the provisions of the

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respective Standing Orders. However, the Management reserves the right not to accept the resignation of Executives if the circumstances so warrant.

**[NOTE :***The Rules at para- 37.2 and 38.1 are to be read with the following clarifications/amendments :*

**Authority**

PC No.25/2003

Dt. 13-12-2003

(Para-XI)

**Rule-37.2 and 38.1 - Notice period for resignation of Non-Executives :**

*One month notice period on either side for resignation or payment of one month Basic Pay in lieu of notice in case of Non-Executives. In case of shortage of the notice period proportionate payment will be recovered paid by the employee. Management reserves the right to accept or not to accept resignation of Non-Executives depending upon the circumstances so warrant.*

38.2 The Managing Director may waive at his discretion the period of notice of resignation and/or allow adjustment of Vacation Leave at the Credit of the employee.

38.3 The employees on probation not covered under the Standing Orders may resign by giving 15 days' notice or paying 15 days' basic pay in lieu thereof.

38.4 In the event of an Officer in Grade-I and above, giving notice to terminate the contract of appointment in terms of this clause, the Company will have the option to accept the termination/resignation with immediate effect or from any day prior to the date of expiry of the notice period. In such cases the Officer concerned will be paid salary only for the period for which he has actually worked.

38.5 While resignations of Officers upto and including Grade-VI are to be approved by the Managing Director, the Functional Directors are empowered to accept resignations of Officers upto and including Grade-IV, and the General Managers and Additional General Managers are empowered to accept resignations of employees upto and including Grade-III and Grade-I respectively.

38.6 The employees who have resigned from the services of the Company are not normally to be re-appointed. However, there is no objection to consider selectively and on merit re-employment of personnel who had resigned from the services of the Company for prosecuting higher studies or for other bonafide reasons to posts remaining vacant for want of suitable personnel for

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promotion, i.e., where there is no valid promotion panel nor is there any person becoming eligible for promotion to the post/grade in question during the financial year. Should these conditions be satisfied, personnel for re-employment shall be interviewed by a duly constituted Selection Board. Such personnel may also be considered for appointment against open selection advertisements. An employee who has resigned from the services of the Company should not normally be re-employed to posts in grades higher than the one to which his erstwhile colleagues have been promoted.

### 39 TEMPORARY APPOINTMENTS

39.1 Individuals selected for appointment to temporary posts are to be issued with an offer of appointment in Annexure-XII-A to G offering the temporary post. Their confirmation will be subject to the posts to which they are appointed being made permanent. The services of employees appointed against temporary posts can be terminated on 45 days notice or payment in lieu thereof. If the notice falls short of 45 days, the employee is to be paid basic pay for the period by which the notice falls short of the prescribed period of notice (in the case of Officers in Grade-I and above Basic pay plus Dearness Allowance is to be paid). If the employee wishes to resign from the services of the Company, he has to give 45 days notice or pay to the Company basic pay (Basic Pay plus Dearness Allowance in case of officers in Grade-I and above) for the period by which the letter of resignation falls short of the period of 45 days. However, Management reserves the right not to accept resignation of executives, if circumstances so warrant.

**(NOTE :** *The Rules at para- 39 .1 are to be read with the following Amendments:*

**Authority**  
PC No.25/2003  
Dt.13-12-2003  
(Para-XII)

**Notice period for temporary employment :**

*One month notice period for resignation or payment of one month Basic Pay in lieu of notice period for Non-Executives.*

*One month notice period for resignation or payment of one month Basic Pay plus DA in lieu of notice period for Executives.*

### 40 SENIORITY

40.1 Seniority of persons appointed by Direct Recruitment as well as Promotion is to be determined with reference to the date of their joining the

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post for which they are selected. If two persons join, on the same day, one in the forenoon and the other in the afternoon, the one who joined in the forenoon becomes senior. If one or more persons join the same grade on the same forenoon or afternoon, their inter-se-seniority is to be fixed as follows:-

- (a) On the basis of the marks awarded by the Selection Committee, if the selection was made by Direct recruitment;
- (b) In the case of personnel promoted by Departmental Promotion in the same discipline, seniority will be fixed with reference to their inter-se-seniority in the grade from which they were promoted;
- (c) In the order in which the names of the selected employees are arranged by the Departmental Promotion Committee, if the appointment is by promotion to posts in Grade-I and below.

Note: 1. In the cases referred to at (a) above, the inter-se-seniority of persons who have secured the same number of marks is to be determined with reference to their age, the older being senior to the younger.

2. Between employees appointed to the same grade by direct recruitment and by promotion on the same forenoon/afternoon of the same date, those appointed by promotion are to be deemed senior to those appointed by direct recruitment.

3. The inter-se-seniority of employees promoted by Departmental Promotion Committee to Grade-II & above is to be reckoned from the effective date indicated in the orders or from the forenoon of the date of issue of orders by the Competent Authority. However, where the assumption of charge of the post to which an officer is promoted is delayed for more than one month for reasons attributable to the officer, his seniority is to be reckoned only from the date on which he assumes charge of the post.

4. For purposes of probation and salary in the higher posts, the promotion will be deemed to be effective from the date of actual assumption of charge of the higher post.

5. Seniority lists Grade-wise are to be drawn up and maintained upto-date. Any employee who is aggrieved with the seniority assigned to him

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is entitled to appeal to the Appointing Authority through proper channel. In preparing such rosters, names of officers on deputation and officers on contract will be shown distinctly.

6. Seniority of employees transferred from one trade to another in the same group at the request of the employee, will be reckoned from the date of his appointment to the new trade. This should be made clear to the employee and an undertaking obtained.

7. Seniority of employees transferred by the Management on its own from one trade to another in the same group, will remain unaltered, i.e. will be protected.

8. All appointments to new trades either at the instance of the Management or at the request of the employee should be effected only against direct recruitment quota of posts.

9. Seniority of employees in Grade-II and below transferred at their request from one Division/Unit to the other on as-is-basis will be reckoned from the date of reporting at the new Division/Unit for all purposes including allotment of quarters, except time scale promotion.

**10. Fixation of Seniority of Officers on deputation:**

The seniority of the deputationists in the post in which he is absorbed is to be reckoned from the date on which he was appointed to that post or that grade on deputation. Where, however, any such officer is absorbed in a grade higher than that in which he was on deputation, his seniority in the higher grade is to be reckoned from the date of his absorption in the Company. The seniority of officers on deputation who are appointed to posts in the higher grade on an officiating basis, is to be reckoned with effect from the date on which they are appointed to posts in the higher grade by the Competent Authority and not from the date on which they are appointed to posts in the higher grade on an officiating basis.

**11 Seniority on reversion/demotion:**

11.1 The seniority of an employee demoted/reverted to the lower grade/group shall, in the case of an employee directly recruited to the higher grade/group, be reckoned from the date of his appointment to the higher grade/group and in the case of an employee promoted/appointed



to the higher grade/group from the lower grade/group from the date of his original appointment to the lower grade/group to which he has subsequently been demoted.

11.2 If such a demoted/reverted employee is subsequently promoted/appointed to the grade/group from which he was demoted, the service rendered by the employee in the grade/group prior to reversion/demotion shall be taken into account while fixing his seniority in the higher grade/group after such promotion/appointment.

#### 41 **PRINCIPLES GOVERNING PROMOTIONS FROM GROUP-B TO F (WG-1 TO WG-10) AND GRADE-I**

##### 41.1 **Eligibility:**

An employee will be eligible to be considered for promotion only if he has rendered –

- (a) a minimum of 2 years service in the immediate lower group, except for promotion from Group E/F (WG7 to WG-10) to Grade I.

*(NOTE : However, the Board of Directors in its 104<sup>th</sup> Meeting held on 28-12-1993 accorded approval for enhancement of minimum service required to 3 years (against existing 2 years as in Rule – 41.1 (a))*

- (b) deleted - Viz., the eligibility period for promotion from Group-E/F (now WG-7 to WG-10) to Grade-I will be 3 years.

**41.2 Criteria for promotions :** The criteria for promotions to these Groups (Wage Group)/Grades will be seniority subject to suitability, except for promotion from Group E/F(WG-7 to WG-10) to Grade-I which will be entirely based on merit.

*(NOTE : To be read with Rule – 14 as amended vide PC No.36/98 dt. 14-11-1988)*

##### 41.3 **Educational qualifications and experience:**

For promotion, the educational qualification prescribed for the various posts in Column-3 to 7 of Annexures-II A and B, Column 2 of Annexures-III A and B will be relaxed to the extent indicated in Annexures concerned, if the employee has the prescribed period of experience.

##### 41.4 **Age**

Employees who have attained the age of superannuation and those who are on extension of service are not to be considered for promotion.

