

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI
(INDUSTRIAL RELATIONS GROUP)

August 19, 2015

OFFICE ORDER: PD/68/2015

SUBJECT: AMENDED INDUCTION, PROMOTION AND TRANSFER POLICY FOR MANAGERS

With a view to rationalizing the existing structure of the executive cadre in STC as well as the rules for promotion, lateral induction and transfer, the Board of Directors of STC in its 562nd meeting held on 21.4.2010 approved the new Induction, Promotion and Transfer Policy for Managers of STC which was circulated vide Circular No: IR/10/21010 dated 1st July, 2010. The Board also authorized CMD to modify/amend and or alter any provision of the above Promotion Policy.

In order to rationalize the organizational structure for better mobility and to enhance the overall efficiency, the Board of Directors in its 595th meeting held on 12th August, 2014 approved the merger of the Local cadre of Managers into All India cadre of Managers. In pursuance of the above decision of the Board of Directors, vide Office Order No: PD/15/2015 dated 2nd February, 2015, the posts in Local cadre of Managers comprising of Assistant Manager (E-1) and Deputy Manager (E-2) were merged into the post of Assistant Manager (All India) (E-1) and Deputy Manager (All India) (E-2) respectively.

Further, the above Office Order dated 2nd February, 2015 necessitated aligning the Promotion Policy with the above decision in order to appropriately address the impact of the merger, particularly to provide the Managers with appropriate opportunity, encouragement, motivation and career growth. Accordingly, certain amendments in the Induction, Promotion and Transfer Policy



for Managers-2010 have been made with immediate effect. The amended Policy is spelt out as under:-

2. THE STRUCTURE OF THE EXECUTIVE CADRE

Sr. No.	Designation	Scale of Pay	Grade Code
1	Assistant Manager	Rs 16,400 – 40,500	E1
2	Deputy Manager	Rs 20,600 – 46,500	E2
3	Manager	Rs 24,900 – 50,500	E3
4	Chief Manager	Rs 29,100 – 54,500	E4
5	Deputy General Manager	Rs 32,900 – 58,000	E5
6	Joint General Manager	Rs 36,600 – 62,000	E6
7	General Manager	Rs 43,200 – 66,000	E7
8	Chief General Manager	Rs 51,300 – 73,000	E8
9	Executive Director*	Rs 62,000 – 80,000	E-9

** The approval of appropriate Government Authority is awaited on the creation of E-9 Grade.*

2.1 This Policy shall not be applicable to Managers who are appointed in a grade for a limited tenure, such as appointments on contractual basis for a particular period/specific assignments etc., superannuated persons re-appointed in the Corporation's service, persons serving Corporation on extension of service after attaining the age of superannuation and other managers appointed on a purely casual or temporary basis viz. appointments on ad-hoc, limited period etc.

2.2 Managers who are on deputation to STC shall not be covered by the policy. Similarly, those Managers who have been allowed to retain lien in STC with the approval of Competent Authority, will not be covered during the period of lien. In the event of an employee rejoining the Corporation after completion of lien period, he would be adjusted against the available vacancy in the same category and scale of pay which he was drawing before proceeding on lien. In case a vacancy in the required category in the scale of pay is not available, supernumerary post may be created with the approval of Competent Authority.



3. DEFINITIONS

- 3.1. "Board" shall mean the Board of Directors of the Corporation.
- 3.2. "CMD" shall mean the Chairman and Managing Director of the Corporation.
- 3.3. "Competent Authority" to approve promotions shall be the Appointing Authority as per Delegation of Powers (DOP).
- 3.4. "Corporation" shall mean The State Trading Corporation of India Limited and includes Branches/Sub-Branch Offices under its administrative control.
- 3.5. "Disciplinary Authority" shall mean an authority specified under STC Employees' (Conduct, Discipline & Appeal) Rules, 1975.
- 3.6. "Manager" shall mean all regular employees of the Corporation at the level of Probationary Officers/Assistant Manager and equivalent (E-1) in the pay scale of Rs. 16,400–40,500/- and up to the post of Executive Director (E-9) in the pay scale of Rs. 62,000 – 80,000/- (new post subject to approval of appropriate Government Authority) .

