

SN

Restricted Circulation

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY**

**GUIDELINES FOR SCREENING OF
PROMOTION PROPOSALS OF PERSONNEL IN
SCIENTIFIC AND TECHNICAL GRADES**

**BHABHA ATOMIC RESEARCH CENTRE
JUNE - 2011**

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC&TSC Secretariat

Central Complex,
Trombay,
Mumbai – 400 085.

Ref: TC/1(52)/89/2011/56035

June 27, 2011

Sub: Guidelines for screening of promotion proposals of Personnel in Scientific & Technical grades upto SO(E) and equivalent

Consequent to the implementation of 6th CPC recommendations, it became imperative to review the norms for promotion of scientific, technical and other staff in the Department governed by the merit promotion scheme. Accordingly, promotion norms for scientific and technical grades upto and including grade SO(E) and equivalent were last revised and issued on March 20, 2009 vide Ref. TC/1(52)/89/2009/26736.

Subsequently, there have been several clarifications issued by Ministry of Finance and Department of Personnel & Training (DoPT). In addition, some suggestions were also received from the staff side as well as from different units of Department. Norms Committee was re-constituted by Director, BARC vide Standing Order No. D 38/2010 dated October 25 2010 under the Chairmanship of Dr. A.K. Suri, Director, Materials Group, BARC with members from BARC and other units of DAE, to examine and comprehensively review the recruitment and promotion norms of all the scientific, technical and other categories of staff.

The Committee met the representatives of various Associations of different units of DAE as well as the members of National Federation of Atomic Energy Employees and heard their views. The draft recommendations were discussed with all TC Members as well as their representatives of Heads of Units in DAE in a special TC meeting held on May 16, 2011. Based on the detailed deliberations, the final revised guidelines for promotions were prepared which were again discussed in the TC meeting held on May 24, 2011. These guidelines have been approved by TC in its meeting held on May 31, 2011. These revised guidelines for promotions will be effective for promotion of all the technical and scientific grades upto and including the grade SO(E) and equivalent with effect from July 1, 2011.

The revised guidelines for screening of promotion proposals of scientific & technical personnel have been subsequently approved by Secretary, DAE.

These guidelines are released for necessary implementation by all the units of DAE.

s d/-
(S.G. Markaneya)
Secretary, TC/TSC

Director's Office, BARC
Director of Groups/Controller
Associate Directors of Groups/IFA
Heads of Divisions/Sections

- Cc: 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary (R&D), DAE
4. All Heads of Units, DAE

**Government of India
Department of Atomic Energy
Bhabha Atomic Research Centre**

Guidelines for screening of promotion proposals of scientific and technical personnel upto grade SO(E) and equivalent

1. Background

- 1.1 The promotion of all scientific and technical personnel of DAE is based on merit. The promotion scheme is therefore known as 'MERIT PROMOTION SCHEME'.
- 1.2 The guidelines for screening of promotion proposals of personnel in scientific and technical grades up to grade SO(E) and equivalent were last approved by Trombay Council (TC) in 2009, consequent to the implementation of the Sixth Central Pay Commission (6th CPC) recommendations. Subsequently, there have been several clarifications issued by Ministry of Finance and Department of Personnel and Training (DoPT). In addition, some suggestions were also received from the staff side as well as from different units of the Department. Accordingly, these have been examined and fresh guidelines have been evolved for the promotion of scientific / technical and other personnel governed by Merit Promotion Scheme.

2. General Guidelines

- 2.1 All cases other than those covered under Section-2.2 shall be considered for promotion to the next higher applicable grade.
- 2.2 The cases of personnel acquiring Additional Qualification (AQ) while in service shall be examined as per guidelines mentioned in Section-3 of this document.
- 2.3 Consideration of number of APAR gradings for eligibility for promotion - Criteria

In the tables of guidelines, APAR gradings pertain to four annual reports immediately preceding the date of proposal for promotion. Wherever gradings for only 2 or 3 years are indicated in the tables, the gradings refer to the preceding two or three years. Wherever alternate gradings, e.g. A1A2 is indicated in the tables; at least two of the gradings in previous four years should be the higher of the alternate gradings prescribed. In the cases, where alternate gradings have been indicated for three years residency period, any two of the gradings in the previous three years should be the higher of the alternate gradings prescribed. The officials with gradings less than the lowest mentioned in the tables should not be considered eligible for promotion to the higher grade. Hence, no guidelines are proposed for those with less than the gradings indicated in the tables.

