8/15

EXTRACTS OF POLICY FOR PROMOTION WITHIN STAFF CADRE

Promotions from the level of Jr. Asstt. and equivalent and upto the level of Office Manager and equivalent are to be done in two streams, viz., promotion on the basis of seniority-cum-merit subject to vacancies, and upgradation on the basis of seniority subject to fitness. Office Manager and equivalent who are otherwise eligible will be upgraded to the grade of Sr. Office Manager and equivalent on completion of 6 years of satisfactory service.

SENIORITY- CUM- MERIT

Promotion on the basis of seniority-cum-merit are subject to vacancies. Vacancies would arise normally only if there has been a superannuation, death or a resultant vacancy arising due to promotions to the next higher level. However, vacancies arising out of time-bond promotions or upgradations are not to be taken into account. If there are no vacancies available in the real sense, then up to 10 per cent of the employees who have completed 3 years of service in the grade or above can be promoted and in such promotions general category candidates who have secured a minimum of 35 marks and above (provided of course they secure 15 marks under seniority' head and 8 marks under 'AR rating' head) can be promoted. In the case of SC/ST employees those who have secured 23 marks and above(provided 15 marks under 'seniority' head and 8 marks under 'AR rating' head) can be promoted against the vacancies reserved for SC/ST.

SENIORITY-CUM-FITNESS

An employee, who is otherwise eligible for promotion, will be upgraded to the next higher grade on completion of period as mentioned below on the basis of seniority subject to fitness:

Jr. Asstt. & equivalent	Asstt. & equivalent	6 yrs. satisfactory service in the Jr. Asstt. grade
Asstt. & equivalent	Jr.OM & equivalent	7 yrs. satisfactory service in the Asstt. grade
Jr.OM & equivalent	OM & equivalent	6 yrs. satifactory service in the Jr. OM grade
OM & equivalent	Sr.OM & equivalent	6 yrs. satisfactory service in the OM grade

TIME SCALE PROMOTION

Time scale promotions of Gr.Is and equivalent and upto Gr.III(A), without any change in designation or duties, shall be upgraded on completion of 28 of combind satisfactory srvice in scales Gr.I, Gr.I(SG) and Gr.II, and promotion of Drivers and equivalent from scale III(C)to scale IV(A) shall be on completion of 26 years of combined satisfactory service in the scale III(C) and III(B) , without any change in designation or duties.

Gr. I(A)	Gr.I(B)/ (SG)	12 yrs of satisfactory service in the Gr.I
Gr.I(B)/(SG)	Gr.II	9 yrs of satisfactory service in the scale Gr.I(SG) (combined 21 yrs. service)

Gr.II	Gr.III(A)	7 yrs of satisfactory service in the scale Gr.II(Combined 28 yrs service)

DRIVERS

Gr.III(C)	Gr.III(B)	21 yrs of satisfactory service In the scale Gr.III(C)
Gr.III(B)	Gr.IV(A)	5 yrs of satisfactory service In the the scale Gr.III(B)

FACTORS FOR PROMOTION

The weightages for promotion within the staff cadre from the level of Jr. Asstt. and equivalent up to level of Office Managers and equivalent for different factors that will be taken into accont for promotion shall be as follows :

FACTORS

	Maximum Marks
Seniority (5 marks for each year of service)	30
Appraisal report ratings (for the last 3 years) (Outstanding 5; Very Good 4; Good 3 Above Average 2; Average1 and Below Average 0)	15
Educational qualification (Post graduation 5; graduation 4, and matriculation and above up to graduation 2)	05

If an employee has been rated 'Poor' or 'below average' and/or any adverse remarks have been made in his AR ratings, then that particular year would not reckon towards the qualifying period.

EXTRAORDINARY LEAVE(EOL)

EOL exceeding three months shall be deducted from the service rendered by an employee in a grade for the purpose of reckoning the eligibility period for promotion.

