



ANNEXURE – A

(Annexure to Circular No. 23743 dated 06.12.2025)

**PROMOTION POLICY
FOR
OFFICERS
(SCALE I TO SCALE II,
SCALE II TO SCALE III
&
SCALE III TO SCALE IV)**

Handwritten initials in blue ink.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

1. APPLICABILITY

This Promotion Policy covers Officers both in Generalist and Specialist Cadres for promotions up to Scale IV governed by the Indian Bank (Officers') Service Regulations, 1979 and to India based Officers working abroad.

2. VACANCY

All promotions from one scale to another scale shall be made according to the availability of vacancies identified in the respective scales as per the Government directives, wherever stipulated.

3. CUT- OFF DATE

The cut-off date for determining the eligibility criteria as well as completed years of service will be as on the 1st April of the financial year (April – March) in which the vacancies arise.

4. CHANNELS FOR PROMOTION

There shall be two channels for promotions from Scale I to Scale II and from Scale II to Scale III viz NORMAL / SENIORITY CHANNEL and MERIT / FAST TRACK CHANNEL and for Scale-III to Scale-IV, there shall be only One channel i.e. MERIT / FAST TRACK CHANNEL.

5. ALLOCATION OF VACANCIES

5.1. Allocation of vacancies among the two channels namely Normal / Seniority and Merit / Fast Track channels for promotion from Scale I to II and Scale II to III in respect of both Generalist and Specialist Officers:

Channel	Allocation of Vacancy
Normal / Seniority	40%
Merit / Fast Track	60%
Total	100%

5.2. Allocation of vacancies for Specialist Officers in different Scales will be based on Bank's requirement in the Vertical.

Handwritten signature/initials



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

6. ELIGIBILITY

6.1. Scale I to Scale II and Scale II to Scale III (Both Generalist & Specialist Officers)

Normal / Seniority Channel: (a) Minimum 5 years of active service in the respective scale

(b) Not less than 60% marks in PMS in any one of the preceding three years.

Merit / Fast Track Channel: (a) Minimum 4 years of active service for Scale I to Scale II and Minimum 3 years of active service for Scale II to Scale III

(b) Not less than 60% marks in PMS in any one of the preceding three years.

A. RURAL / SEMI-URBAN SERVICE

(For Generalist – Promotion from Scale I to Scale II and Scale II to Scale III)

- There shall be a requirement of having completed 2 years rural service for promotion from Scale I to II and 2 years of Rural and 1 year of Semi-Urban Branch service for promotion to Scale III. For this purpose, minimum 6 months continuous tenure of Rural / Semi-Urban posting will be reckoned as 1 year for the purpose of calculation of Rural / Semi-Urban service.
- If an Officer has completed 3 years of Rural service, it will be treated as completion of Semi Urban service also.
- In case, any candidate has not completed requisite 2 years (or 3 Years) Rural service / Semi-urban service, in Officer Cadre, he / she shall be posted to Rural / Semi-Urban area immediately on his / her promotion.

Handwritten signature/initials



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

B. EXEMPTIONS / RELAXATIONS FROM RURAL / SEMI-URBAN SERVICE

- Officers (including promotee Officers) recruited under Person with Benchmark Disability shall be exempted from Rural / Semi-Urban Branch posting on case to case basis based on merits of individual case.
- An Officer who is an active National / International Player / Coach, may be exempted from the stipulation of Rural / Semi-Urban Branch posting.

6.2. Scale III to Scale IV (Both Generalist & Specialist Officers)

- Merit / Fast Track Channel: (a) Minimum 3 years of active service in the present Scale.
(b) Not less than 60% marks in PMS in any one of the preceding three years.

6.3. Condition applicable for promotion from Scale I to Scale II, Scale II to Scale III and Scale III to Scale IV under both the channels:

Wherever Self-Appraisal in PMS is not submitted within the stipulated time by the Officer, the same shall be taken up for appraisal by the Reporting Authority Suo motto without self-appraisal and take it forward to the Reviewing Authority and Accepting Authority. The marks awarded by Accepting Authority will be reckoned for the promotion purpose.