2.4 Consideration of special cases

The cases which do not fulfill the prescribed guidelines but are still considered deserving for being put up for promotion shall be treated as special cases. All special cases shall have to be cleared by the respective Group Boards and the Trombay

Council / Apex Body of the Institute / Centre / Unit. For cases, where the norms are met, but which are not considered for being put up for promotion, the reasons for not considering for promotion shall be put up (in writing) to the respective Group Boards in BARC and equivalent bodies in other Institutes / Centres / Units.

2.5 Rationalized date of increment on promotion

For the first promotion after recruitment, the date of promotion shall be with reference to the rationalized date of increment, which is July 1 as per the recommendation of 6CPC. However, a shortfall in length of service up to 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.

2.6 Consideration of weightage for advance increments

In cases of officials recruited directly and given advance increments (maximum 5 increments permitted) based on their performance and special qualification / experience at the time of initial appointment, a weightage against advance increments may be given as advantage for first promotion only, provided the Chairman of the Selection Committee has clearly recorded in the minutes that these additional increments will count for promotion to the next higher grade or not. Officials awarded 2 or 3 advance increments will be eligible for a weightage of 1 year and those awarded 4 or 5 advance increments will be eligible for a weightage of 2 years. No weightage should be given where only 1 advance increment is awarded.

Notwithstanding such weightage, the officials must put in a minimum 2 years of service in the Department, before being considered for the first promotion.

The above weightage rule shall not apply to the officials recruited through BARC Training School (OCES and DGFS) or other Training Schemes in DAE, such as Category-I and Category-II Stipendiary Training Schemes.

2.7 Officials who are on probation / extended probation shall not be considered for promotion.

2.8 Cadre of Technical Officer (TO)

The promotion norms for "Technical Officer (TO)" were introduced in 2009. Technical Officers are those officers who,

- (a) are recruited to the post of TO(C) or above directly, with or without any experience after acquiring M.Sc. or BE /BTech/ME/MTech degree without any Orientation Training.
- (b) having acquired the prescribed qualification (as per the recruitment norms for the relevant post) with the approval of competent authority during the course of their service and have been adjudged to be suitable for track change for the post of "Technical Officer" as per the procedure described later in Section-3.

Technical Officers can take up the specified induction training as approved by the competent authority. On successful completion of the training they may be considered as Scientific Officers as per the existing procedure at the time of their next promotion.

2.9 Promotion of officials on deputation or on EOL out of India

Whenever an official is found suitable for being put up for promotion with effect from a particular date, but the official is out of India on deputation or on EOL for higher studies/post doctoral research work, that has been approved by the Trombay Council or the respective Council/Apex Body of the Centre/Institute/Unit, during the period when the concerned Standing Selection Committee holds the interviews, the official may be considered for promotion, in normal course, in the subsequent year on return to India. During the interview, the Standing Selection Committee should assess, based on performance, whether the candidate could have been promoted with effect from the previous year, when he was on deputation out of India. If the finding in this regard is positive, a note to this effect shall be put up by the Chairperson of the relevant Standing Selection Committee to Director, BARC or to the Director or Chief Executive of the respective Institute/Centre/Unit for approval and thereafter this fact will be recorded in the person's APAR dossier. The official may then be considered for next promotion, as if he/she was promoted to the existing grade with effect from the date recorded in the note.

If however, an official while on EOL has been screened for interview and he/she wants to appear for interview at his/her own expense, he/she will be allowed to do so with the condition that the promotion will be effective from the date of the promotion proposal but the actual monetary benefit will be effective from the date he/she assumes charge after availing the EOL.

2.10 Promotion of officials while on other kinds of leave

The promotion of officials, while on other kinds of leave such as maternity, child care, earned leave, medical leave, half-pay leave, etc. will be governed as per the prevailing Government of India rules and regulations.

2.11 Rationalized date of review / effective date of promotion

Consequent to the implementation of 6CPC, the date of increment is July 1. Accordingly, for all the cases, promotions will take effect from July 1.

