

**PROMOTION POLICY FOR OFFICERS (GENERALIST)**

**The Rationale**

The revised Promotion Policy has been designed in accordance with the Government guidelines & necessitated to bring the same in tune with the present day requirements to meet the changed aspirations of the work force.

**1. SELECTION AREA**

The selection area for promotion from one scale to another is on All India Basis.

**2. PROMOTION PROCESS**

The channels of promotion for selection up to Scale - VII are as under :-

<b>Channels</b>	<b>% of Vacancies</b>
<b>JMG Scale - I to MMG Scale - II</b>	
Normal	50 %
Merit	50 %
<b>MMG Scale - II to MMG Scale - III</b>	
Normal	60 %
Merit	40 %
<b>MMG Scale - III to SMG Scale - IV</b>	
Merit	100 %
<b>MMG Scale – IV to SMG Scale - V</b>	
Merit	100%
<b>SMG Scale – V to TEG Scale - VI</b>	
Merit	100%
<b>TEG Scale - VI to TEG Scale - VII</b>	
Merit	100%

There shall be two channels of promotion – Normal & Merit – for promotion from Scale – I to II & Scale – II to III. There shall be only one channel for promotion to Scale – IV & above. The details of the channels of promotions are as follows :-

**a. Normal Channel**

Under this channel, for promotion to Scale – II & Scale – III, applications from all eligible officers shall be invited for consideration for promotion. The applicants falling within the zone of consideration shall be interviewed by the Competent Authority and offered promotion on the basis of merit and weightages subject to availability of vacancies, as mentioned in Para 6.

**b. Merit Channel**

Under this channel, for promotion to Scale – IV & above, applications from all eligible officers shall be invited for consideration for promotion. The applicants falling within the zone of consideration shall be interviewed by the Competent Authority & will be offered promotion, subject to vacancies available, in order of merit so drawn from the performance & interview.

In case of promotion from Scale – I to II & Scale – II to III, the eligible officers having 75% marks in APAR for each of the years of eligible service shall be called for interview by the Competent Authority. The identified vacancies under this channel shall be first filled up by promoting the eligible officers. In case the identified vacancies under this Channel are not filled, the same shall be filled from Normal Channel subject to fulfilling of eligibility criteria. An officer who is not selected through Merit Channel shall not be disqualified for consideration under Normal Channel.

**3. ELIGIBILITY FOR PROMOTION IN TERMS OF LENGTH OF SERVICE**

The number of years of satisfactory service in the scale, as specified herein below will determine the eligibility for promotion to the next higher scale / grade :-

Channel	Criteria
<b>JMG Scale - I to MMG Scale - II</b>	
<b>Normal</b>	5 years of satisfactory service in JMG Scale – I. Provided that the officer has put in a minimum of 2 years service in a Rural Branch.  Officers who have put in more than 2 years service in Rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility.
<b>Merit</b>	3 years of satisfactory service in JMG Scale – I with 75% marks in Annual Performance Appraisal Report for each of the years of service eligible for promotion. Provided that the officer has put in a minimum of 2 years service in a Rural Branch.
	<b>Note:-</b> An officer who could not complete the requisite tenure of rural posting, for the reasons not attributable to him, shall be eligible for consideration for promotion to Scale – II subject to the condition that he shall complete the requisite tenure immediately after his promotion. The rural posting shall be made as per provisions of the Transfer Policy.
<b>MMG Scale - II to MMG Scale - III</b>	
<b>Normal</b>	5 years of satisfactory service in MMG Scale – II. Provided that the officer has put in a total of 3 years service in a Rural / Semi-urban Branch including the rural service in Scale – I.  Officers who have put in more than 3 years service in Rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility.
<b>Merit</b>	3 years of satisfactory service in MMG Scale – II with 75% marks in Annual Performance Appraisal Report for each of the years of service eligible for promotion. Provided that the officer has put in a total of 3 years service in a Rural / Semi-urban Branch including the rural service in Scale – I.
	<b>Note:-</b> An officer who could not complete the requisite tenure of rural / semi-urban posting, for the reasons not attributable to him, shall be eligible for consideration for promotion to Scale – III subject to the condition that he shall complete the requisite tenure immediately after his promotion. The rural / semi-urban posting shall be made as per provisions of the Transfer Policy.
<b>MMG Scale - III to SMG Scale - IV</b>	
<b>Merit</b>	3 years of satisfactory service in MMG Scale – III. Provided that the officer passes an examination of Computer Literacy & Computer Knowledge as prescribed by the Bank.
<b>SMG Scale - IV to SMG Scale – V</b>	
<b>Merit</b>	3 years of satisfactory service in Scale – IV. Provided that i) the officer passes an examination of Computer Literacy & Computer Knowledge as prescribed by the Bank. ii) the officer has put in total services of 12 years out of which 3 years as Branch Head. <i>(The stipulation regarding branch incumbency may be allowed to be complied with immediately after promotion.)</i> iii) Officers recruited for specialized cadre would be required to have field experience in a branch or as Branch head for 3 years. However, this requirement can be complied with over the next 3 years.
<b>SMG – V to TEG Scale – VI</b>	
<b>Merit</b>	3 years of satisfactory service in Scale – V. Provided that the officer has put in total services of 15 years.
<b>TEG Scale – VI to TEG Scale – VII</b>	
<b>Merit</b>	3 years of satisfactory service in Scale – VI. Provided that the officer has put in total services of 18 years.  Provided further that for being promoted to Scale – VII, the officer should have worked as Regional / Circle Head or must have worked in the Regional / Circle Office for two years.