6.4. Active service for this purpose of promotion shall mean actual service in Officer's Cadre in Bank, which shall include all kinds of leave but shall exclude the following.

- a. Any period of Extraordinary Leave (EOL) / Absence on Loss of Pay (LLOP) / Sabbatical Leave / Unauthorized Absence (UAA).
- b. The period of suspension, if any, that has not been treated as period spent on duty by the Disciplinary Authority.

Handwritten signature/initials in blue ink.

**PROMOTION POLICY FOR OFFICERS**

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

7. BASIS FOR PROMOTION – SCALE I TO SCALE II AND SCALE II TO SCALE III

7.1. Scale I to Scale II and Scale II to Scale III: Normal / Seniority Channel (Generalist Officers)

Parameters	Maximum Marks	
PMS	55	
Test	-	
Interview	30	
Educational Qualification The Qualification shall be considered with the following weightage of marks: 1.JAIB - 1 mark 2.CAIB – 2 marks 3.Approved Certifications as per latest Capacity Building Policy* - 1 mark each for one Certification (Max 2 marks)	5	
Service (for each completed year & for the remaining part thereof, it will be calculated on pro-rata basis on the following 03 parameters, gained in the present scale only)	10	
Experience as/in		Marks
Branch Manager		2.0
Rural Service other than BM		1.5
For every Completed Year of Service		1.0
Total	100	

* The approved certifications acquired in the present scale only will be considered.

7.2. Scale I to Scale II and Scale II to Scale III: Merit / Fast Track Channel (Generalist Officers)

Parameters	Maximum Marks	
PMS	30	
Test	30	
Interview	25	
Educational Qualification The Qualification shall be considered with the following weightage of marks: 1.JAIB - 1 mark 2.CAIB – 2 marks 3.Approved Certifications as per latest Capacity Building Policy* - 1 mark each for one Certification (Max 2 marks)	5	
Service (for each completed year & for the remaining part thereof, it will be calculated on pro-rata basis on the following 03 parameters, gained in the present scale only)	10	
Experience as/in		Marks
Branch Manager		2.0
Rural Service other than BM		1.5
For every Completed Year of Service		1.0
Total	100	

* The approved certifications acquired in the present scale only will be considered



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

7.3. Scale I to Scale II and Scale II to Scale III: Normal / Seniority Channel (Specialist Officers)

Parameters	Maximum Marks
PMS	35
Test	-
Interview	50
Educational Qualification The Qualification shall be considered with the following weightage of marks: 1.JAIIB - 1 mark 2.CAIIB – 2 marks 3.Approved Certifications as per latest Capacity Building Policy* - 1 mark each for one Certification (Max 2 marks)	5
1 Mark for every completed year of service & for the remaining part thereof, it will be calculated on pro-rata basis, gained in the present scale only.	10
Total	100

* The approved certifications acquired in the present scale only will be considered

7.4. Scale I to Scale II and Scale II to Scale III: Merit / Fast Track Channel (Specialist Officers)

Parameters	Maximum Marks
PMS	30
Test	30
Interview	25
Educational Qualification The Qualification shall be considered with the following weightage of marks: 1.JAIIB - 1 mark 2.CAIIB – 2 marks 3.Approved Certifications as per latest Capacity Building Policy* - 1 mark each for one Certification (Max 2 marks)	5
1 Mark for every completed year of service & for the remaining part thereof, it will be calculated on pro-rata basis, gained in the present scale only.	10
Total	100

* The approved certifications acquired in the present scale only will be considered

8. BASIS FOR PROMOTION –SCALE III TO SCALE IV (Both Generalist & Specialist Officers)

8.1. Specialist Officers in Scale III at the time of applying for promotion to Scale IV can give an option to become Generalist Officer. Option once exercised will be irrevocable and such Officers cannot opt to become Specialist Officer thereafter. Specialist Officers covered under 8.2.2 shall be deemed Generalists on promotion to Scale IV and will be required to take up online test as applicable for Generalist Officers.

mpc

**PROMOTION POLICY FOR OFFICERS**

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

8.2. In order to further the career progression and meet the aspirations of the Specialist Officers and also to ensure optimal utilization of the potential of these officers in tune with Bank's requirements, following Specialist positions have been identified.