4. BASIC FEATURES

- 4.1. Promotion shall mean movement of a manager from a post in a lower grade to a post in the next higher grade along the line of promotion as defined herein.
- 4.2. All promotions from E-1 to E-9 shall be through selection method subject to completion of qualifying period and other requirements laid-down therein.
- 4.3. The number of eligible managers to be considered for promotion from E-3 and above shall not exceed five times (05) the number of vacancies available in the respective grades.

4.4, 4.5 & 4.6 - Deleted



4.7. The promotions from E-1 to E-9 shall be through the process of selection, wherein the DPC shall interview the eligible candidates to assess the merit/suitability for promotion.

4.8. Promotions from the cadres of E-1 to E-2 and E-2 to E-3 shall be effected twice a year i.e. between January to June and July to December. Promotions from the cadres of E-3 & above upto E-9 shall be held once a year. For the purpose of reckoning qualifying period for promotion, the following shall be the cut-offs for determining eligibility:

i. **From E-1 upto E-3**

a. 30th June of Current Year

b. 31st December of Previous Year

ii. **From E-3 upto E-9**

31st December of Previous Year

4.9. Qualifying period, as fixed, shall determine the eligibility of managers for consideration for promotion to the next higher grade/post and mere fulfillment of eligibility criteria will not confer any right for consideration for promotion.

5. CLUSTER OF SCALES/CADRES

5.1 For the purpose of computation of vacancies, E1, E2 and E3 grades shall be grouped in one cluster and working strength of that cluster shall be the combined sanctioned strength for the purpose of promotion.

6. CADRES

6.1 All the Managers of the Corporation will be grouped in two broad cadres, namely, General Cadre and Finance & Accounts cadre. The post of Company Secretary shall be operated as Ex-Cadre Post.



7. MINIMUM QUALIFYING PERIOD

The qualifying period for Promotion in Managerial cadre shall be as under:

Grade		Qualifying Period
From	To	
E1	E2	2 years
E2	E3	3 years
E3	E4	3 years
E4	E5	3 years
E5	E6	3 years
E6	E7	3 years
E7	E8	3 years
E8	E9*	4 years

** The approval of appropriate Government Authority is awaited on the creation of E-9 Grade.*

7.1. The minimum educational qualification for promotion in Managerial cadre i.e from E-1 to E-9 shall be Graduation from a recognized Indian Institute/University. However, existing employees in Managerial cadre, i.e. E-1 and E-2 grades possessing educational qualification of Matriculation/ Higher Secondary/ Senior Secondary/Intermediate or it's equivalent from a recognized Board shall be considered for promotion upto E-3 (Manager) only.

7.2, 7.3 & 7.4 - Deleted

7.5 EOL on Medical grounds beyond 30 days shall not count as qualifying period for promotion. However, EOL in combination with Maternity Leave as per Govt. guidelines shall be reckoned for the purpose of promotion.



- 7.6. The period on probation shall be counted towards qualifying period for considering a Manager for promotion under this rule. The extended period of probation shall not be counted towards eligibility period for promotion.
- 7.7. The Managers of STC on deputation to some other PSUs/Autonomous Body / Central Government shall be eligible for proforma promotion in STC. However, the promotion will become effective after the deputationist joins the Corporation upon repatriation.
- 7.8. Period spent on extra ordinary leave (EOL) for pursuing higher, technical/ professional studies or on any other ground also shall not be counted as qualifying period for considering a manager for promotion under these rules.

8 **APPRAISAL SYSTEM/PERFORMANCE APPRAISAL REPORT (PAR)**

8.1 to 8.6 - Deleted

9. **CONSTITUTION AND ROLE OF DEPARTMENTAL PROMOTION COMMITTEE (DPC)**

- 9.1. The Departmental Promotion Committee for considering promotions to the level of Chief Manager and above shall be constituted by CMD and for promotions below that level, the DPC shall be constituted by Director(Personnel).
- 9.2. The DPC shall consider the suitability or otherwise of the eligible managers for promotion to the next higher grade/post, on the basis of their qualification, service in the grade, performance and potential as reflected in the Appraisal Reports, performance in the interview and other relevant records having bearing on the suitability for assuming higher responsibility.