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### 41.5 Procedure

*(To be read with the Career Plan announced/notified vide PC No.10/95 dt.04-04-1995 which was a part of 1992 Wage Agreement, given at Annexure-XXIX)*

Posts falling vacant and due to be filled by promotion will be notified giving educational qualifications and experience laid down for the post and the extent to which these will be relaxed for promotion, and inviting applications from eligible employees in the next lower group, who have rendered the requisite qualifying service (minimum period of service prescribed) in that group and who have the requisite qualifications and experience for discharging the duties of the higher post. The applications received will be screened by the Personnel Department and particulars of the employees eligible to be considered for promotion will be submitted to the Departmental Promotion Committee together with complete service particulars and confidential reports of the employees concerned. In this list, names of the employees will be arranged in the order of their seniority.

41.6 The Departmental Promotion Committee will assess the suitability of the employees for promotion in the following manner:

- (a) Suitability for promotion is to be determined on the basis of a practical/ written test followed by interview. Practical Test/Written Tests should invariably be prescribed for promotion to posts in Grade-I and below except where such tests are not considered feasible in view of the peculiarities of the job requirements of the post;

Note: Written tests should be conducted for all posts in Grade-I filled by promotion of workmen in Group –E and Group –F (Wage Group-7, 8, 9 & 10 w.e.f. 1-1-1992). Question paper will be in two parts one relating to functional aspects of work and the other relating to organisational and administrative aspects of work as given below:-

PART-I: (i) Two questions relating to the specific area or areas of the specialisation/ trade concerned (20) marks each;

(ii) One question relating to basic supervisory functions / responsibilities of supervisor (20 marks).

PART-II: (i) One question relating to BDL's Organisational structure, its divisions and products (10 marks);

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- (ii) One question relating to basic BDL rules such as Leave Rules, Standing Orders including procedure for taking disciplinary action (15 marks);
- (iii) One question relating to the provisions of the Factories Act and Safety Regulations that supervisors should be familiar with (15 marks).
- (b) Only candidates who secure 50% and above marks in the written/practical tests are to be called for interview;
- (c) The marking system to be followed by the Departmental Promotion Committee is at Annexure-XIII. If the promotion is to be effected without practical test/written tests, the marking sheet at Annexure-XIV is to be followed;
- (d) In order to qualify for promotion, an employee should secure 50% marks in the practical test/written test and 12 out of 25 marks in the interview and 50% of the total marks in the aggregate;
- (e) The names of the employees who qualify for promotion on the above basis are then to be arranged in the order of their inter-se-seniority and promotions are to be effected in that order.

## NOTE

### Authority

PC No.25/2003

Dt.13-12-2003

(Para-VII)

### **Non- Executives DPCs :**

- *The existing procedure of conducting DPCs for Non-Executives upto WG-4 to WG-5 will continue.*

- *From WG-5 to WG-6 upto WG-9 to WG-10 DPCs will be based on Assessment Committees recommendations.*

*However, for Non-Executives to Grade – I, the existing practice will continue, i.e. there will be written/practical tests and interview.*

41.7 The procedure laid down at Rule-43.8(a) and (b) applicable to Executives is also applicable to non-executives in case of

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Minor/Major punishments which involves a reduction of the pay to a lower stage of the time scale.

(**Authority** : PC No.06.2006 dt.30.01.2006)

## 42 PROMOTIONS TO POSTS IN GRADE-II & ABOVE:

42.1 The Officers who fulfill the following conditions will be considered for promotion by Departmental Promotion Committee:

(a) Should possess educational qualifications prescribed for promotion as per the Recruitment & Promotion Rules;

**Authority**  
PC No.25/2003  
Dt.12-12.2003  
(Para-V)

*(b) Should have been confirmed in the existing grade and should complete Minimum three years of service in the existing grade to become eligible for DPC for next higher grade.*

### NOTE:

1) Only personnel possessing University Degree with professional qualification are to be considered for recruitment for posts in the Non-Technical disciplines. Professional qualifications recognised for this purpose are indicated in Annexure-XXIV. However, employees possessing Degree of a recognised University without professional qualification will continue to be eligible for being considered for promotion to posts in Grade-I and above in the Non-Technical disciplines.

**Authority**  
PC.No.13/2004  
Dt.26-07-2004

### **2) Eligibility Criteria for promotion for Grade- VII and Grade-IX.**

*The Board of Directors of the Company in 152<sup>nd</sup> meeting held on 30-06-2004 have agreed to replace the present eligibility criteria of 3 years service for promotion for Grade-VIII and IX by a modified one as one time measure to be applicable for the years 2004 and 2005 only. The modified eligibility criteria is as follows :*

a) *The Executives should have served for a minimum of 3 years in the Grade –VII to be eligible for promotion to Grade-VIII or the Executive*



*should have served for a minimum of 7 years of service in Grade-VI & Grade-VII of which at least one year in Grade-VII to be eligible for promotion to Grade-VIII.*

- b) *The Executives should have served for a minimum of 3 years in the Grade-VIII to be eligible for promotion to Grade-IX or the Executives should have served for a minimum of 7 years in Grade-VII & Grade-VIII of which at least one year in Grade-VIII to be eligible for promotion to Grade-IX.*

*From 2006 onwards the existing rule of minimum 3 years service will continue.*

42.2 In order to ensure that movement of personnel from middle management to senior managerial cadre is restricted to those with proven competence and positive potential for career advancement, personnel whose performance has been mediocre will not be considered for promotion to posts from Grade-IV to Grade-V and above.

#### 43 PROCEDURE FOR PROMOTION TO POSTS IN GRADE-II AND ABOVE

43.1 For all disciplines, interviews will be conducted by Departmental Promotion Committee.

43.2 No Departmental or vigilance enquiry or CBI case should be pending against the Officer being considered for promotion. If any Departmental or vigilance enquiry or CBI case is pending, he will be promoted or will be considered for promotion by the Departmental Promotion Committee only after he is exonerated of the charges.

##### **Authority**

PC.No.25/2003

Dt.13-12-2003

(Para-X)

##### **Amendment to Rule 43.2**

*Sealed Cover Procedure : The procedure and amendments from time to time as laid down in DOPT Lr. No.22011/4/91-Estt(A), dated 14-09-1992 will be followed.*

NOTE : 1. Procedure of sealed cover in DPC was notified vide Circular No.BDL/C-P&A-PLG&ED/2002 dt.11-11-2002.

2. DoPT's OM dt.14-09-1992 and BDL's Circular dt.11-11-2002 are given at Annexures-XXVI-A & XXVI-B

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43.3 The criteria for promotion will be merit. Suitability of the officer for promotion will be determined by the Departmental Promotion Committee with reference to seniority, qualification, experience, performance as reflected in the Confidential Reports and the performance at the interview. (Annexure-XV and XVI).

<p><b>Authority</b> PC No.25/2003 Dt. 13-12-2003 (Para – VIII)</p>	<p><b>(NOTE : Executives DPCs :</b></p> <ul style="list-style-type: none"> <li>- Grade I to II existing procedure will continue</li> <li>- Grade II to III and Grade III to IV, DPCs will be based on Assessment Committees recommendations.</li> <li>- Grade V and above, the existing practice will continue</li> </ul>
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43.4 The names of the employees declared fit for promotion by the Departmental Promotion Committee will be arranged in the order of their inter-se-seniority.

43.5 Officers refusing to move on transfer on promotion for the first time will be debarred from being considered for promotion for a period of one year from the date of such refusal. If the officer refuses to move on transfer on promotion for the second time, he will be debarred for two years. Promotion of such Officers will not be automatic after the expiry of one/two years as the case may be and they will have to be considered and assessed afresh by the Departmental Promotion Committee.

43.6 If an officer is on study leave or training within the country or abroad, his case for promotion will be considered on his return from study leave or training and if found suitable for promotion, he will be allowed ante-dated seniority without arrears of pay where necessary, i.e. from the date on which his junior was promoted in the respective discipline.

<p>Authority PC.No.25/2003 Dt.13-12-2003 (Para-VI)</p>	<p><b>43.7</b> <i>In order to conduct DPCs to fill up the proposed vacancies, the following procedure will be adopted :</i></p>
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*(a) The cut-off date of DPC is 31<sup>st</sup> August and effective dte of promotion for lal Executives is 1<sup>st</sup> September. In case of DPCs are conducted after the effective*

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*date due to administrative reasons, promotions shall be given notionally from 1<sup>st</sup> September of respective DPC year and the financial benefit will be given prospectively from the date of promotion order.*

*(Authority : PC No.9/2006 dt.26-03-2006)*

*(b) A circular will be issued indicating the proposed date of interview of DPC at least Ten days in advance.*

*(c) The number of Vacancies proposed to be filled will be notified.*

*(d) The list of eligible candidates as on cut off date will be displayed on the Notice Boards and also circulated to all the Divisional Heads/Divisional P&As for information of all concerned.*

*(e) All eligible candidates will be called for DPC without seeking applications.*

*43.8 (a) (w.e.f. 18-01-2005)*

**Authority**

*PC No.03/2005*

*Dt. 18-01-2005*

The disciplinary authority while imposing the penalty of reduction to a lower stage in the time scale on an employee of the Company should indicate:

- i) The date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative;
- ii) The stage in the time scale (in terms of rupees) to which the employee is reduced; and
- iii) The extent (in terms of years and months) if any, to which the period referred to at item (i) above should operate to postpone future increments.