RESERVATION FOR SC/ST

SC/ST employees would also be eligible for relaxation in qualifying period of service by one year for the purpose of upgradation subject to points available in SC/ST roster and also in time-scale promotion of Gr.I and Drivers.

****

10/15

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION

No. 4/3/03/IR-Vol VII

September 1, 2015

Office Order No. IRP/ 15 /2015

Sub : Amendment to MMTC (Staff) Promotion Policy 1984 as amended from time to time.

In partial modification of Officer Order No. IRP/18/95 dated 31st March, 1995, it has been decided with the approval of the Competent to modify the existing criteria of qualifying period for upgradation of MTS employees w.e.f. 1.10.2014 as under:

From	To	Eligibility Period	Eligibility Period with combined Satisfactory Service in the previous grade(s)
MTS-I(A) (9800-15500)	MTS-I(B)/SC	10 yrs.	
MTS-I(B)/SC (10150-18500)	MTS-II	9 yrs.	19 yrs.
MTS-II (11400-21000)	MTS-III(A) 12000-22000)	9 yrs	28yrs.

Further, the personal pay of Rs. 60/- allowed to staff car driver on completion of 12 years satisfactory service in grade S.III (C) has been merged with basic pay, with immediate effect.

Other provisions in the existing policy will remain unchanged.

(Dharam Singh)
Additional General Manager

TO :

1. ES TO CMD/PSs to Directors/CVO/Company Sec.
2. All CGMs/GMs at CO/ROs/Overseas Office
3. All Coordination Sections at CO/ROs – for circulation.
4. Secretary General, Fed. of MMTCEU, CO
5. General Secretary, MMTCEU – all units.
6. Notice Boards
7. Office Order Book.

11/15

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
(PERSONNEL DIVISION)
[IR SECTION]

No. 6/351/2010/523-Vol.II

Dated : 10.7.2014

OFFICE ORDER NO. IRP/14 /2014

SUB: Operationalisation of new grade viz. 'Chief Office Manager'/'Chief Field Officer' – reg.

In terms of Para-17, sub Para-1 of Memorandum of Settlement (MOS) signed between the Management and Federation of MMTC Staff Unions on 21.1.2010, a new cadre in staff category in the pay scale of Rs.16,200-3% - Rs.36,000/- was created.

The modalities for operationlization of new grade in staff cadre

1. The New Grade will be designated as 'Chief Office Manager/'Chief Field Officer' in the pay scale of Rs.16,200 - 3% - Rs.36,000/-.

2. All staff cadre employees at the level of Sr.OMs and equivalents who have rendered 10 years of service in the grade as on 1.4.2014 shall be promoted to the post of Chief Office Manager/Chief Field Officer subject to the condition that they do not have any adverse Annual Appraisal Report during 10 years qualifying period.

3. With effect from 1.10.2014 promotion to the new grade will be under following two criteria:
   - On completion of 7 years subject to scoring minimum three 'Good' ratings, or
   - On completion of 10 years subject to no adverse appraisal report during this period.

4. In the event of 'Below Average' rating, the particular year shall be excluded from the qualifying period.

5. Extra Ordinary Leave (EOL)/unauthorized absence (UA) exceeding 90 days, shall be excluded from the qualifying period.

6. On the demand of Federation, CO Union, Kolkata Union, qualifying period in respect of SC & ST candidates was agreed to be reduced by one year.

7. This settlement is not applicable to employees of erstwhile MICA Trading Corpn. which on merger is functioning as Mica Division.

This is issued with the approval of competent authority.

10.7.14

(KHUSHINDER NATH)
GENERAL MANAGER (P)

1. ES to CMD/PSs to Directors /CVO/ Company Secy
2. All Regional Heads/
3. GM(F&A-A&E)CO/Heads of Finance in ROs
4. All CGMs/GMs/DGMs at CO
5. Notice Board/Office Order file
6. Secretary General, Federation of MMTC Staff Unions, General Secy MMTC Employees Union, CO/MMTC Kolkata (zone) Employees Union.
7. GM (Systems) – with a request to arrange to hoist the above office order on MMTC Intranet

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION

No. 4/3/03/IR-Vol.VII

September 1, 2015

Office Order No. IRP/ 15 /2015

Sub : Amendment to MMTC (Staff) Promotion Policy 1984 as amended from time to time.