9.3. **COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE**

The constitution of DPCs for various cadres will be as under:

E-1 to E-2 and E-2 to E-3	
Director (Personnel)	Chairman
CGM (Marketing)	Member
CGM (Finance)	Member
CGM (Personnel)/GM(Personnel)	Member
GM/JGM/DGM (Personnel)	Member Secretary

E-3 to E-4 and E-4 to E-5	
Director (Personnel)	Chairman
Director (Finance)	Member
Director (Marketing)	Member
CGM(Personnel)/GM (Personnel)	Member Secretary

E-5 to E-6 & E-6 to E-7, E-7 to E-8 & E-8 to E-9	
CMD	Chairman
Director(Personnel)	Member
Director (Finance)	Member
Director (Marketing)	Member
CGM(Personnel)*	Member Secretary

*In the absence of CGM(Personnel), GM(Personnel) may act as a Secretary.

One representative from SC/ST will invariably be included in the above DPCs.

9.4. Subject to fulfillment of principles, minimum criteria and other conditions as laid-down herein and subject to other relevant rules and orders in force of the Corporation, the DPC shall recommend for the approval of the Appointing Authority, a panel of names of eligible managers, who are considered suitable for promotion to positions in the next higher grade/posts. Where the CMD himself is the Chairman of the DPC, the said panel shall be deemed to have been approved. The panel so approved shall constitute the basis and authority for promotion of managers to the next higher grade.



9.5. Personnel Department shall arrange holding of the DPCs including constitution and convening of meetings of DPC, recording of minutes, furnishing of information and records etc.

10. PROCEDURE FOR PROMOTION

10.1. Deleted

10.2. The following weightage and marking scheme shall be in all Managerial cadre i.e from E-1 to E-9:

PARAMETERS	MAXIMUM MARKS
SENIORITY	15
QUALIFICATION	15
APARs	40
INTERVIEW	30
TOTAL	100

Marks will be awarded as enumerated under Clauses 10.2.1 to 10.2.4:

10.2.1. SENIORITY

Three marks shall be awarded for every completed year of service beyond the qualifying period of service subject to a maximum of 15 marks.

10.2.2. QUALIFICATION

Marks shall be awarded as per the level of qualification possessed by the eligible managers for promotion as on date of eligibility:

Level of Qualification	MARKS
Matriculation	05
Senior Secondary/Intermediate	07
Graduation	09
Master's Level/Post Graduation*	11
Professional Level**	15



- * Other than Professional Qualification
- ** Those managers who possess/acquire professional qualification as per Annexure - I shall be awarded marks under this category.

10.2.3. **APARs**

Marks shall be awarded as follows for each year's APAR:

OUSTANDING	10
VERY GOOD	08
GOOD	06
FAIR	04
POOR	00

For the purpose of computation of APAR marks, the following system shall be adopted:

- i. Where the qualifying period is 3 years, the marks obtained in APAR in the qualifying period shall be multiplied by (4/3)
- ii. Where the qualifying period is 2 years, the marks obtained in APAR in the qualifying period shall be multiplied by 2.

10.2.4. **INTERVIEW**

Based on actual performance in the interview for being eligible for promotion, the candidates will have to secure minimum marks in the interview as follows:

GRADES	GENERAL	SC/ST
<i>E-1 TO E-5</i>	<i>50%</i>	<i>45%</i>
<i>E-5 TO E-8</i>	<i>50%</i>	<i>50%</i>
<i>E-8 TO E-9*</i>	<i>50%</i>	<i>50%</i>

* The approval of appropriate Government Authority is awaited on the creation of E-9 grade.

NOTE: Concession of 5% marks in the interview shall be given to SC/ST employees upto the level of E-5 i.e DGM in STC.

10.2.5. Subject to provisions as contained in Clause 10.2.4, the merit list of the candidates eligible for promotion in respective grades will be prepared on the basis of marks secured by each candidate as per the weightage and marking scheme indicated under Clause 10.2. However, promotions will be effected on the basis of merit list and number of vacancies.