**(THE ELIGIBILITY CRITERIA IN TERMS OF YEARS OF SERVICE UNDER ALL CHANNELS WILL BE RECKONED AS ON 01<sup>ST</sup> OF APRIL OF THE FINANCIAL YEAR (APRIL – MARCH) IN WHICH THE VACANCIES ARISE.)**

Notwithstanding what is stated above :-

**a) On account of imposition of penalty**

1. An officer employee in respect of whom any major penalty is awarded shall not be considered eligible for promotion for a period of 2 years from the date of punishment.
2. An officer employee in respect of whom any minor penalty is awarded on two occasions within a period of 3 years shall not be considered eligible for promotion for a period of 1 year from the date of imposition of penalty on second occasion

Provided, however, that this ineligibility would not operate if any employee is awarded "CENSURE" on two such occasions.

Provided always, that an officer employee who is awarded the minor penalty of withholding of promotion in terms of Regulation 4 (c) of the Oriental Bank of Commerce Officer's, Employee (Discipline & Appeal) Regulation, 1982, shall not be considered for promotion during the operation of the penalty.

**b) On account of refusal to accept promotion**

Every employee who has already accepted promotion as an officer in the Bank impliedly agree to shoulder higher responsibilities in the officer cadre as and when they arise. It will not be open for him to refuse promotion on the ground that he would be unwilling to shoulder higher responsibilities in the Bank. If an officer refuses promotion when offered without adducing sufficiently convincing reasons, he shall be debarred for promotion for a period of 2 years.

Henceforth, no reversion to previous scale / grade will be permissible once promotion to higher grade / scale is offered.

**c) Eligibility on unsatisfactory performance appraisal rating**

An officer employee who has been assessed below average (below 40%) in any of the performance review reports of the preceding 3 years shall not be considered eligible for promotion. Provided further, that the said disqualification would operate only if such an officer employee was communicated in writing about his below average performance and in the absence of such communication, his performance for the year would be deemed to be "Average".

#### 4. RELAXATION IN ELIGIBILITY CRITERIA

The Board of Directors may wherever the circumstances so warrant, relax the eligibility norms in respect of minimum length of service as prescribed in Para 3 above to maximum of one year.

No officer would be given the benefit of relaxation in the minimum required experience by the Board at two successive levels of promotion in Scale – III & above.

#### 5. ZONE OF CONSIDERATION

The zone of consideration for promotion will be strictly maintained at 1:3 ratio. However, in case, the required number of suitable persons is not available, it may be enhanced to 1:4 with prior approval of the Board.

#### 6. DETAILS OF WEIGHTAGE TO VARIOUS FACTORS

Selection parameters and their weightage/marks in the Promotion process are as under :-

Promotion from Scale	Channel	Educational & Professional Qualification	Performance	Group Discussion	Potential / Interview	Total
I to II	Normal	10	50	--	40	100
	Merit	10	50	--	40	100
II to III	Normal	10	50	--	40	100
	Merit	10	50	--	40	100
III to IV	Merit	--	50	10	40	100
IV to V	Merit	--	50	10	40	100
V to VI	Merit	--	50	--	50	100
VI to VII	Merit	--	50	--	50	100

##### (a) Performance

Performance of an eligible officer will be assessed through the Annual Performance Appraisal Reports. For promotion, the average of the marks obtained in the Annual Performance Review report of the preceding 3 years will be taken on the basis of rating secured therein by an officer employee.

Where an officer employee remain under suspension in the preceding year his performance review report of the preceding three years to the date of suspension shall be considered for the purpose.

Marks earned by an officer on the basis of overall ratings in Annual Performance Appraisal Form for a period of 3 years immediately prior to the promotion exercise shall be converted into the percentage of the marks as given hereunder :-

<u>YEAR</u>	<u>MARKS</u>
1 <sup>ST</sup>	60
2 <sup>ND</sup>	80
3 <sup>RD</sup>	74
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	214

Final Average Marks =  $214 / 3 = 71.33$

Weightage for performance will be out of 100 = 71

**Marks for performance :  $71 \times 50 / 100 = 35.50$**

**Marks added in final result for performance = 36**

If fraction is less than 0.5, same to be ignored.

If fraction is 0.5 or more, to be rounded off to the next integer.

