

① Promotion Policy

NO. MD/PROM-POLICY/679

15. 12. 2004

THE CALCUTTA TRAMWAYS COMPANY (1978) LIMITED
(A Government of West Bengal Undertaking)
12, R N Mukherjee Road, Kolkata- 700 001

PROMOTIONAL POLICY GUIDELINE

Pursuant to the judgement delivered by Hon'ble Justice Jayanta Kumar Biswas in W.P. 10588(w) of 2002 (in the matter of Pranab Kumar Ray Chaudhuri Vs. State of West Bengal & Others), the guidelines as enclosed herewith are framed for considering promotion to be given to the Officers and employees of The Calcutta Tramways Company (1978) Limited.

1. Basis : Promotion is to be given on the basis of seniority-cum-Merit. Regulation 10 of the CTC(1978)Ltd. Officers' and Supervisors' Service Regulation will be the guiding factor in this respect.

2. Zone of consideration : In consonance with the practice followed in Government Departments, the Zone of Consideration will be taken as 1:5, that is, for one promotional post, number of persons to be considered from the feeder post(s) and satisfying other eligibility criteria like length of service rounded in the Feeder post(s), contribution in the feeder post(s) etc. will be 5 in order of seniority in the feeder post(s).

However, if number of such officers/ employees satisfying the eligibility criteria falls below the ratio 1 : 5, the authority may reduce the Zone of Consideration according to the demand and merit of the situation.

Regulation 11 of the CTC(1978)Ltd. Officers' and Supervisors' Service Regulations will be the guiding factor in this respect.

2. Feeder post(s) : For promotion to a class/category of post, feeder post(s) will be taken to be those covering the functional aspects of the promotional post and having scale of pay below that of the promotional post.

Regulation 11 and 12 of the CTC(1978) Ltd. Officers' and Supervisors' Service Regulations will be the guiding factors in this respect.

3. Length of service rendered in the Feeder post(s) : The length of service rendered in the feeder post(s) will normally be 5 (five years). However, the authority will have the right to reduce it to a level to give due consideration to the Zone of Consideration (normally, 1 : 5) importance of the promotional post and demand as well as necessity of the situation.

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4. Other criteria for being eligible for consideration for the feeder post

- i) Must have been confirmed in the feeder post(s) considered for the promotional post.
- ii) Any punishment inflicted pursuant to a departmental proceeding leading to demotion to a lower post debarring of increment(s)/banning of promotion for specified year(s) will be considered as disqualification till he is restored to the position when he was punished.

5. Selection Process :

- i) A Selection Committee will be a must for selection to the promotional post.
- ii) The Committee will be under an obligation to follow the benchmark principle that will be decided by members of the Selection Committee unanimously.

Such benchmark principle will be a confidential document and the Selection Committee will not be bound to disclose the same to others including the candidates in the Zone of Consideration except to the Board of Directors or the State Government or as per direction of Court of Law, as the case may be.

- iii) The Selection Committee will be constituted with approval of the Board of Directors.
- iv) For different promotional posts, different committees may be formed and further, the benchmark principle for different promotional posts may be different.
- v) Tests, Interviews and Performance appraisal will be integral parts of the selection process.
However, written tests may or may not be held and this will depend on unanimous decision of the Selection Committee.

5. Selection Process(cont.) : Since there is no ACR or DPR System prevailing in the Company, for the purpose of Performance Appraisal, the Selection Committee will go through the Service Career of the incumbents concerned.

vi) Recommendation of the Selection Committee will be placed before the Board of Directors for final decision.

L.R.L. P. 15/12/04

Managing Director
The CTC (1978) Ltd.

SNP/Adhikary
15.12.2004