It should be noted that reduction to a lower stage in the time scale is not permissible for an unspecified period or as a permanent measure. Also when an employee of the Company is reduced to a particular stage, his pay will remain constant at the stage for the entire period of reduction. The period to be specified under (iii) should in no case exceeds the period specified under (i).

*43.8 (b) (w.e.f. 18-01-2005)*

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**Authority***PC No.03/2005**Dt. 18-01-2005*

The employees, who have been awarded with minor / major punishment which involves a reduction of pay to the lower stage of the time scale shall be eligible to be considered for assessment for promotion by the DPC as and when occasion arises for such assessment after the imposition of punishment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the officer and the fact of imposition of the penalty, he should be considered suitably for promotion. However, even where the DPC considers that despite the penalty, the officer is suitable for promotion, the officer should not be actually promoted during the currency of the penalty.

This supersedes all the circulars issued earlier on the subject.

(NOTE : The new Rule 43.8 introduced vide PC No.12/2004 dt.24-07-2004 has been replaced by the above Rules)

**44. COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE:**

The composition of Departmental Promotion Committee for various posts is given in Annexure-XVII.

**45. GRANT OF PERSONAL SCALES OF PAY TO OFFICERS IN *GRADE-II TO VI* NOT POSSESSING REQUISITE EDUCATIONAL QUALIFICATIONS FOR PROMOTIONS: (w.e.f 01-07-1991)**

**Authority***PC.No.29/91**Dt.08-08-1991*

45.1 Every year on a selective basis, higher scales of pay may be granted to a limited number (maximum of six only) of officers in **Grade-II to VI**, who do not possess the requisite minimum educational qualifications prescribed for promotion, as personal to them in their existing posts, subjects to the following conditions:-

- (a) they should not be of less than 45 years of age;



- (b) they should not possess the prescribed minimum educational qualification for promotion to the next higher post;
- (c) they should have put in a minimum of 4 years of service in their existing grade;
- (d) they should have been graded as at least 'ABOVE AVERAGE' in the Annual Confidential Reports consistently during the last 3 years;
- (e) this benefit should be admitted only once during the career of the officer;
- (f) the Management may at its discretion revert the Officer who was granted the higher scale of pay as personal to him to the lower scale of pay, if the officer does not maintain the requisite standards of performance on the job;
- (g) the officer granted higher scale of pay as personal to him will continue to hold the post in the lower scale which he was holding prior to grant of higher scale of pay on a personal basis and will enjoy all the benefits applicable to the higher scale including seniority.

**PROCEDURE:**

45.2 Employees fulfilling the conditions of eligibility are called for interview by the Departmental Promotion Committee. Based on their performance on the job as reflected in their Confidential Reports and their performance at the interview, the Departmental Promotion Committee will select the Officers who are considered meritorious enough to be granted the next higher scale of pay as personal to them. The names of officers cleared by the Departmental Promotion Committee for grant of higher pay scale as personal to them under this procedure would be interpolated in the select list for promotion in the concerned discipline. Orders of promotion will be issued granting them higher scales of pay when the officer junior to him in the select list is to be promoted to the higher grade on a regular basis.

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**NOTE****GRANT OF PERSONAL SCALES****Authority***BDL/C-P&A/**Plg & ED**Dt.09-10-1995*

*Personal Scales have been awarded to executives other than those possessing ITI or equivalent qualifications in the last two Departmental Promotions Series, where :*

- (a) The present assignment of the executive does not permit further growth; or*
- (b) The contribution of the executives in the present grade does not merit promotion.*

*In the both the cases, the executive cannot aspire for further promotion, unless, there is a change of assignment or significant contribution made by the executive in the subsequent period of not less than two years.*

*As a special case, it has been decided that the executives who have been granted personal scale will be allowed to use the designation of the higher grade. However, they will be reckoned against the grade in which they were working before the grant of personal grade.*

*Also, the services rendered by the executives will be counted as service in the lower grade only and if there is a change either in assignment or contribution of not less than two years' duration, then the executive would be permitted to participate once again in the selection process for promotion to higher grade.*

**46. GENERAL CONDITIONS FOR ALL PROMOTIONS:**

46.1 The Committee will draw up a panel of selected candidates in the order of merit/seniority, as the case may be. These select panels (by direct recruitment/ promotion) are valid for a period of one year from the date of the meeting of the Selection Committee and not from the date of approval of the recommendations of the Selection Committee by the Appointing Authority.

46.2 Although the Appointing Authority will, as a rule, pay due regard to the recommendations of the Departmental Promotion Committee/ Selection Committee, the Committees are purely advisory bodies and the responsibilities for granting promotions and making appointments are that of the Appointing Authority only.

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**NOTE**

*Authority  
Approval of  
the Board in  
its 119<sup>th</sup> meeting  
held on 25-09-1996  
(item-4)*

*The Board of Directors has authorized CMD to extend the validity of selection panels in respect of posts in Grade-VII and below subject to the condition that the period revalidation will not extend six months beyond the original period of one year.*

**47. APPEALS**

47.1 Non-selection to a post, promotion to which is by merit is not appealable. Any employee who is aggrieved by an order of promotion to a post, promotion to which is by seniority, on the ground that he has been superseded, may appeal through the Appointing Authority to the next higher authority. While forwarding the appeal, the Appointing Authority will enter a separate note giving reasons why the decision was taken. The appeal should be routed through the Personnel Department, which will enter their comments. The decision taken by the authority higher to the Appointing Authority will be communicated to the employee concerned through the Personnel Department. Reasons for rejecting the appeal should be communicated in brief to the employee.

**48 PROBATION ON PROMOTION**

48.1 Every employee promoted to higher grade either by Departmental Promotion Committee or against Open Selection will be on probation in that group/grade for a period of 6 months (12 months in the case of promotion/appointment to posts in Grade-I and above) from the date of appointment and is liable to be reverted to his original grade, if found unsuitable. The period of his probation can be extended by the Appointing Authority at his discretion. All other provisions contained in para-36.1 and 36.2 will apply equally for probation on promotion/appointment. The competent authorities to approve confirmations are indicated in para-36.3. (To be read with Annexure XXVIII).

**49 FIXATION OF PAY ON PROMOTION**

(Also to refer PART – IV of the MANUAL)

49.1 The pay of an employee promoted from a lower post to a higher post will be fixed in the scale of pay of the higher post:

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- (i) at the minimum; or
- (ii) where it is beneficial, at the next stage above the pay arrived at after giving one increment in the scale of pay of the lower post; or
- (iii) at the next higher stage after adding to the maximum an amount equivalent to the last increment in the scale of pay of the lower post, if he has been drawing pay at the maximum of the scale of pay of the lower post.

Note: (i) In the case of employees in Wage Group-E & F (Wage Group-7 to 10), a sum of Rs.220-00 will first be deducted from the pay drawn by the employee in the revised pay scale. This amount will be increased by one notional increment in Wage Group-E & F (Wage Group-7 to 10) as the case may be and the pay in Grade-I will be fixed at a stage next above the amount arrived at as above.

**Authority**

PC.No.29/90

Dt/27-12-1990

49.2 An employee selected for promotion and whose pay is required to be fixed under Rule 49.1 may opt for fixation of pay on promotion as under:

- (a) *His initial pay may be fixed in the higher post as has been stated at Rule 49.1 mentioned above straight away without any further review;*

OR

- (b) *He will draw on promotion as his initial pay the stage of the scale next above his pay in respect of his old post and is refixed in the scale of pay to which he is promoted on the basis of Rule 49.1 on the date of accrual of next increment in the scale of pay of the lower post.*

*If the pay is fixed under (b) above, the next date of increment will fall due on completion of 12 months qualifying service from the date of refixation of pay on the second occasion.*

**Authority**

PC.No.22/2001

Dt/17-09-2001

*Para 49.2 (b) of R & P Rules has been reintroduced in respect of Non-Executives w.e.f 01-01-1997.*



**Authority** 49.3 *The employee should give his option for  
PC.No.29/90 fixation of pay within one month from the date  
Dt/27-12-1990 of promotion. Option once exercised shall be final.*

**NOTE**

(1) *The above amendment shall be effected from 01-01-1990 but fixation will be done as on that date for promotions effected on or after 01-06-1989.*

**Authority** (2) The Staff and Finance Committee of the  
PC No.62/92 Board of Directors in its 9<sup>th</sup> meeting held on  
Dt.20-05-1992 12-05-1992, has accorded approval for making the  
amendment applicable to promotions made during the  
period from 01-04-1989 to 31-05-1989 also. Accordingly, all employee who  
were promoted between 01-04-1989 to 31-05-1989 are also eligible to opt for  
fixation of pay under Rule 49.2(b). However, the effective date for monetary  
benefit in these cases will be 01-01-1991. Pay anomalies arising out of this  
fixation shall not be considered for rectification.