S. No.	Specialization	Career progression in Specialist cadre upto
1	Computer/ IT Officer	Scale V
	Marketing Officer/ Corporate Communications	
	Legal Officer	
	Engineers/ Architect	
	Official Language	
	Security Officer	
2	Agricultural Officers	Scale III
	Chartered Accountant	
	Corporate Secretary	
	Cost Accountant	
	Credit Officer	
	Economist	
	Financial Analyst	
	Fire Safety Manager	
	HR / Personnel Officer	
	Industrial Development Officers	
	Risk Management Officer	
	Statistician	
	Treasury Officer	
	Wealth Management Officer	
	Public Relations Officers	
Any other stream not specified above		



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

8.3. Basis for promotion from Scale III to Scale IV shall be as under:

Parameters	Maximum Marks								
PMS	30								
Test	30								
Interview	25								
Educational Qualification The Qualification shall be considered with the following weightage of marks: 1. Approved Certifications as per latest Capacity Building Policy* - 2 marks each for one Certification	5								
Service (for each completed year & for the remaining part thereof, it will be calculated on pro-rata basis on the following 03 parameters, gained in the present scale only) For Generalists: <table border="1"><thead><tr><th>Experience as/in</th><th>Marks</th></tr></thead><tbody><tr><td>Branch Manager</td><td>2.0</td></tr><tr><td>Rural Service other than BM</td><td>1.5</td></tr><tr><td>For every Completed Year of Service</td><td>1.0</td></tr></tbody></table> For Specialists: One mark for each completed year of Service & for the remaining part thereof, it will be calculated on pro-rata basis, gained in the present scale only.	Experience as/in	Marks	Branch Manager	2.0	Rural Service other than BM	1.5	For every Completed Year of Service	1.0	10
Experience as/in	Marks								
Branch Manager	2.0								
Rural Service other than BM	1.5								
For every Completed Year of Service	1.0								
Total	100								

* The approved certifications acquired in the present scale only will be considered

8.4. The Specialist Officers in Scale III, who have been promoted to Scale IV under General cadre, may be deployed by the Bank in the Specialized Verticals / General cadre based on the requirements.

8.5. The Specialist Officers recruited in Scale III (lateral recruitment) have to complete minimum of five years of active service for appearing in the promotion process to Scale IV under General cadre.

8.6. However, for the vacancies identified in the Specialized Verticals in Scale IV, the Specialist Officers in the respective Vertical may appear in the promotion process, if he / she has completed required number of years of experience in Scale III as detailed in clause 6.2.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

9. WRITTEN TEST / ONLINE TEST

- **Generalist Officers**: The Written / Online Test shall assess the domain knowledge base of the Officers. The contents of the Test will vary as per the needs / priorities of the Bank from time to time.
- **Specialist Officers**: The Written / Online Test for promotions up to Scale IV shall be based on Current Affairs, guidelines issued by Regulatory Authorities, Banking & Financial Awareness and Latest Developments of last one year in banking pertaining to their respective field.
- Other than those officers who opted to remain in Specialist cadre from Scale IV onwards including all officers of category 8.2.2 above, have to appear in online exam for promotion from Scale III to Scale IV onwards as applicable to General cadre candidates.

