

MAHARASHTRA METRO RAIL CORPORATION LTD.

No: MAHA-Metro/HR/Promotion Policy/2019/KMH) 15556

Date: 06.11.2019

OFFICE- ORDER

MAHA-Metro's Promotion Policy has been formulated and the same is enclosed herewith. This Policy shall be applicable to all the employees of MAHA-Metro (Regular and Contract).

This issues with the approval of the Managing Director.

Enclosures: As above


(Ravindra V. Dhakate)
General Manager(HR)

Copy to:-

1. All Directors of MAHA-Metro - for kind information please.
2. PS to MD - for kind information of MD please.
3. All EDs/CPMs/GMs /HODs/- for kind information please.
4. GM (HR), Pune- for kind information.
5. CPM (Tele),Nagpur – for uploading it on intranet.
6. All employees of MAHA-Metro.
7. Office Order file.



MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



Maharashtra Metro Rail Corporation
(MAHA-Metro)Promotion Policy



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1. TITLE :-

1.1. This Policy shall be called "Maharashtra Metro Rail Corporation Limited (MAHA-Metro) Promotion Policy".

2. APPLICABILITY:-

2.1. This policy shall apply to all regular/Contract employees in the Corporation including employees on probation and employees absorbed into regular posts.

2.2 Applicability of this policy to employees appointed on Contract to the Corporation shall be determined as per terms of contract with the Corporation.

2.3 This policy shall not apply to employees appointed on a temporary / casual / Reemployed/ad-hoc and Consultants basis unless otherwise specified.

3. OBJECTIVE:-

3.1 This Policy has been designed to provide career progression avenues to deserving employees of the Corporation.

4. DEFINITIONS:-

In these rules, unless the context otherwise requires,

4.1 **Appointing Authority** in relation to any post or category of posts both in Executive and Non-Executive cadres means the MD to whom the power of making appointment to any post or a specified category of posts has been delegated with the approval of the MD.

4.2 **Competent Authority** is the authority who is empowered by the Management of the Corporation by an order to discharge functions or use the powers specified in the rule or order.

4.3 **Residency period** means the minimum experience in terms of number of years of continuous regular service (excluding Leave without Pay (LWP) and Extra-ordinary Leave (EOL)) put by an employee in a particular post with pay scale of that post in MAHA-Metro that would make him/her eligible for being considered for promotion to a higher grade of post.



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5. SANCTIONED STRENGTH AND SCALES OF PAY:-

5.1 The number of posts in each grade and scale of pay shall be fixed as per the approved organization structure/ emergent operational/ administrative requirements in accordance with the Delegation of Powers.

6. RESERVATION OF POSTS:-

6.1 Reservation of posts for Scheduled Castes and Scheduled Tribes shall be provided in accordance with the Government of India rules issued on the subject from time to time.

6.2 Reservation of posts for other categories such as Ex-servicemen, Persons With Disability (PWD) etc. shall be provided in accordance with the Government of India rules issued on the subject from time to time.

Reservation of Non-Executive Posts:

S.N.	Category	% of Reservation
1.	OBC	27
2.	SC	10
3.	ST	09

The above quota is as per the reservation rules of Govt. of India applicable to state of Maharashtra.

Reference: Letter No.: 36017/2/2004-Estt.(Res) dated 05.07.2015 of Brochure on Reservation for SC, ST & other backward classes in Services (DoPT 2014).

7. ELIGIBILITY CRITERIA:-

7.1 For consideration for promotion of an employee the following eligibility criteria shall be taken into consideration:

- Level of entry into the organization.
- Skills, aptitude, academic and other professional achievements.
- Training undergone in the Corporation.
- Residency period.
- Performance criteria (APARs).
- Disciplinary and vigilance clearances.



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8. GROUP OF POSTS:-

- 8.1 Posts shall be classified into Selection and Non-Selection posts in the Corporation in the various Departments.
- 8.2 Promotion to Selection posts shall be an act of positive selection and made on the basis of Merit as per details given in the succeeding paragraphs.
- 8.3 Promotion to Non Selection posts shall be made on the basis of Seniority after perusal of Appraisal forms and Service Records, subject to meeting the minimum defined criteria in this policy.
- 8.4 In both the cases, Appraisal Reports (**APAR**) of the preceding years (as applicable) shall be considered.
- 8.5 Vacancy calculation shall be done on the basis of Existing and anticipated vacancies in a year.