**Authority** (3) This is to clarify that fixation of pay under  
PC No.67/92 Rule 49.2 (b) of Recruitment & Promotion Rules  
Dt. 17-09-1992 are not applicable to the employees (Executives &  
Non-Executives) of BDL appointed/ recruited to higher  
grades/groups through open selection. It is further clarified that the pay of  
such employee will be fixed as per Rule 49.1 of Recruitment & Promotion  
Rules.

**50 REMOVAL OF SALARY DISPARITIES ON PAY FIXATION-  
OFFICERS:**

50.1 In order to remove disparity in pay of senior officers who draw less pay than their junior officers who are promoted at a later date, the pay of the senior officer should be stepped up to equal that of the pay as fixed for the junior officer promoted subsequently. The stepping up should be done with effect from the date of promotion of the junior officer, subject to the following conditions:-

- (a) Both the senior and the junior officer should belong to the same discipline/sub-discipline and the posts to which they have been promoted should be identical and in the same discipline/sub-discipline, as the case may be;

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- (b) The scales of pay of the lower grade and higher grade to which they are promoted should be identical;
- (c) The anomaly in pay should have been the direct result of the application of the normal rules of fixation of pay on promotion;
- (d) On the date of promotion of the senior officer from the lower grade, he should have been receiving equal or higher pay as compared to that of his junior who was promoted subsequently;
- (e) The disparity in pay of the senior and junior officer should not have been the result of any advance increments granted to the junior officer at the time of his appointment;
- (f) The subsequent date of increment of the senior officer would be reckoned with effect from the date on which his pay was stepped upto equal that of the junior. This would not, however, alter the inter-se-seniority in the higher scale which would be reckoned with reference to the respective dates of promotion/appointment to the higher group;
- (g) The rule of stepping up of pay would not apply to:
  - i) Cases of disparity, if any, arising between promoted officers and officers appointed through open selection;
  - ii) Cases of disparity, if any, arising as a result of fixation of pay of junior in the revised scale of pay as compared to the senior in the pre-revised scale of pay;
- (h) The officers are allowed to postpone the promotion upto a maximum of one month;
- (i) The senior officer who opts for postponement of his promotion by one month to derive the benefit of annual increment in the lower grade may be allowed to do so with ante-dated seniority, i.e., without disturbing his seniority.

50.2 Such adjustment of pay is to be effected on the basis of representations, if any, made in this behalf by the concerned officer within a period of one year from the date of such disparity in pay has occurred.

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**(NOTE :** To refer PART-IV of this Manual, PC No.19/99 dt.25-08-1999, PC No.20/2000 dt.22-08-2000 and to be read with the relevant provisions mentioned therein)

## 51 REMOVAL OF SALARY DISPARITIES – WORKMEN:

Adjustment of pay of a senior employee if a junior employee in the lower group promoted subsequently receives higher pay than that of the senior.

Where a senior employee in Group-B to F and Grade-I promoted from a lower group receives less pay than an employee belonging to the same trade, and, who was junior to him in the lower group and was promoted subsequently, the pay of the senior employee may be stepped upto equal that of the junior employee with effect from the date of promotion of the junior employee to the higher group/grade, subject to the following conditions:-

- (a) The disparity in pay between the junior and the senior employee should have been the direct result of application of the normal rules regarding fixation of pay on promotion;
- (b) Both the senior and the junior employee should belong to the same trade and should have been promoted from the same scale to a higher identical scale;
- (c) On the date of promotion of the senior employee from the lower group, he should have been receiving equal or higher pay as compared to that of the junior employee, who was promoted subsequently;
- (d) The disparity in pay of the junior and the senior employee in question should not have been the result of any advance increments granted to the junior employee at the time of his appointment, or stoppage or withholding of increments of the senior employee as a measure of punishment;
- (e) This rule would not apply to the cases of disparity arising between the promoted employees and the employees appointed through open selection and cases of disparity, if any, arising as a result of fixation of pay on account of wage revision;
- (f) The subsequent date of increment of the senior employee would be reckoned with effect from the date on which his pay was stepped up

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to equal with that of the junior employee. This would, however, not alter their inter-se-seniority in the higher group which would be reckoned only with reference to their respective dates of appointment to the higher group;

- (g) Adjustment of pay is to be effected on the basis of representations, if any, made in this behalf by the concerned employee within a period of one year from the date such disparity in pay has occurred. This does not, however, prevent the Management from correcting such disparities on its own, if (a) such disparities are patent, (b) fulfill the above conditions and (c) come to light at the time of effecting promotions or soon thereafter but in any case not exceeding one year from the date of such disparity;
- (h) The senior workman who opts for postponement of his promotion by one month to derive the benefit of annual increment in the lower grade may be allowed to do so with ante-dated seniority, i.e., without disturbing his seniority. The postponement of promotion of the senior to derive the benefit of increment will not have any effect on the date of promotion of his junior/s.

Note: The definition of 'same trade' is amplified to include the allied trades in the related areas of activities as in Annexure-XVIII.

**[NOTE :** To refer PART-IV of this Manual, PC No.19/99 dt.25-08-1999, PC No.20/2000 dt.22-08-2000 and to be read with the relevant provisions mentioned therein]

## 52      **FIXATION OF PAY ON REVERSION AND SUBSEQUENT PROMOTION**

Whenever an employee is reverted to a lower grade/group the demotion shall ordinarily be for an indefinite period. The fixation of pay and seniority in the grade/group shall be as follows:-

- (a) The pay of such an employee directly recruited to the higher grade/group shall, on demotion, be fixed in the lower grade/group as if he was appointed to the lower grade/group with effect from the date of his original appointment to the higher grade/group. In the case of an employee who had been promoted/appointed from the lower grade/group to which he has been demoted subsequently, the pay shall be fixed as if he had continued in the

lower grade/group during the period of his appointment in the higher grade/group;

- (b) If such a demoted employee is subsequently promoted/appointed to the grade/group from which he was demoted, his pay shall be fixed at the same stage of the scale of pay at which he was drawing his pay prior to reversion or as per the rules regarding fixation of pay on promotion by taking the actual pay drawn in the lower grade/group at the time of the promotion/appointment taking into account whichever is more beneficial to the employee.

### **53 ACTING/OFFICIATING CHARGE ALLOWANCE**

53.1 If an employee not cleared for promotion is appointed to officiate in a higher post temporarily till the post is filled on a regular basis, the period of such officiating appointment not being less than one month or in leave vacancies of not less than one month, he will be paid an Acting Allowance equal to either:

- i) the difference between the minimum basic pay of the scale of pay of the higher post in which he is appointed to officiate and his basic pay in the lower post at the time of officiating appointment, if the latter is less than the former; OR
- ii) the amount of increment that he last drew in his existing grade, whichever is more beneficial to him.

Note: The pay of employees on approved panels for promotion, when appointed to officiate in higher posts lasting for not less than one month, will be fixed in the higher scale of pay as if they have been promoted to the higher post.

### **53.2 CHARGE ALLOWANCE**

Where an employee is ordered to hold charge of another post in the same grade, in addition to his normal duties for a period of not less than two months, he will be paid a charge allowance equal to one increment in the scale of pay applicable to his post during the period of such appointment.

Note: Employees holding additional charge of lower posts are not eligible for charge allowance. Charge Allowance/Acting Allowance is not admissible



during the periods of sick/vacation leave. Two months eligibility period for charge/acting allowance is to be reckoned continuously.

53.3 Charge allowance is not admissible, if an employee officiates in a higher appointment or holds additional charge of an appointment intermittently, even though the total period of such intermittent appointment is two months or more.

53.4 Officiating arrangements should be made only against vacancies which are not likely to last for more than 6 months. The Managing Director's prior approval should be taken in the first instance itself, where the officiating appointment is likely to be for more than six months. For all officiating appointments to posts in Grade-V and above, prior approval of the Head Office is to be obtained.