3. Consideration of Additional Qualification (AQ) cases – Criteria & Procedure

- 3.1 Change of track from Scientific Assistant to Technical Officer or from Technician to Scientific Assistant or Technical Officer while in service will be considered only on acquiring admissible Additional Qualification (AQ) with prescribed percentage of marks in the qualifying examination and as per the criteria specified hereunder. Personnel on FTA are not eligible for promotion on the basis of acquiring AQ.

- 3.2 The officials in the grade of Scientific Assistant, who have acquired the prescribed qualification with the approval of competent authority during the course of their service, may be considered for track change/promotion to Technical Officer.
- 3.3 The officials in the grade of Technician, who have acquired additional qualification of B.Sc. / Diploma in Engineering during the course of their service with the approval of competent authority, may be considered for track change/promotion to the grade of Scientific Assistant. The officials in the grade of Technician, who have acquired additional qualification of M.Sc., BE / B.Tech / AMIE or equivalent, may also be considered for track change/promotion to the grade of Technical Officer provided they have B.Sc / Diploma qualification before their grant of permission to acquire M.Sc / Engineering disciplines (Amended vide note No. 30/(1)/2015-TC/45916 dt. 08/04/2015) and such cases shall be considered as special cases as per the procedure under Section -2.4.
- 3.4 Following will be the criteria for accepting AQ for consideration of cases of officials for track change/ promotion.

S.No.	Additional Qualification	Min. marks to be obtained in the exam. of additional qualification as required by the University / Institute for awarding the Degree / Diploma	To be considered for promotion to grade
(i)	B.Sc.	60%	SA 'B'
(ii)	Diploma in Engg.	60%	SA 'B'
(iii)	M.Sc.	60%	TO 'C'
(iv)	AMIE/AMIA/BE/B.Tech /AMIChE/AMIW/IETE/ AMIIM/IEEE	60%	TO 'C'
(v)	M.Tech	60%	TO 'C'
(vi)	PhD		TO 'C'

- 3.5 All those officials, who acquire additional qualification as per the above criteria will have to appear in the Scientific & Technical Proficiency Test (STPT) to be eligible for their consideration of track change/promotion. The officials, who score 60 % or more marks in STPT, will become eligible for consideration by the appropriate Standing Selection Committee for track change/promotion as per the norms and the qualification they have acquired. Those who score less than 60 % marks in STPT will have one more chance for appearing in STPT. However, two chances in three years (for GEN/OBC) and three chances in five years (for SC/ST) for qualifying in STPT must be availed immediately after acquiring AQ (Amended vide note No. TC/1877/2014/74863 dt. 03/06/2014).
- 3.6 The officials who acquire AQ and qualify in STPT, shall be put up for track change/promotion, subject to their APAR grading of A2 or above during the immediate past 3 years. In case the official does not meet this criterion and cannot be put up for

track change/promotion, he/she can be put up only on acquiring 3A2 grading in subsequent years. Only one chance shall be given for appearing in the interview.

- 3.7 Existing criteria for track change/promotion to Technical Officer Grades will apply, namely, work record of the candidate, aptitude and capability for development work, as judged by the Standing Selection Committee during the interview. The Standing Selection Committee may, however, decide to promote the candidate either to Technical Officer Grade or to NHG in the technical cadre i.e. Scientific Assistant grades or to consider the case as "unfit".
- 3.8 In the case of Technicians, Standing Selection Committees can allow track change/promote the officials to grade SA/B or higher scientific assistant grade, depending on his/her present grade pay in Technician grade.
- 3.9 In the case of Scientific Assistants, Standing Selection Committees can allow track change and promote the officials to grade TO(B). The official can also be track changed in his/her present equivalent Technical Officer grade (for example SA(E) to TO(C)). However, if the official is also meeting the norms for promotion to NHG while he/she is being considered for track change due to AQ, he/she may be track changed /promoted to either next higher Technical Officer grade or promoted to NHG in the Scientific Assistant grade.
- 3.10 Officials, who have acquired additional qualification with 60% or more marks, cleared STPT and finally appeared for promotion interview by the relevant Standing Selection Committee and are found unfit for promotion to the eligible grade shall be considered for further promotions in the normal course only as per applicable guidelines, without the benefit of their additional qualification.
- 3.11 When an official acquires AQ, qualifies STPT and is also eligible for promotion in normal course to the next higher grade (NHG), he/she should be interviewed for the appropriate post as described above, on the basis of AQ first. If not found fit, he/she may be assessed for the normal promotion to NHG in the same interview.
- 3.12 If an official acquires Ph.D. by research directly after B.Sc. or after M.Sc. (with less than 60% marks) or after B.Pharm / B.Lib. / M.Lib., the case may be treated according to guidelines applicable to the officials with M.Sc. degree in relevant cases. Officials who have acquired M.Lib (along with NET) qualification or have M.Lib. with seven years of experience may be treated at par with candidates having M.Sc. degree.
- 3.13 Those officials who scored less than 60% marks in AQ as per Table under Section-3.4 and were not eligible for appearing in STPT, or also those who have not cleared STPT in two chances/three chances (as the case may be), or those who after clearing STPT were found unfit by the Standing Selection Committee and thus have not got the benefit of AQ, may be given an additional opportunity for track change, as per Section-3.5 on acquiring further additional higher qualification subsequently, with at least 60% marks. However, such cases will be treated as special cases as per Section-2.4.
- 3.14 The benefit of acquiring AQ while in service is given to those officials who have joined the department below the induction level of Scientific Officer/Technical Officer 'C'.