9. METHODOLOGY FOR PROMOTION:-

- 9.1 Promotion is done subject to availability of post as provided for in the organization structure, duly approved by Competent Authority.
- 9.2 In order to consider promotion of eligible personnel, a review shall be done well in advance to assess the vacancies of various categories and grades, taking into consideration the overall cadre of the Corporation.
- 9.3 Panel for promotion shall be formed twice in a year. Promotions shall be done by DPC nominated by the Managing Director. The Selection Committee will draw the proceedings which shall be approved by the Managing Director, MAHA-Metro.
In exceptional cases, if Panel is exhausted within one year and if urgent need exists then with the due approval of the Managing Director, Panel can be formed after six months of the date of earlier Panel.
- 9.4 The Executive and Non - Executive Cadres of the Corporation shall consist of grades as defined in **Annexure A** of this policy.
- 9.5 Promotion within any Executive group shall be done on Selection basis.
- 9.6 Promotion within any Non - Executive group shall be done on Non - Selection basis.
- 9.7 Promotion from Non-Executive group to Executive group shall be done on Selection basis.
- 9.8 Those employees, who fulfill all conditions required to become eligible for selection, shall only be considered.
- 9.9 Normally, minimum two weeks notice should be given to the employee for appearing in the selection. However, it is necessary to give at least seven days notice where it is not possible for the Management to give a longer period of notice due to any specific reason.
- 9.10 Once the date of holding of selection is fixed and if a nominated member of



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the Selection Committee/ Departmental Promotion Committee (DPC) is not available due to unavoidable circumstances, alternative Officer in the DPC will be nominated.

10. ELIGIBILITY FOR PROMOTION (FOR EXECUTIVES):-

10.1 Assessment for promotions shall be undertaken twice in a year. For this purpose, eligibility lists of employees completing the minimum required residency for promotion to next grade shall be prepared as on 30th June & 31st December every year.

10.2 For the purpose of counting residency period for promotion, the deputation period rendered in the Corporation followed by permanent absorption at the initial constitution of the Cadres shall be taken into account.

10.3 The residency periods required for the different grades shall be as follows:

Promotion	Promotion Grades	Grade (IDA) From	Grade (IDA) To	Residency Period in MAHA-Metro (in years)
AGM to GM	E6 to E7	100000-260000	120000-280000	3
Jt. GM to Addl. GM	E5 to E6	90000-240000	100000-260000	3
Sr. DGM to Jt. GM	E4 to E5	80000-220000	90000-240000	3
Dy. GM to Sr. DGM	E3 to E4	70000-200000	80000-220000	3
Manager to Dy. GM	E2 to E3	60000-180000	70000-200000	3
AM to Manager	E1 to E2	50000-160000	60000-180000	3

10.4 The residency period is only for eligibility to the level one grade above, but the promotion will depend upon the availability of a vacancy and suitability for the concerned working level.

10.5 There will be a total of 3 "working levels" for Executives (from AM to GM) in MAHA-Metro as under:-

- (a) AM/ Manager
- (b) DGM/ Sr. DGM/ JGM & AGM
- (c) GM

10.6 For promotions to the next grade, the residency/ incumbency period (and not the total equated service) will be considered.

10.7 Promotions will be conducted twice in a year. The cut off date to ascertain the probable eligible candidates for this purpose shall be 30th June & 31st December every year. A list of probable candidates will be prepared well in advance before the said dates and shall be put up for approval of Competent Authority for initiating



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promotion process. The promotions shall be made effective from the date of fulfilling the residency period. In cases of key appointments falling vacant, the Management may also consider initiating promotion process anytime within the year.

DPC will be held in the month of January for the eligible candidates who are meeting the criteria upto 30th June.

DPC will be held in the month of July for the eligible candidates who are meeting the criteria upto 31st December.

10.8: All posts in MAHA-Metro will be equally filled through:-

- Internal Promotion @ 50 %.
- Direct Recruitment @ 50 %.

The MD MAHA-Metro shall be empowered to shift the vacancies to be filled within the above two methods on case to case basis.

10.09 Those Officers who are on deputation, their promotion shall be processed as per the terms of Deputation.

Mere fulfillment of Residency Period does not entail Automatic Promotion to next grade which will depend upon vacancies. The Promotion is not a matter of right.