53.5 Officiating arrangements should be made only where it is unavoidable in the interest of work and indefinite officiating appointments are to be avoided. Action to fill posts on regular basis should be taken well in advance so that it may not be necessary to resort to officiating appointments, as lack of planning in filling up of vacancies, necessitates continued officiating appointments.

53.6 Employees appointed to officiate in higher post should continue to look after the duties of their regular posts also and no chain officiating appointments are to be made.

53.7 In all cases where officiating appointment is made, a written order to that effect is to be issued. Officiating appointments can be made against vacant posts till they are filled on a regular basis, leave vacancies and posts left unmanned on account of the regular incumbent being away from duty station, duration of which is more than one month.

53.8 If an employee cleared for promotion to the post in which the vacancy has arisen is available on the approved panel for promotion to that post, he is to be temporarily appointed to that post even though he is not the senior most employee, and his pay fixed as if he has been promoted to the higher post. Where there is no panel, the senior most employee in the lower post is to be appointed to officiate against the higher post, subject to his eligibility for promotion to the higher post with reference to his educational qualifications, experience and minimum period of service in the lower grade/group.

53.9 Employees on probation are not to be asked to officiate against higher posts during the period of their probation.

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## 54 RE-CATEGORISATION

An employee who wishes to be re-categorised into a different trade in the same group, may be permitted to do so provided:

- there is a vacancy in the trade to which re-categorisation is sought;
- the employee so requesting for re-categorisation has the requisite educational qualifications and experience for the new trade; and
- he passes the prescribed trade test/written test and interview.

In order to ensure that such re-categorisation does not result in blocking the promotional opportunities of tradesmen in the lower groups, re-categorisation is to be permitted only against direct recruitment quota of vacancies.

**Note:** Transfer of personnel such as Stenographers, Personal Secretaries, Personal Assistants and Joint Executive Assistants in the Stenographic and Secretarial disciplines as Senior Clerks, Asst. Supervisors, Asst. Personnel Officers, Personnel Officers, Deputy Personnel Managers, Finance/Accounts Officers, etc. should be effected only after assessing the suitability of the personnel concerned for the new assignment by a duly constituted Selection Committee subject to their possessing the requisite qualification for such jobs. Such transfers should normally be effected to posts remaining unfilled only if suitable personnel are not available to fill the post by promotion.

## 55 INCREMENTS

55.1 Increments will be granted on the first of the month in which the individual completes one year of service after appointment/promotion.

**(NOTE :** Grant of Annual Increments to employees have been revised as under :

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<b>Authority :</b>	<b>Category</b>	<b>Date</b>
PC No.20/2000 Dt.22-08-2000	(a) Officers confirmed between 1 <sup>st</sup> January and 30 <sup>th</sup> June	1 <sup>st</sup> January of the subsequent year
	(b) Officers confirmed between 1 <sup>st</sup> July and 31 <sup>st</sup> December	1 <sup>st</sup> July of the subsequent year
	(c) Workmen (in WG-1 to WG-10 after the 1 <sup>st</sup> Increment that granted on completion of one year as in Para-55.1 above	1 <sup>st</sup> June of the subsequent year

55.2 Annual increments in the respective time scales of pay will accrue to the employees automatically unless it is withheld or postponed in the following circumstances:-

- (i) as a penalty imposed in accordance with the Disciplinary Action Rules, BDL Conduct, Discipline and Appeal Rules or the Certified Standing Orders, as a punishment;
- (ii) as a result of leave without pay exceeding 15 days in a year reckoned from the date of last increment.

**Clarification** : Procedure for release of Annual Increment on revocation of suspension –to refer ANNEXURE - XXVII

*[Note 1: Where penalty is imposed, the orders imposing penalty are to indicate the period for which the increments is postponed and whether it is to have cumulative effect.*

*Note 2: The first spell of leave without pay, taken by an employee shall not result in postponement of his increment. Any further leave without pay availed by the employee will result in postponement of his increment.*

*Note 3: In cases where the annual increment in any year is deferred on account of leave without pay/unauthorised absence, the due date of the next increment will be determined notionally by reckoning a period equal to the period of leave without pay from the date on which the increment would otherwise become due. If this happens to fall between 1<sup>st</sup> to 15<sup>th</sup> of the month, the increment will*

*be allowed on the 1<sup>st</sup> of the month. Otherwise, the increment will be allowed on the 1<sup>st</sup> of the following month.*

*Note 4: In the case of employees covered under the ESI Scheme, the period of absence not exceeding 91 days in a year on account of sickness, certified by ESI Doctors, during which employees who received sickness benefit from the Corporation but no wages from the Company, shall not be treated as leave without pay and shall not postpone increment.*

*Note 5: In the case of employees not covered under the ESI Scheme leave without pay sanctioned to cover absence on account of sickness, certified by the competent Medical Authority according to the rules shall not postpone increment provided the duration of such leave does not exceed 91 days in a year.*

*Note 6: Leave without pay sanctioned to the employees not covered under the ESI Scheme to cover the absence on account of diseases and employment injuries mentioned in Note 7 below will be considered for not postponing the increment on merits of each case.*

*Periods of sickness on account of diseases mentioned in Note 7 below during which the employee receive extended sickness benefit from the E.S.I.C. shall not postpone increment. Similarly, the periods of absence on account of employment injuries shall also not postpone increment of the employees, if the employees concerned received periodical payments during that period from the E.S.I.C.*

*Note 7: List of diseases for which extended sickness benefit is allowed by E.S.I.C:*

- a) Tuberculosis*
- b) Leprosy*
- c) Mental diseases*
- d) Malignant diseases*
- e) Paraplegia*
- f) Hemiplegia*
- g) Chronic Congestive heart failure*
- h) Immature cataract with vision 6/60 or less in the affected eye.*
- i) Bronchiectasis and lung abscess*
- j) Myocardial infraction*
- k) Parkinson's disease*
- l) Dislocation and Prolapse of inter-vertebral disc.*





- m) *Aplastic Anaemia*
- n) *Cirrhosis of Liver with ascitis*
- o) *Fracture of lower extremity*
- p) *Detachment of Retina*
- q) *Non-union or delayed union of fracture*
- r) *Intra cranial Space occupying lesion.*
- s) *Spinal cord compression*
- t) *Empyema*
- u) *Chronic (simple) primary glucoma*
- v) *Monoplegia*

**Note 8 :** *Maternity leave availed of by women employees of the Company, shall not postpone the normal service increment.]*

- (iii) Annual increment will be deferred on account of extension of period of probation in respect of Officers in Grade-I & above. The due date of increment in their cases will be determined with reference to the actual date of confirmation.

### Clarification

**Authority** (1) *It has been brought to our notice that an employee has LOP on the following occasions and accordingly dates of annual increments were postponed as the LOPs were more than 15 days in the Year (after ignoring 90 days LOP on medical grounds)*

IDN No. BDL/  
04/51/057/C-P&A  
Dt.27-12-2001

Year	LOP Days	Annual Increment Postponed	
		From	To
1996	26 days	01 Jan'97	01 Feb'97
1997	23 days (90 days on medical ground not considered)	01 Feb'98	01 Mar'98
1998	30 days	01 Mar'99	01 Apr'99
1999	NO LOP	No Change	



(2) *A clarification sought, in view of switching over to TWO increment dates i.e. 1<sup>st</sup> January & 1<sup>st</sup> July, vide PC No.20/2000 dt.22-08-2000. Whether the increment dates could be shifted to 1<sup>st</sup> January 2000, which is clarified as under :*

*a) The Original date of increment (1<sup>st</sup> January) will not be affected by the said circular, but postponement as per rules will be effected and hence postponements shown above were correct.)*

*b) The Annual increment effected in 1999 w.e.f. 01-04-1999 and completed a period of 12 months on 31<sup>st</sup> March 2000. He will be entitled for annual increment on/from 1<sup>st</sup> April 2000 (in the year 2000) and thereafter on 1<sup>st</sup> January 2001 (in the year 2001) as there was no LOP exceeding 15 days during the preceding 12 months.*

(3) *Similar cases, if any, may be dealt accordingly.*

## **56 INTER DIVISIONAL/UNIT TRANSFERS**

56.1 Employees are liable to be transferred from one Division/Unit or office to another at the discretion of the Management and it is obligatory on the part of the employees to accept such transfers. Employees will be entitled to transfer travelling allowance and joining time, if the transfer is at the instance of the Management in the interest of the Company. They will also be entitled for other benefits as per TA/DA Rules.