11. TRANSFER ON PROMOTION

11.1. If on promotion, a manager is transferred, his/her promotion shall become effective only from the date he/she takes over charge of the higher post at the new station of posting.

11.2. If a manager on promotion refuses or fails to join within 30 days from the date of issue of promotion/transfer orders, he/she shall forfeit his/her promotion, subject, however, to extension given by the appointing authority as a special case.

12. PROBATION ON PROMOTION

12.1. Managers promoted in higher grades shall be placed on probation for a period of one year. In case the performance is not found satisfactory, the probation period may be extended. The probation shall not be deemed to have been satisfactorily completed unless the manager is informed in writing to this effect by the Competent Authority.

13. TRANSFER POLICY

13.1. All Managers of the Corporation are liable to be transferred to any Branch/ Sub-branch office of STC or any office set up by STC or to any of its subsidiary including Corporate Office as per organizational requirements.

13.2. Deleted



13.3. The practice will be to transfer a Manager for a minimum period of 3 years. However, the Competent Authority may decide to reduce/increase the 3 years period in case it is considered necessary as per work exigency / interest of the Corporation.

13.4. Deleted

13.5. Short term posting/ deployment for a period upto 6 months shall be treated as tour and will not constitute transfer for the said duration.

13.6. It shall be the endeavor to ensure that an officer who attains the age of 58 years will not be transferred.

13.7. In case the Management considers some of the Branches/sub-branches unviable due to non-generation of business or negligible business or non-achievement of targets, the managers posted in these Branches/Units will be redeployed as per requirement of the Corporation to utilize the manpower optimally and at the same time ensuring barest minimum inconvenience to the individual.

13.8. The Management reserves the right of making any deviation from the Transfer Policy on administrative grounds.

13.9 Deleted

14. RESERVATION OF POSTS

The Directives of Central Government regarding reservation of posts for Scheduled Castes, Scheduled Tribes, OBC and other categories, if any, issued from time to time shall be followed.

15. RELAXATION


CMD at his discretion may relax any provision of this policy to mitigate the cases of hardship or to meet organizational requirements.



16. AMENDMENTS

The CMD may, at any time modify/amend and or alter any provision of the Promotion Policy in the overall interest of the Corporation.

This issues with the approval of CMD.



.19.8.15

(Samit Mohapatra)
General Manager(Pers.)

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs
- All divisional Heads/All BMs
- JGM (A&E)
- Internal Audit
- Secretary Cell
- SG, Fed. of STCEUs, New Delhi
- SG, Fed of STCOAs, New Delhi
- SG, All India Fed. of STC SC/ST Emp. Association, New Delhi
- Notice Board

ANNEXURE – I

PROFESSIONAL QUALIFICATION UNDER CLAUSE 10.2.2 OF THE PROMOTION AND TRANSFER POLICY FOR MANAGERS (AMENDED)

SR. No	DISCIPLINE	REQUIRED PROFESSIONAL QUALIFICATION**
1	Marketing	MBA degree/Post Graduate Diploma in Management with specialization in International Business from a recognized Indian Institute/ University
2	Personnel and Administration	Master's degree/Diploma in Management with specialization in HR/Personnel Management or its equivalent or Master's degree in Social Work, from a recognized Indian Institute/ University
3	Law	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate or equivalent / L.L.M Degree
4	Finance	Should be a Chartered Accountant / Cost Accountant.
5	Company Secretary	Passed final examination of ICSI (Institute of Company Secretaries of India)
6	Statistician	Master's Degree/ Post Graduate degree in Statistics/Applied Statistics/Econometrics from a recognized Indian Institute/ University
7	Systems/ Programmer	B.E./B-Tech/MCA/ MSc in Computer Science/ IT/ Systems from a recognized Indian Institute/University
8	Economist	Master's degree in Economics or Business Economics from a recognized Indian Institute/University

* All qualifications must be from UGC recognized Indian University/UGC recognized Indian deemed University or AICTE approved courses from Autonomous Institutions/concerned Statutory Councils (whichever is applicable)

**PhD in relevant field shall be considered as a Professional Qualification.