10.10 Promotion rules for Executives:-

- (a) The length of incumbency for future progression shall count from the date of joining MAHA-Metro/ date of joining the present grade.
- (b) All promotions in Executive grades will take place with a prospective effect only
- (c) The promotion will be through a process of positive act of selection based on availability of vacancies. It will consist of APAR grading and Interview. Officers of same no. will be called for selection as per seniority.
- (d) For regular/contract employees, minimum qualifying APAR points (sum of gradings after conversion to points on the scale of Outstanding=10 points; Very Good=8 points; Good=6 points) in preceding 3 years (out of 30 points) shall be as under:-

1.	Manager	26
2.	DGM	26
3.	Sr. DGM, JGM, AGM	26
4.	GM	26

10.11 In case a deputationist gets promotion in his/ her parent organization, he/she will be granted that grade in MAHA-Metro automatically from the date of that grade in the parent department without interview etc., if required by creating a supernumerary



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post. Candidates who are having benefit of ACP/MACP will also have to appear for Regular Promotion.

10.12 On permanent absorption of deputationists:

Non-Executive upon absorption will also have to clear **Departmental Examination (DE)** to become executive.

11. ELEVATION FROM GM TO CGM:-

(A) Elevation from GM to CGM is subject to:-

- (i) The officers who are otherwise eligible to be considered for promotion to ED level, but do not get promoted as ED for want of vacancies, shall be designated as Chief General Manager (CGM).
- (ii) The officers designated as CGM will be eligible for special allowance of Rs. 2500/-per month, and they will also be entitled to travel in business class.

12. ACCELERATED PROMOTION:

- (i) In the interest of building up efficiency and motivating employees, it would be necessary to provide for accelerated promotions to employees of high performance. In order to achieve this purpose, a Committee consisting of the concerned HoD/Director and other members, as approved by the Competent Authority, may review the cases of Executives who have been rated above 90, consecutively for two successive years. They may interview the employees and recommend the names for promotions with relaxation of not more than one year in the period stipulated in the residency period as per Para 10.3. Such relaxation should be restricted normally once in the career of an employee.
- ii) Should the committee consider that the employee deserves relaxation again for a second time, it should make specific recommendations to that effect and the Managing Director will interview the executive along with the concerned Committee members, for considering the promotion. No employee will be considered for accelerated promotion for more than twice in his career.



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- iii) The Accelerated Promotions will be restricted to 10% of sanctioned posts in each cadre.

14. SELECTION PROCESS AND CRITERIA FOR PROMOTION (APPLICABLE FOR PROMOTION WITHIN EXECUTIVES ONLY):-

14.1 The process of selection to be followed by Selection Committee shall include a combination of Appraisal and Interviews for promotion to various grades as given below:-

Promotion	Promotion Grades	Grade (IDA) From	Grade (IDA) To	Maximum Marks		Total	Min. Score Req'd.
				APARs	Interview		
AGM to GM	E6 to E7	100000-260000	120000-280000	30	20	50	38
Jt. GM to Addl. GM	E5 to E6	90000-240000	100000-260000	30	20	50	38
Sr. DGM to Jt. GM	E4 to E5	80000-220000	90000-240000	30	20	50	38
Dy. GM to Sr. DGM	E3 to E4	70000-200000	80000-220000	30	20	50	38
Manager to Dy. GM	E2 to E3	60000-180000	70000-200000	30	20	50	38
AM to Manager	E1 to E2	50000-160000	60000-180000	30	20	50	38

15. ZONE OF CONSIDERATION (ZOC) (APPLICABLE FOR PROMOTION TO NON-EXECUTIVES) (From NS I to NS IV and SI to SIV)

The Zone of Consideration (ZoC), i.e. number of employees to be called for selection process out of the eligibility list, shall be upto 03 times the number of vacancies.

16. RESIDENCY PERIOD AND APAR CRITERIA FOR PROMOTION FOR NON-EXECUTIVES:-

16.1 The residency periods required for promotion are as given below:-

Promotion		Grade (IDA) From	Grade (IDA) To	Residency Period in MAHA-Metro (in years)
From	To			
Within Non-Executive levels Promotion:-				
S3	S4	40000-125000	46000-145000	4
S2	S3	35000-110000	40000-125000	4
S1	S2	33000-100000	35000-110000	4
NS4	S1	25000-80000	33000-100000	4
NS3	NS4	20000-60000	25000-80000	4

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NS2	NS3	16000-50000	20000-60000	4
NS1	NS2	14000-40000	16000-50000	4

16.2 The Residency Period for Promotions from Non-Executive to Executive based on DE:

Promotion		Grade (IDA) From	Grade (IDA) To	Residency Period in MAHA-Metro (in years)
From	To			
From Non-Executive to Executive level Promotion *:-				
S4	E1	46000-145000	50000-160000	3
S3	E1	40000-125000	50000-160000	4

* Promotion from Non-Executive to Executive level will be based on combination of APARs, DE and Interview performances subject to meeting of all other eligibility criteria.