56.2 In case an employee is transferred at his own request or in respect of mutual transfers of employees from one station to another, normally no transfer TA and joining time are admissible. However, if an employee working in a particular Division or Unit for a continuous period of 3 years or more is transferred to another Division or Unit of the Company at his own request, transfer TA and joining time will be allowed. For this purpose continuous service means uninterrupted service and includes service which is interrupted by leave, lay-off, strike and lock-out or cessation of work not due to any fault of the employee, but does not include period of unauthorised absence, leave without pay, pre-employment training and apprenticeship.

56.3 The Managing Director, Wholetime Directors is/are also authorised to effect job rotations in respect of Officers in Grade-VII and below, within the major sub-groups of technical/non-technical disciplines. It would, however, be ensured that while doing so sanctioned strength in the various disciplines would not be exceeded.

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56.4 An employee selected for appointment to a higher post in another Division/Office, as a result of Open Selection or Promotion, will be deemed to have been permanently transferred to the concerned Division/Office and will be paid transfer travelling allowance and sanctioned joining time accordingly.

56.5 Whenever an employee applies to another Division/Unit either against open selection or promotion vacancies, an undertaking may be obtained from him to the effect that, in the event of selection for appointment to the post applied for, the employee would accept permanent transfer.

56.6 When an individual who is already an employee of the Company, is selected by another Division against a direct recruitment vacancy, it is not necessary to issue a formal offer of appointment to the employee, but it is enough if the Division in which he is employed is informed of the selection and is requested to issue orders transferring the employee permanently to the concerned Division.

56.7 Permanent transfer of an employee from one Division to another does not constitute break in service. Seniority, and his accumulated leave, Provident Fund and entitlement for leave travel concession will be carried over.

[NOTE (1)]

#### TRANSFER FROM KANCHANBAGH TO BHANUR

**Authority**

1) Cir. No.BDL/  
K/Admn/03

Dt.06-03-1989

(Para-xi)

2) Cir No.BDL/  
K/Admn/03

Dt.25-04-1989

3) Cir No.BDL/  
K/Admn/03

Dt.10-06-1989

In case of transfer from Kanchanbagh to Bhanur, an employee will be granted Special Increments in the form of Personal Allowance, as under :

(a) For Executives :

Payment of Personal Allowance equivalent to two increments last drawn to Executives if they are transferred in the same group grade from Kanchan bagh Division to Konkurs Division and payment of one increment as Personal Allowance if they are transferred on promotion.

(b) For Non-Executives :

Payment of Personal Allowance equivalent to 3 increment last drawn to Non-Executives (workmen) in WG-1 to WG-10 (Group 'A' to 'F') if they are



transferred in the same group from Kanchanbagh Division to Konkurs Division and payment of one additional increment as Personal Allowance if they are transferred on promotion.

(c) Other conditions :

- (i) The Personal Allowance is admissible only with effect from the date on which the employee in question moves physically to Bhanur.
- (ii) The Personal Allowance so granted shall be withdrawn with effect from the date on which the concerned employee is posted out of Bhanur provided such transfer is effected before he has completed 4 years of service in Bhanur.
- (iii) In the case of employees who continue at Bhanur for four years or more, the Personal Allowance shall be merged with Basic Pay. If the Basic Pay plus Personal Allowance does not correspond to a stage in the pay scale of the employee, the difference will be treated as Personal Pay to be absorbed in future increments.
- (iv) The Personal Allowance plus Basic Pay should not exceed the maximum of the Pay Scale of the concerned employee.
- (v) The Personal Allowance will not count as pay for any purpose. The Personal Allowance when merged with the Basic Pay will not be taken into account for the purpose of stepping up of pay disparities between Junior and Senior employees.

NOTE (2)

**Authority**

*Cir No. BDL/*

*04/51/TFR/C-P&A*

*Dt. 14-04-1995*

It has been decided that all requests for transfer from Bhanur Unit to Kanchanbagh Complex could be considered subject to the following conditions:

- a) The concerned employees will have to forego the promotion.
- b) He will be reverted to the post he was holding prior to the transfer on promotion, provided that the concerned division from where he was promoted is prepared to accept him.

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- c) He will not be considered for promotion for a period of 2 years from the date of his reversion and posting at Kanchanbagh.]

## 57 SUPERANNUATION

### **Authority**

1) PC No.12/98  
Dt.26-06-1998

2) PC No.16/98  
Dt.13-07-1998

*57.1 The age of superannuation/retirement in the Company is 60 years and will be effective from the afternoon of the last day of the month in which the employee concerned attains that age, subject to the provision that the employees in Grade-I and above who have completed 50 years of age and who are found to have ceased to be useful to the Company or whose integrity is questionable, as determined by the Competent Authority may be prematurely retired from the services of the Company in the interest of the Organisation.*

*57.2 The employees whose date of birth is the first of the month shall retire from service on the afternoon of the last date of the preceding month on attaining the age of 60 years.*

*57.3 There shall be no extension of service whatsoever beyond the age of 60 years.*

## 58 VOLUNTARY RETIREMENT

Officers in Grade-I and above (excepting those under service bond obligations) who have completed 50 years of age and have put in not less than 20 years of qualifying service in the Company may opt for voluntary retirement giving 3 months notice in writing to the competent authority for acceptance. Officers who retire voluntarily would be entitled to normal terminal benefits admissible as for the superannuated employees.

**[NOTE :** A Voluntary Retirement Scheme was introduced in the year 1992 vide PC No.63/92 dt.18.5.1992 which later revised in 2000 vide PC No.17/2000 dt.07-07-2000. This revised scheme has been incorporated at PART-II of this Manual which may please be referred, if necessary/required]

## 59 TERMINATION ON MEDICAL GROUNDS

59.1 The service of an employee (workmen in Group-A to F i.e. WG-1 to WG-10) and Officers in Grade-I and above) who is medically unfit to perform the job for which he is employed can be terminated on medical grounds after due



intimation to him as per procedure laid down. For rehabilitation of such employees who are medically unfit and are terminated from services, payment of additional compensation/ex-gratia payment will be made.

59.2 The ex-gratia payment and compensation paid in addition to normal terminal benefits are indicated below:-

- (a) Payment of TA/DA to the employee and his family members to move to the employee's home town as admissible under TA/DA Rules;
- (b) Payment of ex-gratia amount plus compensation as indicated below. This would be admissible to an employee provided he has rendered at least 10 years of continuous service in the Company (Medical termination of employees who have less than two years for superannuation would require prior approval of the Managing Director).
  - i) Ex-gratia amount calculated at the rate of 15 days basic pay + DA for every completed year of service, i.e., an amount equal to the Gratuity admissible;

**Authority**

*Cir No.BDL/  
04/51/17/C-P&A  
dt.30-12-1996*

**ii) Compensation**

- (a) The Compensation payable to an employee whose services have been terminated after ceasing to be useful to the Company on being found medically unfit for the job for which he was employed will be the same as admissible to an employee who has been permitted to retire voluntarily under the Voluntary Retirement Scheme (To refer NOTE at para-58).
- (b) The conditions of minimum period of qualifying service/age will not be insisted upon in such cases.
- (c) The existing table of compensation in Rule 59 of the R&P Rules will stand withdrawn.

**60. PREMATURE RETIREMENT**

60.1 Retention or otherwise of the employees in Grade-I and above, who have completed the age of 50 years referred to in para-57 will be determined

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by a Screening Committee constituted for the purpose by the Managing Director which will submit its recommendations for approval/decision, by the Managing Director.

60.2 The screening will normally be effected twice in the career of every officer, first after his passing the age of 50 years and the second after passing the age of 55 years. In addition, the Management may at its discretion screen the case of any officer who has passed the age of 50 years at any time during his career thereafter.

## 61 **SELECTION AND RECRUITMENT OF SPORTSMEN**

The following criteria are to be followed for selection and recruitment of Sportsmen:-

- (i) The Sportsmen are to be recruited as supernumerary and may not be expected to work full time though they may be given appropriate designations; they will be relieved from work for practice/tests/ tournaments;
- (ii) The player should have represented a State or the Country in National or International competitions in any of the games, such as Foot-ball, Hockey, Basket-ball, Cricket, Kabadi and Chess or any other games that may be included in the course of time;

Or

The player should have represented his University in Inter-University tournaments conducted by the Inter-University Sports Board;

Or

The player should have represented the State Schools team in National Sports/Games for Schools conducted by the All India School Games Federation;

- (iii) The qualification and experience prescribed under the Recruitment & Promotion Rules may be relaxed to attract outstanding sportsmen. The candidates with Technical qualifications or back-ground should be taken in technical jobs and those who are having Degree in Arts/Science or Matriculation Qualification in the Clerical jobs. The candidates having only elementary qualifications are to be taken in Group B (Wage

Group-1 or 2), unless they have outstanding sports achievements to their credit;

- (iv) They are required to sign a bond to serve the Company for 5 years;
- (v) The age of the player should not exceed 25 years in case of State Level players and 27 years in the case of National Level players at the time of induction;
- (vi) The performance of the sportsmen should be assessed every two years and those who have performed well may be refitted in higher groups as stated below:-
  - a) Grant of higher scales of pay will be limited to 10% of the total players in each of the games once in a period of 2 years;
  - b) The sportsmen should have played and served the BDL Sports Club for a minimum period of 2 years and while serving BDL Sports Club they should have represented the BDL at a State/National Level Tournaments and should have played in equivalent all India Tournaments on two occasions or during the aforesaid period, the sportsmen should have represented the Country in international tournaments at least once;
  - c) If a Sportsman has neither represented the state nor the country, he will be eligible to be considered if he has been a player registered with BDL Sports Club for the immediately preceding 5 years and during such period, has consistently and satisfactorily participated in the respective games on behalf of the Company;
  - d) The stipulation regarding qualification and experience under the Recruitment & Promotion Rules will not apply in the above cases;
  - e) The performance of the sportsmen in the Department where he is assigned to work should be at least 'Average' from the point of view of attendance and discipline.