Those officials, who join the department at a grade of SO /TO (C) and above, will not be eligible for any benefit of AQ.

3.15 On track change/ promotion based on AQ, the placement of the officials will be decided as per the requirement of the organization.

4. **Change of track from Technicians to Foreman grades**

Deserving officials in grades Technician (D, F, G, H, and J) can be considered for putting up for promotion to supervisory grades, Asst. Foreman, Foreman A, B, C and D respectively. Specific recommendation for change over to the equivalent supervisory grade, (e.g. Technician 'F' to Foreman 'A') should be made by the concerned Division when the case is put up for promotion. Existing criteria for promotion to supervisory grades will apply, namely, work record of the candidate and capability of the candidate to work in supervisory capacity, as judged by the Standing Selection Committee during the interview. The Selection Committee may however decide to promote the official either to supervisory grade or NHG in Technician grade only, or may consider the case as unfit.

5. **Review procedure for promotion cases**

Promotion of Scientific and Technical candidates in DAE is based purely on merit. A three step process is adopted for this purpose. The performance of the individual is assessed, reviewed and recorded in the Annual Performance Appraisal Report (APAR). For this purpose, assessment by all supervisors under whom the individual has been assigned to work during the year is obtained. A duly constituted screening committee which also includes competent members outside the hierarchy and who can bring in peer professional assessment of the individual, considers all cases that are eligible for promotion as on the rationalized date and make recommendation for consideration of the candidates for being interviewed by the selection committee or otherwise. Such an assessment is based on various factors such as grading in APARs, assessment of skills and recommendation of the Division / Group in which the official is working, impact of scientific and technological accomplishments on DAE programme, assessment by the peers, special attributes towards guiding scientific and technological activities, leadership qualities, productivity, interpersonal relationship, etc. that are relevant to the individual case. The screening committee also brings out deserving special cases, if any, which need considerations as special cases for approval of the competent authority. Cases that could not be recommended for being interviewed by the selection committee in a particular year are considered again next year depending on grading in APARs.

Duly constituted Standing Selection Committee interview, those candidates who are recommended by the screening committee for interview. The Standing Selection Committee after assessing the candidate in the interview, record their recommendation as "promotion to grade with or without incentive of variable increments" or "not found fit yet". Those "not found fit yet" for promotion are treated as per Section-6.

6. Consideration of promotion – “Not found fit yet” cases

Such cases which were considered as “not found fit yet” (or deferred) by Standing Selection Committees for the first time may be put up again in the following year. In cases of officials who were found unfit second time by Standing Selection Committees, their cases can be put up again only after a lapse of two years after each such deferment.