16.3 For Regular as well as Contract employees promotions, minimum qualifying APAR points in preceding 4 years (out of 40 points) shall be as under:-

Promotion		APAR points	Remarks
From	To		
From Non-Executive to Executive level Promotion:-			Out of 40 points (sum of gradings after conversion to points on the scale of Outstanding=10 points; Very Good=8 points; Good=6 points) And Special Performance Report from the Reporting Officer.
S4	E1	32	
S3	E1	32	
Within Non-Executive levels Promotion:-			
S3	S4	32	
S2	S3	32	
S1	S2	32	
NS4	S1	32	
NS3	NS4	32	
NS2	NS3	32	
NS1	NS2	32	

Scheme of examination:

- A written exam of a substantially higher standard than associated with normal selection and a viva-voce.
- Minimum pass marks are 60%. Names will be shown in order of merit on the basis of total marks scored.
- In selection/ LDCE the total marks secured by all the candidates who had appeared for viva-voce after qualifying in the written examination and the marks secured in written test in the case of remaining candidates may be notified after finalization of Group B Panel.

NPH

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*The syllabus, subjects of examination shall be communicated well in advance. The examination shall be conducted in subjective (60%) as well as objective (40%) Format. The minimum qualifying marks shall be 60%.

Details of Examination, Procedure etc. will be issued separately.

15.2 Departmental Promotion Committee (DPC) constitution shall be as enumerated at **Annexure B** below. The DPC shall ensure that there shall be no supersession in the matter of promotion and the Officers are to be graded by the DPC as "Fit" or "Unfit" with reference to the prescribed bench mark and those found "Fit" shall be included in the select panel for promotion and those who are graded "Unfit" by the DPC shall not be included in the select panel. The zone of consideration has to be wide enough to cater to the needs of the Corporation for giving an extended panel against empanelled officers who are on deputation or are expected to proceed shortly; who have retired or shall be retiring in the course of the vacancy year or who have refused promotion and are under debarment. The size should also be sufficient to take care of officers in the feeder grade whose cases are to be placed in 'sealed cover' and also of those who do not meet the prescribed benchmark. However, it is necessary that the zone of consideration should not be large in size such that it would lead to unnecessary paper work, which may also lead to delay in completion of the DPC proceedings. The DPC must ensure being just, impartial and objective in the task entrusted to them.

17. SELECTION PROCESS AND CRITERIA FOR PROMOTION (APPLICABLE FOR NON-EXECUTIVES)

a) The process of selection to be followed shall include a combination of DE, APAR and Interviews for promotion to Executive level from Non-Exe. Level is as given below:-

Promotion		Grade (IDA) From	Grade (IDA) To	Marks			Total	Min. Score Reqd.	Remarks
From	To			DE	APAR	Interview			
From Non-Executive to Executive level Promotion:-									
S4	E1	46000-145000	50000-160000	50	40	10	100	75	Selection basis
S3	E1	40000-125000	50000-160000	50	40	10	100	75	

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b) The process of selection to be followed shall include APAR Criteria for promotion within Non-Exe. Levels is as given below

Within Non-Executive levels Promotion:-					
S3	S4	40000-125000	46000-145000	Merit list for promotion of the “FIT” candidates, i.e. those meeting the required APARs criteria; will be prepared as per inter-se seniority And Special Performance Report from the Reporting Officer.	Non-Selection basis
S2	S3	35000-110000	40000-125000		
S1	S2	33000-100000	35000-110000		
NS4	S1	25000-80000	33000-100000		
NS3	NS-4	20000-60000	25000-80000		
NS2	NS-3	16000-50000	20000-60000		
NS1	NS-2	14000-40000	16000-50000		

18. PROMOTION OF EMPLOYEES AGAINST WHOM DISCIPLINARY/ COURT PROCEEDINGS ARE PENDING/ WHOSE CONDUCT IS UNDER INVESTIGATION:-

18.1 An employee under suspension or against whom departmental proceedings have been initiated or contemplated for imposition of minor / major penalty, shall also be called to appear in the selection. He/she shall be examined like other candidates in ordinary course but his/her result shall be announced after finalization of the D&AR proceedings against him/her. Till then his/her result shall be kept by the DPC in a sealed cover.