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## 62 THE SCHEME FOR COMPASSIONATE APPOINTMENT

### 1. 'General':-

- a) Appointment on Compassionate grounds is not a legally enforceable right.
- b) Only dependents of an employee who died in harness (accidental and natural) leaving his family in penury and without any means of livelihood, dependents of an employee who is permanently disabled due to employment injury and dependents of an employee whose services are terminated on medical grounds and who has not taken compensation as defined under Rule-59 of R&P Rules can be appointed on compassionate grounds.
- c) Neither the qualification of the applicant (dependant family member) nor the post held by the deceased or permanent disabled or medically retired (i.e. Executive / Non-Executive) is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic hardship.
- d) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
- e) Compassionate appointment cannot be offered by an individual functionary on an ad hoc basis.

### 2. 'Objective' -

The objective of the Scheme is to grant appointment on Compassionate Grounds to **(a)** a dependent family member of an Employee who dies in harness (accidental and natural), thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Employee concerned from financial destitution, and to help it get over the emergency **(b)** a dependent of the employee who is permanently disabled during and in the course of employment as defined in Workmen Compensation Act and **(c)** a dependent of the employee whose services are terminated on medical grounds and who has not taken compensation as defined under Rule-59 of R&P Rules.

### 3. 'Applicability' -

The scheme is applicable to a dependent family member of the Employee who dies while in service and others as brought out at para 12 & 13. The dependent's name should have been declared as dependent while in service of the deceased employee.

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i) 'Dependent Family Member' means –

- a) Spouse (or)
- b) Son (including adopted son) (or)
- c) Unmarried Daughter (included adopted Unmarried Daughter).

ii) 'Employee' means –

Executives and Non-Executives working in the Company.

4. **'Post to which appointments can be made' -**

In Groups 'C' & 'D' (i.e. Wage Groups – 01, 02 & 04 of 2007 scales) (depending on the qualification).

5. **'Eligibility' -**

- a) The family is indigent and deserves immediate assistance for relief from financial destitution.
- b) Applicant for Compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the Recruitment Rules of the Company.
- c) Applicant should pass the prescribed test and interview for appointment to the concerned post.
- d) No member of the family of the deceased employee should be in permanent employment anywhere.
- e) All members of the family should give affidavit on a bond paper in support of employment to the nominated family member.
- f) If the deceased/permanently disabled/medically terminated employee's age is 54 years and above, his dependent is not eligible for compassionate appointment.

6. **'Exemptions' -**

- a) Notification to Employment Exchange: Only formal notification to be sent to Employment Exchange notifying vacancies and intimating that the same is being filled in by candidates on Compassionate Grounds.

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- b) Professionally Qualified may be considered for employment in WG-04 for which basic qualification is only Diploma.

7. **‘Relaxations’ -**

- a) If spouse of the deceased employee applies for employment, the age limit will be 53 years and if the employment is for a child, the age limit will be 35 years.
- b) Qualification could be relaxed for Group-‘D’ posts by CMD, wherever found necessary.

8. **‘Availability of Vacancies’ -**

- a) Appointment on Compassionate Grounds could be made depending on the availability of vacancies based on the requirements of the Company’s need to fill the same.
- b) The total number of employees appointed on compassionate grounds shall at any time not be more than 5% of the sanctioned strength of the Company.

9. **‘Request for Compassionate Appointment’ -**

- a) The dependent of the deceased / permanently disabled / medically terminated employee should submit a request for compassionate appointment to the Competent Authority along with affidavit giving consent by the rest of the dependants in his/her favour through the concerned Divisional P&A’s / Divisional Head within three months from the date of occurrence of incident/event.
- b) The applications so received will be kept as per received date seniority and the same will be valid for three chances only.
- c) The applicants should furnish financial details, family details and particulars of movable and immovable properties as per the proforma as at Annexure – I along with request for compassionate appointment..

10. **‘Procedure of Appointment’ -**

- a) The selection of candidate for appointment under compassionate grounds will be as per the recruitment procedure laid down in R&P Rules. For such employment, where more than one candidate is available, selection may be done of such candidate who is most suitable from the concerned priority category.

- b) The selection process for appointment of candidates under compassionate grounds will be held separately.

11. **‘Time Limit for Compassionate Appointment’ -**

- a) The maximum time an applicant's name (who has applied for compassionate appointment as per Clause 9) can be kept under consideration for offering compassionate appointment will be for three chances, subject to review of the financial condition at the end of each chance. The applicant will submit fresh Income Certificate from Revenue Department for each chance along with Annexure-I. .
- b) If compassionate appointment cannot be given to the applicant within three chances from the date of death of the employee / ceasure of employment, his/her name will be finally removed from the list of candidates eligible for appointment on compassionate grounds.

12. **‘Compassionate appointment for dependents of the employee whose services are terminated/discharged on Medical Grounds’ -**

Dependents of the employee whose services are terminated/discharged on medical grounds and who has not taken compensation as defined under Rule-59 of R&P Rules and opted for appointment on compassionate grounds will only be eligible for compassionate appointments.

13. **‘Priorities to be observed in making appointments on Compassionate Grounds’ -**

The following should be the order of priority to be followed while making appointments on compassionate grounds:

- a) Dependents of deceased employees who die or are permanently disabled during and in the course of employment as defined in Workmen's Compensation Act.
- b) Dependents of employees who die in harness in normal course.
- c) Dependents of employees whose services are medically terminated and opted for appointment under compassionate grounds by foregoing the compensation as defined under Rule-59 of R&P Rules of the Company.
- d) In each of the categories as enlisted at (a), (b) & (c) above, if there is more than one candidate ***found suitable and*** having been declared as indigent as per the eligibility criteria laid down at para-5(a), they shall be ranked in order of their assessment of financial destitution

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on a 100-point scale as per **Annexure-II**. Where the candidates have equal marks in financial destitution assessment in terms of the 100-point scale, their performance in the written test / interview and their ranking as assessed by the Committee will determine the eligibility for appointment.

**14. Undertakings to be Obtained:**

(a) **Undertaking to be obtained at the time of appointment on compassionate grounds:-** A person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the deceased employee in question and in case it is proved subsequently (at any time) that the family members are being neglected or, are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

(b) **‘Appointment of Widow on Compassionate Grounds on her getting remarried’:-** A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage, subject to her continuing to fulfil obligations towards dependents of her deceased husband and to this effect an undertaking is to be given.

15. CMD at his discretion can relax any or all of the conditions of Compassionate Appointments in case the employee dies at the work place/while on official tour due to an accident.

**16. ‘Authority’ -**

CMD is the Competent Authority to make appointments and grant relaxations as admissible under this scheme.

**Annexure -I****Proforma for obtaining information from the applicant seeking employment on compassionate grounds****I. Details of Deceased Employee:**

Name:

Designation:

St.No.:

Date of Joining in BDL:

Date of demise:

Employee died in harness: Yes/No

Reasons of demise:

**II. Terminal Benefits received:**

- a) Provident Fund
- b) Gratuity
- c) VL encashment
- d) Fatal Insurance Amount
- e) GSLIS/EDLIS
- f) Employees Benevolent Fund
- g) Any other payments received

**III. Monthly Family Pension Amount:****IV. Immovable Property :**

Sl.No.	Name of the Property	Address	Area in Sq. Yards / Acres / Sft..	Market Value	Income / Rentals from the property

**V. Movable Assets:**

- a) Jewellery : Weight\_\_\_\_\_ Value in Rs. \_\_\_\_\_
- b) Bank Deposits and interest thereon: Value in Rupees\_\_\_\_\_;



- c) 4 Wheeler / 2 Wheeler : Make\_\_\_\_\_
- Model\_\_\_\_\_ Value in Rs.\_\_\_\_\_
- d) Any other Assets, to be specified : Value in Rs.\_\_\_\_\_

VI. **Total Monthly Income from all Sources:**

VII. **Family particulars of deceased employee including employment details:**

Sl.No.	Name	Relationship	D.O.B.	Qualfn.	Married / Unmarried	Employment Details	Income

VIII. **Relationship with the deceased employee for whom employment is requested with Name:**

IX. **Contact Address with Tel No. / Mobile No.**

X. **Any other information:**

I hereby certify that the information furnished above is true and correct to the best of my knowledge. In case the information provided above by me is found false and incorrect, suitable action as deemed fit, including termination of services (if provided employment) can be taken.