**(b) Educational and Professional Qualifications**

For awarding marks in respect of Educational and Professional qualifications the following procedure will be followed :-

<b>S.No.</b>	<b>Qualifications</b>	<b>Marks</b>
1	Post Graduation / 2 year Post Graduate Diploma/Double Graduation	2
2	CAIIB – Part – I	2
3	CAIIB – Part - II	3
4	MBA / MCA./ CA / ICWA / ACS / CISA/ CISSP / Ph.D. in Banking & Finance or Economics or such other equivalent qualification relevant to the banking operations as may be approved from time to time by the Board of Directors	3
<b>TOTAL</b>		<b>10</b>

Subject to maximum of 10 marks which will be cumulative. In other words where a post graduate officer is CAIIB (Part - II) he will get 2 marks for post graduation, 2 marks for CAIIB (Part - I) and 3 marks for CAIIB (Part – II) i.e. a total of 7 marks.

However, the weightage of Educational & Professional qualification would be given for promotion from Scale - I to II & II to III only.

### (c) Potential

Potential for shouldering higher responsibilities will be assessed in the interview for promotion by the Interview Committee. The Competent Authority for promotion from one scale to another mentioned in Para 7 will also act as Interview Committee. The senior most executive amongst the members of the committee will act as its Chairman.

During interview for Scales V, VI & VII, weightage shall also be given to the following :-

- a) Whether the officer has worked in different specialized areas of the Banks.
- b) Whether officer has been posted to different parts of India or has been only one / few Region / Circle.
- c) Whether the officer has experience of working in the field as well as working in Regional / Zonal & Head Office.
- d) Whether the officer has Professional Qualifications & has the officer acquired additional qualifications after joining the service

The qualifying marks in the interview will be 50%.

### (d) Group Discussion

For promotion to Scale – IV & V, Group Discussion will be held to assess the communication, conceptual & leadership capabilities of the officers.

## 7. COMPETENT AUTHORITIES FOR PROMOTION

Promotions		Competent Authorities
From	To	
I	II	One Asstt. General Manager & two Chief Managers
II	III	One Dy. General Manager & two Asstt. General Managers
III	IV	One General Manager & two Dy. General Managers
IV	V	The Executive Director, two General Managers & two outside experts
V	VI	The Chairman & Managing Director, two Executive Directors and two outside experts on in absence of an Executive Director, the Chairman & Managing Director, one Executive Director, one General Manager and two outside experts
VI	VII	The Chairman & Managing Director, Government Nominee Director, Reserve Bank of India Nominee Director and two outside experts

The Chairman & Managing Director would nominate from time to time which specific executives of the Bank would be forming the Interview Committee for promotion upto Scales - VI. The outside experts to be included in the Interview Committee for promotion to Scales – V, VI & VII shall be approved by the Board.

The Competent Authority shall draw a merit list, after taking into consideration the marks secured by officer under various parameters provided in the policy, which will be put up to the Chairman & Managing Director before declaration of the result, for final approval.

All promotions from Scale - VI to VII as approved by the committee of Director's will be placed before the Board of Directors for their information.

## **8. FINAL MERIT LIST**

- a) The marks obtained by the officers on various factors on which they are to be judged will be aggregated after being adjusted in the manner described above and the final list will be prepared in order of aggregate marks as per the weightage calculated out of qualification, performance, potential, group discussion & work experience as the case may be.
- b) Promotions will be made from the merit list strictly in the order of merit to the extent of vacancies in the next higher scale.
- c) Officers equal to the number of identified vacancies would be promoted in one lot to the next scale / grade as on a common date. Further, a panel / waitlist of officers in the order of ranking may be prepared at Bank's discretion which may remain valid for a period of one year from the date of its preparation or commencement of next promotion process, whichever is earlier.

## **9. SEALED COVER PROCEDURE**

Officers who are under suspension or in respect of whom a charge sheet has been issued and disciplinary proceedings are pending or in respect of whom Prosecution for a criminal charge is pending shall be permitted to participate in the promotion exercise subject to the fulfilling all eligibility conditions specified in this policy.

However, the findings of the competent authority in respect of their promotion in the promotion process shall be kept in a sealed cover. Further, an officer who is considered eligible for promotion in the promotion process but in whose case any of the circumstances stated above arises after he was found eligible for promotion but before he is actually promoted, will be considered as if his case has been placed in the sealed cover. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in the Government guidelines for sealed cover, as per Annexure, will be made applicable in his case also.



## 10. GENERAL PROVISIONS

- i) Officers selected for promotion upto Scale - V will be on probation for a period of one year or for a longer period until they are confirmed by the Competent Authority as prescribed under the Officers' Service Regulations' 1982, by an order in writing on their work & conduct being found satisfactory. If their work & conduct during the period of probation is not found satisfactory, the cases will be dealt as per existing policy.
- ii) The guidelines/ directives issued by the Government of India from time to time for promotions for relaxation of criteria, reservation of posts, etc., for Scheduled Castes / Tribe/ Ex-Servicemen / Others will override the policy & be deemed to be a part of this policy and will be given effect to accordingly.
- iii) This policy will not apply to promotions from Workmen Cadre to Junior Management Grade Scale - I.
- iv) This policy will not apply to Specialist Officers & the same will be dealt separately.
- v) For any differences arising in the interpretation of clauses in this policy, the decision of the Chairman & Managing Director shall be final.
- vi) In case, the rule or rules incorporated in the Promotion Policy needs any change, alteration, amendment will need prior approval of the Board.

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