18.2 EMPLOYEES DEBARRED FROM PROMOTION:-

Conditions for promotion of employees undergoing punishment under the Disciplinary Rules applicable to them shall be governed by the provisions of the MAHA-Metro Discipline & Appeal Rules.

19. REFUSAL OF PROMOTION:-

19.1 An employee refusing promotion on personal reasons, subject to acceptance by the Competent Authority, shall not be considered for promotions subsequent to his refusal for a period of one year from the date of his refusal.

20. INTERPRETATION AND RELAXATIONS: -

The decision of the Managing Director of the Corporation on all interpretations and relaxations to this policy shall be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.

Annexure 'A'

Sr. No.	Post	Grade	Revised IDA Pay Scales as on 01.01.2017
BELOW BOARD LEVEL EXECUTIVE			
1	Asst. Manager	E - 1	50,000 - 1,60,000/-
2	Manager	E - 2	60,000 - 1,80,000/-
3	Dy. General Manager	E - 3	70,000 - 2,00,000/-
4	Sr. Dy. General Manager	E - 4	80,000 - 2,20,000/-
5	Jt. General Manager	E - 5	90,000 - 2,40,000/-
6	Addl. General Manager / Sr. Addl. General Manager	E - 6	1,00,000 - 2,60,000/-
7	Chief General Manager/General Manager/ Chief Project Manager	E - 7	1,20,000 - 2,80,000/-
8	Executive Director	E - 8	1,50,000 - 3,00,000/-
NON - EXECUTIVE			
9	Un - Skilled (Civil/Elect/S&T/Stores)	NS - 1	14,000 - 40,000/-
10	Semi - Skilled (Civil/Elect/S&T/Stores)	NS - 2	16,000 - 50,000/-
11	Skilled/Jr. Asst./Maintainer/Driver/Data Entry Operator/Jr. Station Asst.	NS - 3	20,000 - 60,000/-
12	Steno/Asst./Driver/Asst. Station Controller/Station Asst./General Asst.	NS - 4	25,000 - 80,000/-
13	PA/Sr. Asst./Driver Gr - I/MCM/Draftsman/JE/Station Controller/Train Operator/Vig Insp Gr - II	S - 1	33,000 - 1,00,000/-
14	PA/Sr. Asst./Driver Gr - I/MCM/Draftsman/ASE/Station Controller/Train Operator/Vig Insp Gr - II	S - 2	35,000 - 1,10,000/-
15	Jr. Executive/SPA/SO/Legal Asst./Librarian/Dsl Driver/Shunter/Sr. Station Controller/Sr. Train Operator/Vig Insp/SE	S - 3	40,000 - 1,25,000/-
16	Sr. Executive/PS/SSE/SRSO/Station Manager Gr - II/Time Table Insp/Revenue Insp/Loco Insp/Sr. Vig Insp/SSO	S - 4	46,000 - 1,45,000/-





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Annexure B

CONSTITUTION OF DPC/ SELECTION COMMITTEE

Grades	Promotion Grade	DPC/ Selection Committee constitution
GM to CGM & ED	From E7 to E8	<ul style="list-style-type: none"> - Committee of Directors - 03 Directors (One from concerned department, One from sister department and One from Finance Department) - GM/HR- Secretary,DPC and Convenor
Addl. GM to GM	From E6 to E7	
Jt. GM to Addl. GM	From E5 to E6	<ul style="list-style-type: none"> - HOD of Concerned Deptt. - HOD of Sister department - Head of HR Deptt - Secretary DPC and Convenor
Sr. DGM to Jt. GM	From E4 to E5	
Dy. GM to SR. DGM	From E3 to E4	
Manager to Dy. GM	From E2 to E3	<ul style="list-style-type: none"> - HOD of concerned department - Sr. DGM/ DGM of Sister department - Head of HR Deptt - Secretary DPC and Convenor.
AM to Manager	From E1 to E2	
S3/S4 to AM	S3/S4 to E1	
S3	S4	<ul style="list-style-type: none"> - AGM/Sr. most Dy.HOD of concerned department - Sr. DGM/ DGM of Sister department
S2	S3	
S1	S2	
NS4	S1	



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NS3	NS4	- Manager/HR - Secretary DPC
NS2	NS3	
NS1	NS2	

Note- Apart from the above, DPC should be so framed that if any of the Committee Member does not belong to SC/ST Community then additional SC/ST member of appropriate level or one grade lower may be co-opted.

The promotion policy shall supercede all the previous Office Orders/Circulars, issued if any, in this regard and will take effect immediately.