In partial modification of Officer Order No. IRP/18/95 dated 31st March, 1995, it has been decided with the approval of the Competent to modify the existing criteria of qualifying period for upgradation of MTS employees w.e.f. 1.10.2014 as under:

From	To	Eligibility Period	Eligibility Period with combined Satisfactory Service in the previous grade(s)
MTS-I(A) (9800-15500)	MTS-I(B)/SG	10 yrs.	
MTS-I(B)/SG (10150-13500)	MTS-II	9 yrs.	19 yrs.
MTS-II (11400-21000)	MTS-III(A) 12000-22000)	9 yrs	28yrs.

Further, the personal pay of Rs. 60/- allowed to staff car driver on completion of 12 years satisfactory service in grade S.III (C) has been merged with basic pay, with immediate effect.

Other provisions in the existing policy will remain unchanged.

(Dharam Singh)
Additional General Manager

TO :

1. ES TO CMD/PSs to Directors/CVO/Company Sec.
2. All CGMs/GMs at CO/ROs/Overseas Office
3. All Coordination Sections at CO/ROs – for circulation.
4. Secretary General, Fed. of MMTCEU, CO
5. General Secretary, MMTCEU – all units.
6. Notice Boards
7. Office Order Book.

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
(PERSONNEL DIVISION)
[IR SECTION]

No. 6/351/2010/523-Vol.II

Dated : 10.7.2014

OFFICE ORDER NO. IRP/14 /2014

SUB: Operationalisation of new grade viz. 'Chief Office Manager'/'Chief Field Officer' – reg.

In terms of Para-17, sub Para-1 of Memorandum of Settlement (MOS) signed between the Management and Federation of MMTC Staff Unions on 21.1.2010, a new cadre in staff category in the pay scale of Rs.16,200-3% - Rs.36,000/- was created.

The modalities for operationlization of new grade in staff cadre

1. The New Grade will be designated as 'Chief Office Manager/'Chief Field Officer' in the pay scale of Rs.16,200 - 3% - Rs.36,000/-.

2. All staff cadre employees at the level of Sr.OMs and equivalents who have rendered 10 years of service in the grade as on 1.4.2014 shall be promoted to the post of Chief Office Manager/Chief Field Officer subject to the condition that they do not have any adverse Annual Appraisal Report during 10 years qualifying period.

3. With effect from 1.10.2014 promotion to the new grade will be under following two criteria:
   - On completion of 7 years subject to scoring minimum three 'Good' ratings; or
   - On completion of 10 years subject to no adverse appraisal report during this period;

4. In the event of 'Below Average' rating, the particular year shall be excluded from the qualifying period.

5. Extra Ordinary Leave (EOL)/unauthorized absence (UA) exceeding 90 days, shall be excluded from the qualifying period.

6. On the demand of Federation, CO Union, Kolkata Union, qualifying period in respect of SC & ST candidates was agreed to be reduced by one year.

7. This settlement is not applicable to employees of erstwhile MICA Trading Corpn. which on merger is functioning as Mica Division.

This is issued with the approval of competent authority.

10.7.14

(KHUSHINDER NATH)
GENERAL MANAGER (P)

1. ES to CMD/PSs to Directors /CVO/ Company Secy
2. All Regional Heads/
3. GM(F&A-A&E)CO/Heads of Finance in ROs
4. All CGMs/GMs/DGMs at CO
5. Notice Board/Office Order file
6. Secretary General, Federation of MMTC Staff Unions, General Secy MMTC Employees Union, CO/MMTC Kolkata (zone) Employees Union.
7. GM (Systems) – with a request to arrange to hoist the above office order on MMTC Intranet

EXTRACTS OF POLICY FOR PROMOTION WITHIN STAFF CADRE

Promotions from the level of Jr. Asstt. and equivalent and upto the level of Office Manager and equivalent are to be done in two streams, viz., promotion on the basis of seniorty-cum-merit subject to vacancies, and upgradation on the basis of seniority subject to fitness. Office Manager and equivalent who are otherwise eligible will be upgraded to the grade of Sr. Office Manager and equivalent on completion of 6 years of satisfactory service.