Signature of the applicant seeking employment on compassionate grounds

Place:

Name:

Dated:

Address:



**Annexure -II**

**Proforma for assessing financial destitution on Relative Merit Point scale**

**I. Details of Deceased Employee:**

Name:

Designation:

St.No.:

Date of Joining in BDL:

Date of demise:

Employee died in harness: Yes/No

Reasons of demise:

Sl.No.	Particulars	Maximum Marks	Marks Allotted
<b>1.</b>	<b>Family Pension</b>		
	Up to Rs. 1300	20	
	1301 - 1500	18	
	1501 - 1700	16	
	1701 - 1900	14	
	1901 - 2100	12	
	2101 - 2300	10	
	2301 - 2500	8	
	Above Rs.2500	6	
<b>2</b>	<b>Terminal Benefits</b>		
	Up to Rs.100000	10	
	100001-120000	9	
	120001-140000	8	
	140001-160000	7	
	160001-180000	6	
	180001-200000	5	
	200001-220000	4	
	220001-240000	3	
	240001-260000	2	
	260001-300000	1	
	Above Rs.300000	Nil	





<b>3.</b>	<b>Monthly Income of earning member(s) and income from property:</b> <b>(This does not include the monthly family pension/pension due to the death/MBO/missing of govt. servant, but any other pensions, income of all the family members (including earning members living separately) should be accounted)</b>		
	No income	5	
	Rs. 1000 or less	4	
	Rs. 1001 to 2000	3	
	Rs.2001 to 3000	2	
	Rs.3001 to 4000	1	
	Rs. 4001 and above	Nil	
<b>4.</b>	<b>Movable/immovable property (Latest Market Value in Rs.)</b>		
	Up to 50000	10	
	50001-100000	8	
	100001-200000	6	
	200001 and above	3	
<b>5</b>	<b>No.of Dependents</b>		
	3 and above	15	
	2	10	
	1	5	
<b>6</b>	<b>No.of Unmarried Daughters</b>		
	3 and above	15	
	2	10	
	1	5	
	None	0	
<b>7</b>	<b>No. of Minor Children</b>		
	3 and above	15	
	2	10	
	1	5	
	None	0	
<b>8</b>	<b>Left over service</b>		
	0 –5 years	2	
	Over 5 & upto 10 years	4	
	Over 10 & upto 15 years	6	
	Over 15 & upto 20 years	8	
	Over 20 years	10	

The weightage fixed above for assessing comparative merit are subject to change keeping in view the instructions issued by DOP&T from time to time.

[NOTE : The Board of Directors of the Company, in its 191<sup>st</sup> meeting held on 3<sup>rd</sup> September 2010, accorded approval to incorporate “**The Scheme for Compassionate Appointments**” under Rule 62, in place of the existing Rules and to partially amend Rule 21.4 of R&P Rules of the Company.]

### 63 DEPUTATION

Deputation of Managerial personnel is permitted for a maximum period of three years. (***To please refer the chapter “DEPUTATION” in PART –III of this Manual for details***).

### 64 CONTRACT APPOINTMENT:

64.1 In certain disciplines personnel may be employed on contract, where there is non suitable to replace a superannuating employee or continuity is essential in the post for another year or two (Annexures-XXI & XXII).

64.1.1 Engaging Superannuated/Superannuating Employees of the Company/from other PSUs/Govt. Dept./Services/Private Enterprises.

- a) The Company may engage persons from among the superannuated / superannuating Employees of BDL / other PSUs / Government Departments / Services / Private enterprises on contract basis, to utilize the expertise acquired by them in the operations / specified works.
- b) Such contract may be initially for a period of six months extendable up to two years after superannuation i.e. not beyond 62 years of age.
- c) The appointing authority should review every six months, the necessity for continuance of the contract.
- d) Such engagements will take place after relief of the persons from regular employment and it should not be considered as continuation of employment for any purpose.

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- e) The remuneration will be based on market price or amount equivalent to last drawn basic + DA whichever is less.
- 64.1.2 Conveyance charges will be paid / reimbursed based on the Grade/Scale last served. In case of private sector employees the conveyance allowance will be fixed at the time of appointment with the approval of CMD.
- 64.1.3 Facilities available in the Medical Inspection Room may be availed during working hours in the Company, if necessary. No other medical facility such as hospitalization is allowed.
- 64.2.1 Engaging Consultant/Advisors/Retainers on assignment basis:
- a) The Company may engage Consultant/Advisors/Retainers for a specific task/ survey or service or for advise.
  - b) Such persons may attend to and execute the assignments for which they are engaged.
  - c) The period of engagement comes to an end on executing the assignment or the period prescribed for completion whichever is earlier.
  - d) The remuneration will be fixed by CMD depending on market conditions and Delegation of Powers.
- 64.2.2 Conveyance charges will be paid/Reimbursed at actuals if Company transport is not made available. However, monthly ceilings will be decided on case-to-case basis with the approval of CMD.
- 64.2.3 Not eligible for any medical facility.

The above amendment to Bharat Dynamics Limited Recruitment and Promotion Rules shall come into force with immediate effect.

64.2 Employment on contract is, however, to be resorted to very rarely in essential cases.

64.3 The appointing authority should review six months after each contract appointment, the necessity for continuance of the contract. If considered

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necessary, the contract appointment should be regularised, by advertising the post for open selection, and the officer on contract also should be considered along with the personnel from the open market. If the officer on contract is considered suitable, he should be appointed on a regular basis.

64.4 The regularisation of contract employment need be effected only if the incumbent has more than two years for superannuation.

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**ANNEXURE - I**  
**(Para 7 refers)**

**SCALES OF PAY & APPOINTING AUTHORITIES**

The Scales of Pay and the Appointing Authorities thereto are as follows:-

**EXECUTIVES**

<b>Grade/Group</b>	<b>Designation</b>	<b>Scales of pay w.e.f. 01-01-1997</b>	<b>Appointing Authorities</b>
Grade - IX	Exe. Director	20500-500-26500	Managing Director
Grade VIII	General Manager	18500-450-23900	Managing Director
Grade VII	Addl. General Manager	17500-400-22300	Managing Director
Grade VI	Dy. Gen. Manager	16000-400-20800	Managing Director
Grade V	Senior Manager	14500-350-18700	Managing Director
Grade IV	Manager	13000-350-18250	Functional Directors
Grade III	Deputy Manager	10750-300-16750	General Manager/Addl.
Grade II	Asst. Manager	8600-250-14600	- do -
Grade I	Junior Manager	6550-200-11350	- do -

**[NOTE : CMD is empowered to effect promotions to Executives upto and including Grade - IX (below Board Level) w.e.f. PC No.42/2002 dt.25-11-2002]**

Contd..



**ANNEXURE - I Contd..**

(Para - 7)

- 2 -

## NON- EXECUTIVES

Wage Group	Designation	Non-Technical	Scales of pay w.e.f. 01-01-1997	Appointing Authorities
1	Helper	Helper	3500-65-4150-70-6040	General Manager/
2	Junior Technician	Junior Assistant	3660-75-4410-80-6810	Addl/General Manager
3	(Junior Technician)	(Junior Assistant)	3830-85-4680-90-7110	- do -
4	Technicain	Assistant	4020-100-5020-105-7435	- do -
5	(Technicain)	(Assistant)	4200-115-5350-120-7630	- do -
6	Senior Technician	Senior Assistant	4620-135-5970-140-8350	- do -
7	Master Technician	Office Superintendent	4870-155-6420-160-8980	- do -
8	Sr.Master Technician	Sr Office Superintedent	5000-165-6650-170-9370	- do -
9	(Sr.Master Technician)	(Sr Office Superintedent)	5200-170-6900-175-9700	- do -
10	(Sr.Master Technician)	(Sr Office Superintedent)	5400-180-7200-190-9860	- do -

Authority

- 1) PC No.19/99 dt.25-08-1999 (Para-1)
- 2) PC No.09/2001 dt.31-05-2001 (Para-1)
- 3) PC No.42/2002 dt.25-11-2002

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