10. RIGOUR OF PENALTY FOR PROMOTIONS:

- 10.1. Officers who have been imposed with Major Penalty would be permitted to participate in the promotion process in case the rigour of one year from the date of punishment is completed before the cut-off date stipulated in the policy.
- 10.2. Those officers who are imposed with the punishment of Dismissal / CRS / Removal from Service and have been reinstated in the Service on Appeal/ Review will be eligible to participate in the immediate next promotion process subject to their satisfying all eligibility norms. Officers who have been imposed punishment of reduction in Scale, can participate in the promotion process only after they fulfill the minimum service requirement from the date of reinstatement / scale reduction.
- 10.3. There will not be any rigour or debar on account of imposition of minor penalty(ies).
- 10.4. Additional direction if any issued by Government of India / other Statutory Authorities from time to time will form part of the Promotion Policy.

Handwritten signature



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

11. OUT-OF-TURN PROMOTION OF OUTSTANDING SPORTS PERSONS

An Officer employee of the Bank, whether he/she is recruited as a sports person or otherwise, be considered for one out of turn promotion in his/her entire career, after he/she wins a medal for the country or is awarded a National Award by the Government of India or a prize in an individual event or in a team event as a playing member of the team in Olympics, Asiad or any other international event in which either all the Nations are eligible to participate or a few countries, selected on the basis of their performance and past record, have been invited to participate. The eligible Officers will be those nominated by Indian Bank Central Sports Committee and finally approved by MD & CEO.

12. PRE-PROMOTION TRAINING TO SC / ST / OBC / EWS / PERSON WITH BENCHMARK DISABILITY

In terms of Government Guidelines, wherever applicable, pre-promotion training for employees belonging to SC / ST / OBC / EWS / Person with Benchmark Disability categories will be conducted for the eligible employees in e-mode or classroom depending on the exigencies.

13. GENERAL TERMS AND CONDITIONS

13.1. Minimum qualifying marks for promotion in respect of Scale I to Scale II, Scale II to Scale III and Scale III to Scale IV under both the channels for both Generalist and Specialist Officers shall be as under;

- **Test (Wherever applicable) – 40%**
- **Interview – 40%**

Managing Director & CEO will however, have the discretion to change the qualifying marks for the Test / Interview in the event minimum required number of candidates are not available.

Handwritten signature/initials in blue ink.



PROMOTION POLICY FOR OFFICERS

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

- 13.2. For arriving at Merit List in the promotion processes for the vacancies arising in F.Y. 2026-27 and onwards, PMS (Performance Management System) marks/score shall be reckoned as the average of PMS marks/score for preceding 3 years.
- 13.3. MD & CEO may relax the cut-off date for the purpose of reckoning of PMS score for the Financial Year immediately preceding the year in which vacancies arise. (i.e. in case the promotion process is initiated for a particular financial year by January of that year, MD & CEO has the discretion to decide that PMS score upto December may be considered as the performance for the year immediately preceding the year in which vacancies arise).
- 13.4. Marks for certification courses will be 1 or 2 marks as applicable for successful completion of each approved course as mentioned in latest capacity building policy.
- 13.5. There will not be any overlapping of marks for the three parameters viz marks for Branch Manager, Rural Service other than BM and marks for completed year of service. Highest mark for one of the parameters will be awarded. To illustrate, if an Officer has worked as BM of a rural branch, he will be awarded marks for BM only and not for rural service.
- 13.6. For the purpose of computing completed years for BM, Rural and number of years of service, if service period is less than one year in any particular year, it will be calculated on pro-rata basis.
- 13.7. For awarding marks for JAIIB, CAIIB and certification courses, only those Officers who successfully completed the course as on the date of circular (calling for application for participating in the promotion process) and submitted proof of the same will be considered.
- 13.8. In respect of FEMALE Officer Employee in Scale I & Scale II who has not completed the requisite tenure in the State/FGMO, at the time of promotion, she can make a request for posting to any one of three Zones of her choice (one request shall be to other FGM span / Centre). Other female Officers,

mv
MA



PROMOTION POLICY FOR OFFICERS

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

on promotion can exercise similar option to any three zones in other FGMO/State span whichever is applicable. Upon promotion, the placement in accordance with her request shall be considered to the extent possible upto MMG Scale III.