SENIORITY- CUM- MERIT

Promotion on the basis of seniority-cum-merit are subject to vacancies. Vacancies would arise normally only if there has been a superannuation, death or a resultant vacancy arising due to promotions to the next higher level. However, vacancies arising out of time-bond promotions or upgradations are not to be taken into account. If there are no vacancies available in the real sense, then up to 10 per cent of the employees who have completed 3 years of service in the grade or above can be promoted and in such promotions general category candidates who have secured a minimum of 35 marks and above (provided of course they secure 15 marks under seniority' head and 8 marks under 'AR rating' head) can be promoted. In the case of SC/ST employees those who have secured 23 marks and above(provided 15 marks under 'seniority' head and 8 marks under 'AR rating' head) can be promoted against the vacancies reserved for SC/ST.

SENIORITY-CUM-FITNESS

An employee, who is otherwise eligible for promotion, will be upgraded to the next higher grade on completion of period as mentioned below on the basis of seniority subject to fitness:

Jr. Asstt. & equivalent	Asstt. & equivalent	6 yrs. satisfactory service in the Jr. Asstt. grade
Asstt. & equivalent	Jr.OM & equivalent	7 yrs. satisfactory service in the Asstt. grade
Jr.OM & equivalent	OM & equivalent	6 yrs. satifactory service in the Jr. OM grade
OM & equivalent	Sr.OM & equivalent	6 yrs. satisfactory service in the OM grade

TIME SCALE PROMOTION

Time scale promotions of Gr.Is and equivalent and upto Gr.III(A), without any change in designation or duties, shall be upgraded on completion of 28 of combind satisfactory srvice in scales Gr.I, Gr.I(SG) and Gr.II, and promotion of Drivers and equivalent from scale III(C)to scale IV(A) shall be on completion of 26 years of combined satisfactory service in the scale III(C) and III(B) , without any change in designation or duties.

Gr. I(A)	Gr.I(B)/ (SG)	12 yrs of satisfactory service in the Gr.I
Gr.I(B)/(SG)	Gr.II	9 yrs of satisfactory service in the scale Gr.I(SG) (combined 21 yrs. service)

Gr.II	Gr.III(A)	7 yrs of satisfactory service in the scale Gr.II(Combined 28 yrs service)
DRIVERS Gr.III(C)	Gr.III(B)	21 yrs of satisfactory service in the scale Gr.III(C)
Gr.III(B)	Gr.IV(A)	5 yrs of satisfactory service in the the scale Gr.III(B)

FACTORS FOR PROMOTION

The weightages for promotion within the staff cadre from the level of Jr. Asstt. and equivalent up to level of Office Managers and equivalent for different factors that will be taken into accont for promotion shall be as follows :

FACTORS

	Maximum Marks
Seniority (5 marks for each year of service)	30
Appraisal report ratings (for the last 3 years) (Outstanding 5; Very Good 4; Good 3 Above Average 2; Average1 and Below Average 0)	15
Educational qualification (Post graduation 5; graduation 4, and matriculation and above up to graduation 2)	05

If an employee has been rated 'Poor' or 'below average' and/or any adverse remarks have been made in his AR ratings, then that particular year would not reckon towards the qualifying period.

EXTRAORDINARY LEAVE(EOL)

EOL exceeding three months shall be deducted from the service rendered by an employee in a grade for the purpose of reckoning the eligibility period for promotion.

RESERVATION FOR SC/ST

SC/ST employees would also be eligible for relaxation in qualifying period of service by one year for the purpose of upgradation subject to points available in SC/ST roster and also in time-scale promotion of Gr.I and Drivers.

****