- 13.9. In respect of Officers who remained on Sabbatical Leave / Extraordinary Leave / LLOP / UAA etc., the period on Sabbatical Leave / Extraordinary Leave / LLOP / UAA shall not be treated as active service for the purpose of arriving at eligible minimum years of service for promotion. Any Officer who is on any of the above leave during the promotion period i.e. from the date of issue of Circular inviting applications to the date of declaration of results or any part thereof shall not be eligible to participate in the promotion process and for promotion.
- 13.10. For promotion under both the Channels, after reckoning the minimum qualifying marks in PMS, Written Test/On-Line Test wherever applicable and Interview, the merit list of the candidates will be drawn strictly on the basis of the total marks obtained in the descending order, based on which the vacancies shall be filled up.
- 13.11. If adequate number of promotions could not be effected due to non-availability of eligible candidates either in Normal / Seniority Channel or Merit / Fast Track Channel for promotion from Scale I to Scale II and Scale II to Scale III, then such vacancies in either of the Channel shall be interchanged for filling up the vacancies, with the approval of Executive Director in charge of HR.
- 13.12. In case, the period of suspension is for six months or less, the performance for the remaining period shall be treated as performance for the entire year. The same procedure shall be followed in respect of Officers under termination during a portion of the year and subsequent reinstatement as per the orders of Appellate / Reviewing Authority.

m h o



PROMOTION POLICY FOR OFFICERS

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

13.13 In all Promotion Processes, the candidate to be considered for promotion will include all eligible candidates who were considered in the earlier Promotion Process but were not promoted. However, for this purpose other than service eligibility, candidates will be required to fulfill all other Eligibility Criteria of the current Promotion Process.

Owing to change in service criteria, if any of the candidate does not per se qualify for the promotion process for the F.Y. 2026-27, but he/she had appeared in last year promotion process, then to iron out the difference and to have an enabling feature, only for the promotion process for F.Y. 2026-27, such candidates will be permitted to appear provided they fulfil other eligibility criteria.

14. ZONE OF CONSIDERATION

14.1. The zone of consideration for promotion shall be maintained at 1:3 for both the channels.

14.2. The entire batch of Officers promoted on the cut-off date / joined on the same date (in the case of recruitment) and fulfilling the eligibility criteria shall be included in the promotion process. Fresh candidates equal to the number of anticipated vacancies shall be endeavoured to be maintained.

15. OFFICERS UNDER DISCIPLINARY PROCEEDINGS

15.1. The following Officers shall be permitted to participate in the promotion process subject to their fulfilling all eligibility conditions specified hereinabove;

1. Officers who are under suspension
2. Officers against whom disciplinary proceedings are pending
3. Officers against whom prosecution has been launched in a Court of Law or sanction for prosecution has been issued.

However, the results of such candidates will be kept in SEALED COVER and acted upon in terms of the Government / CVC guidelines.

Handwritten signature/initials



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

16. REFUSAL TO ACCEPT PROMOTION

16.1. On participating in the promotion process and on being promoted to the next higher scale, the Officer cannot refuse to accept the promotion. This condition may however be relaxed at the sole discretion of the Management in extenuating circumstances after taking into cognizance the circumstances / reasons cited by the Officer for not accepting the promotion. The reasons should be given in writing within 60 days from the date of publication of result. Such Officers who have refused to accept promotion will not be considered for promotion for a period of one year from the date of their application for refusing promotion.

16.2. Executive Director in Charge of HR is the Competent Authority for considering the request for non-acceptance of promotion upto Scale IV.

17. GOVERNMENT OF INDIA GUIDELINES – SC/ ST, etc.

17.1. The SC / ST candidates will be entitled to the benefit of reservations and relaxations if any, in accordance with the Government of India guidelines issued from time to time.

17.2. SC/ST Officers, whose names fall within the number of vacancies in the Seniority List, shall be included in the Merit List of successful candidates for promotion upto Scale III provided they participate in the promotion process and are not found unfit for promotion in accordance with the norms and standards laid down in the Promotion Policy. Their position in the Merit List would, however, be the same as assignable to them on the basis of their ranking. The remaining number of candidates will be included in the Merit List in accordance with the normal procedure for selection as laid down in this Promotion Policy.



PROMOTION POLICY FOR OFFICERS

(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

18. INTERVIEW PANEL

18.1. The Interview Committee / Panels for promotions to Scale II, Scale III and Scale IV shall be as mentioned in the table below;

SCALE I TO SCALE II*	Based on the requirements, interview panels with each panel comprising of one Deputy General Manager (as Chairman) and two Assistant General Managers (as Members) will be nominated by the ED in charge of HR. One of the members shall be SC / ST representative.
SCALE II TO SCALE III*	Based on the requirements, interview panels with each panel comprising of one General Manager (as Chairman) and two Deputy General Managers (as Members) will be nominated by the ED in charge of HR. One of the members shall be SC / ST representative.
SCALE III TO SCALE IV*	Based on the requirements, Interview Panels with each panel comprising of one Chief General Manager (as Chairman), one General Manager (as Member) and one Deputy General Manager (as Member) nominated by the ED in charge of HR.

*As far as possible, each interview panel will have representation of women.

18.2 ED in charge of HR is authorized to finalize the number of interview panels and the composition of interview panel members for promotion upto Scale IV.

19. OTHER CLAUSES

19.1. All promotions shall be effective only if the promoted Officers join duty at the given place of posting on or before the stipulated date in the promotion order for that purpose, failing which the promotion offer will be forfeited.

19.2. **Empaneled List / Waiting List for promotion:** Bank shall prepare a panel of selected candidates to the extent of number of vacancies, in the order of merit. In addition, at the discretion of the Bank, there shall be a wait list of candidates to the extent of 10% of the vacancies, to fill up vacancies arising on any account. The panel as well as wait list shall be valid till 31st December of the year in which vacancies arise or till next promotion process is initiated whichever is earlier. The waiting list / empaneled list so maintained shall be published.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

20. DEPARTMENTAL PROMOTION COMMITTEE (DPC) & COMPETENT AUTHORITY

All promotions to different scales shall be recommended by the DPC to the Competent Authority for effecting the promotion as detailed below:

PROMOTION FROM	Departmental Promotion Committee (DPC)	COMPETENT AUTHORITY
SCALE I TO SCALE II	A Committee comprising of one Deputy General Manager and two Assistant General Managers will be nominated by the Executive Director in charge of HR. The Deputy General Manager will be the Chairman of the Committee.	CGM / GM (HRM)
SCALE II TO SCALE III	A Committee comprising of one General Manager (except GM in charge of HR) and two Deputy General Managers will be nominated by the Executive Director in charge of HR. The General Manager will be the Chairman of the Committee.	CGM / GM (HRM)
SCALE III TO SCALE IV	A Committee comprising of Executive Director in charge of HR, one Chief General Manager (except CGM in charge of HR) and one General Manager (except GM in charge of HR) will be nominated by the Managing Director & CEO. The Executive Director will be the Chairman of the Committee.	Executive Director in charge of HR

21. ELIGIBILITY FOR CALLING FOR INTERVIEW

21.1 Normal/Seniority Channel:

The number of qualified candidates for interview shall be restricted to 03 times of the number of vacancies. The qualified list will be prepared by consolidating the marks secured as per average PMS Score for the preceding 3 years and Experience Score, with weightage as follows:

Handwritten signature/initials in blue ink.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

Promotion From	PMS Score	Experience Score*
Scale I to II	60	10
Scale II to III	60	10

21.2 Merit/Fast Track Channel:

The number of written test qualified candidates for interview shall be restricted to 03 times of the number of vacancies. The qualified list will be prepared by consolidating the marks secured as per average PMS Score for the preceding 3 years, the Score on Experience and the Score on Written Test, with weightage as follows:

Promotion From	PMS Score	Experience Score*	Written Test Score
Scale I to II	50	10	40
Scale II to III	50	10	40
Scale III to IV	50	10	40

*Experience as/in (Both Channels) (for each completed year & for the remaining part thereof, it will be calculated on pro-rata basis on the following 03 parameters, gained in the present scale only)	Marks**
Branch Manager	2.0
Rural Service other than BM	1.5
For every Completed Year of Service	1.0

**Maximum Marks 10

The cut off mark will be the mark secured by a candidate in the rank equals 03 times of the number of vacancies. All candidates who have secured the cut off mark and above will be called for interview, even if this exceeds the 1:3 ratio.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

22. APPEAL AGAINST NON-SELECTION

- a) In respect of promotions up to SMG Scale IV, an officer who has not been approved for promotion and who is desirous of preferring an Appeal, may submit appeal only through online mode in HRMS within 15 days from the date of declaration of the result. No offline appeal against non-selection shall be entertained. The appeal must be on specific grounds with supporting facts to the Appellate / Competent Authority as mentioned under:

Appeals for non-promotion from	Competent Committee for disposal of Appeals (Appellate / Competent Authority)
Scale I to II and Scale II to III	01 CGM (as Chairman)*, 01 GM (as Member) & 01 DGM (as Member)
Scale III to IV	01 ED (as Chairman)*, 01 CGM (as Member) & 01 GM (as Member)

*Who were not involved in the selection process of the appellant candidate(s)

- b) ED in charge of HR is authorized to finalize the number of Competent Committee(s) for disposal of Appeals (Appellate / Competent Authority) as well as its composition of members for appeals for non-promotion upto Scale-III.
- c) MD and CEO is authorized to finalize the number of Competent Committee(s) for disposal of Appeals (Appellate / Competent Authority) as well as its composition of members for appeals for non-promotion from Scale-III to Scale-IV.
- d) On receipt of online appeal(s), appropriate Committee(s) as mentioned above will process the appeal(s) and dispose the appeal(s) thereof.
- e) The appeals shall be decided preferably within a period of 60 days from the last date of submission of appeals. The decision of the Appellate Authority in respect of the appeal will be final and binding on the Officer(s) concerned and there shall be no review of the decision. The decision of the Appellate / Competent Authority shall be communicated to the Officer concerned by DGM (HRM) clearly stating that he/she is only communicating the decision of the Appellate Authority.



PROMOTION POLICY FOR OFFICERS
(Scale I to Scale II, Scale II to Scale III & Scale III to Scale IV)

- f) An Officer approved for promotion to the grade / scale on appeal will be considered for promotion irrespective of the availability of vacancy with the approval of MD & CEO and may be fitted in that grade / scale with effect from the notional date of promotion of that batch in which he/she was approved. However, such officer(s) will not be entitled to receive any arrears on account of his/her notional promotion.

23. REPEAL AND SAVING / GOVERNMENT GUIDELINES

The Board shall have the right to change, alter, amend or vary from time to time any rule or rules / clauses incorporated in the promotion policy. The Guidelines issued by the Government of India from time to time for promotion of Officers from one scale to another shall form part of this policy and shall be communicated.

24. INTERPRETATION OF PROMOTION RULES

The decision of the MD & CEO shall be final and binding in respect of any differences or disputes arises in regard to the interpretation of any of the rules / clauses of this policy.

25. IMPLEMENTATION

The Promotion Policy is implemented with effect from the date of approval by the Board.

26. SUPERSESSION

This promotion policy will supersede all the previous promotion policies.

27. PERIOD

The promotion policy will come into force from the date of approval by the Board and will be valid for three years or till such time it is reviewed / modified / repealed by the Board.

Handwritten signature