-----x-----x-----

TABLE IA: PROMOTION NORMS FOR OFFICIALS IN THE CATEGORY OF SCIENTIFIC OFFICERS : M.Sc / M. Pharm / ENGINEERS / MEDICAL DOCTORS

FROM GRADE		TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS						
			2	3	4	5	6	7	8
1	SO(SB)* PB2 GP4800	SO(C) PB3 GP 5400	-	A1	A2	A3	B+	-	-
2	Engineers, Science PG degree holders recruited directly and those promoted to SO(C) grade on acquiring AMIE/ AMIA/ BE/ B.Tech or MSc qualification while in service prior to 31.12.2008								
2A	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	-	A1	A2	A2 A3	A3	B+	-
2B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600				A1	A2	A3	B+
3	a) Scientists and Engineers through OCES of Training School; b) Engineers with M.Tech qualification through DGFS of IITs/IISC; c) M.Tech**, Medical doctors (MBBS/BDS) recruited directly.								
3A	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	A1	A2	A2 A3	A3	A3 B+	B+	-
3B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600							
3B (I)	a) Engineers; (b) Scientists (PG or higher degree); c) PhD/KSKRA recruits; d) MBBS/BDS Medical doctors				A1	A2	A2 A3	A3	B+
3B (II)	a) Engineers with M.Tech qualification through DGFS of IITs/IISC and b) Medical Doctors with P.G. Degree			A1	A1 A2	A2	A2 A3	A3	B+

* The officers in the grade of SO(SB) are the existing officers promoted prior to 31.12.2008

** Refers to M.Tech. Courses taken after B.E., B.Tech. or M.Sc. including integrated M.Tech. Course.

**TABLE IB: PROMOTION NORMS FOR OFFICIALS IN THE CATEGORY OF TECHNICAL OFFICERS: M.Sc /M.Pharm/
ENGINEERS**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
TO(B) PB2 GP4800	TO(C) PB3 GP 5400	A1	A2	A3	B+	-	-
TO(C) PB3 GP 5400	TO(D) PB3 GP 6600	A1	A2	A2 A3	A3	B+	-
Officers promoted to TO(C) grade on acquiring AMIE/AMIA/BE/B.Tech or Post Graduate Degree in Science, Engineers and Science PG holders recruited directly.							
TO(D) PB3 GP 6600	TO(E) PB3 GP 7600	-	-	A1	A2	A3	B+

Notes:

1. The officers track changed / promoted from one grade (Scientific Assistant) to another grade (Technical Officer) in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next higher grade by accounting time period in the specific 'Grade Pay', which is notified vide note Nos. TC/1(52)/89/2011/81088 dt. 12/09/2011, TC/1(52)/89(Norms)/2014/132493 dt. 08/10/2014 and TC/1(52)/ dt. 08/10/2014.
2. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.

**TABLE II - PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING/ B.Sc. / B.Pharm / M.Lib.Sc. –
SCIENTIFIC OFFICER CADRE (PRIOR TO 31.12.2008)**

SR. NO	FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
			4	5	6	7	8	9
1	SO(SB) PB2 GP 4800	SO(C) PB3 GP 5400	A1	A2	A3	B+	-	-
2	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	-	A1	A2	A2 A3	A3	B+
3	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600	-	-	A1	A2	A3	B+

Notes:

1. Regarding guidelines for track change/ promotion on acquiring AQ, refer Section-3.
2. The above guidelines are applicable only to those Scientific Officers (B.Sc. / Diploma in Engineering) who were in Scientific Officer grades prior to 31.12.2008.
3. Officers who have been promoted to SO(C) through normal promotion route and have subsequently acquired AQ, their higher qualification will be taken into account. In that case, number of years to be accounted in the specific Grade Pay has been notified vide note No. TC/1794/2012/82848 dt. 20/09/2012 and TC/1794/2012/92009 dt. 19/10/2012.

TABLE III: PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING / B.Sc./ B.Pharm /B.Lib.Sc. – TECHNICAL CADRE.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS						
		3	4	5	6	7	8	9
SA (B) PB2 GP 4200	SA (C) PB2 GP 4600	A1	A2	A2 A3	A3	B+	-	-
with qualifications as per the title of this table								
SA (C) PB2 GP 4600	SA (D) PB2 GP 4800	A1	A2	A2 A3	A3	B+	-	-
SA/C's to be recruited under stipendiary training scheme Cat.I (Two year training imparted by DAE)								
SA (D) PB2 GP 4800	SA (E) PB3 GP 5400	-	A1	A2	A3	B+		
SA (E) PB3 GP 5400	SA (F) PB3 GP 6600	-	-	A1	A2	A3	B+	-
SA (F) PB3 GP 6600	SA (G) PB3 GP 7600	-	-	-	A1	A2	A3	B+

Notes:

1. Regarding guidelines for promotion on acquiring additional qualifications refer Section-3.
2. All cases of existing SA(B) imparted with one year training will be reviewed for promotion from SA(B) to SA(C) after 2 years of service in SA(B) with B+ grading or higher will be screened in for promotion to the grade of SA/C w.e.f. 01/07/2011 (amended vide note No. TC/1(52)/89/2011/68760 dt. 01/08/2011).
3. The officials who have been track changed / promoted from Scientific Assistant to Technical Officer in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next GP by accounting time period in the specific Grade Pay which is notified vide note Nos. TC/1(52)/89/2011/81088 dt. 12/09/2011, TC/1(52)/89(Norms)/2014/132493 dt. 08/10/2014 and TC/1(52)/ dt. 08/10/2014. The norms as per Table-IB shall then be applicable.

TABLE IV: PROMOTION NORMS FOR SUPERVISORS WHO ARE NOT DIPLOMA HOLDERS IN ENGINEERING OR DEGREE HOLDERS IN SCIENCE.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		4	5	6	7	8
Asst. Foreman 1* PB2 GP 4200	Foreman A PB2 GP 4600	-	A1	A2	A3	B+
Asst. Foreman PB2 GP 4200	Foreman A	-	A1	A2	A3	B+
Foreman A PB2 GP 4600	Foreman B PB2 GP 4800	A1	A2	A3	B+	-
Foreman B PB2 GP 4800	Foreman C PB3 GP 5400	A1	A2	A3	B+	-
Foreman C PB3 GP 5400	Foreman D PB3 GP 6600	-	A1	A2	A3	B+
Foreman D PB3 GP 6600	Foreman E PB3 GP 7600	-	-	A1	A2	A3

(Note 2 deleted vide TCTSC Note No.30/NC/(Action)/2015-TC/100212 dated 08/07/2016.

Notes:

- Trade test is not required for any grade. Regarding guidelines for track change/ promotion based on ACS, refer Section-3.
- In the case of Technicians having the qualification of Diploma in Engineering / B.Sc with minimum of 60% of marks and have been track changed to Foreman, guidelines as in Table III shall be applied taking into account the equivalence of Grade Pay of Foreman / Scientific Assistant. (Amended vide note No. TC&TSC/NC/01/20141113533 dt. 25/08/2014).
- Officials who are not Diploma holders in Engineering or Graduates in Science and who are presently in the Scientific Assistant (SA) grades can be considered for promotion as per the above Table, applying equivalence of Grade Pay of FM/SA. The minimum eligibility period of number of years specified above for such persons indicate total residency in years as FM or SA.
- * The grades of Charge-hand and Assistant Foreman are merged. Hence all Charge-hand have been re-designated as Assistant Foremen I w.e.f. 01.01.2009. However, the promotion of Charge-hand (Asstt. Foreman 1) to Foreman 'A' would be regulated as per the norms in the table above.

5. For consideration of promotion of Asstt. Foreman to Foreman 'A', the cumulative service in the grade of Asstt. Foreman 1 and Asst. Foreman may be considered.
6. For officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015.
 - a) Foreman/C who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Foreman/D (GP 6600).
 - b) Foreman/A or Foreman/B who have completed 27 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Foreman/B (GP 4800) or Foreman/C (PB3 GP 5400) as the case may be. (Amended vide note No. TC&TSC/NC/01/2014/113533 dt. 25/08/2014)
7. The benefit of combined service of 27/33 years as indicated above will be available to an employee only once in their entire service. In other words, if an employee has got the benefit of promotion on completion of 27 years, he will not be eligible for promotion on completion of 33 years of service again under Special Dispensation. (Amended vide note No. TC&TSC/NC/01/2014/113533 dt. 25/08/2014).

TABLE V: PROMOTION NORMS FOR DRAWING OFFICE TRADES

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
Technician D (Drg.) PB1 GP 2800	D'man B PB2 GP 4200	A1	A2	A3	B+	-	-
D'man A / B1* PB2 GP 4200	D'man C PB2 GP 4600	-	-	A1	A2	A3	B+
D'man B PB2 GP 4200	D'man C PB2 GP 4600	-	-	A1	A2	A3	B+
D'man C PB2 GP 4600	D'man D PB2 GP 4800	-	A1	A2	A3	B+	-
D'man D PB2 GP 4800	D'man E PB3 GP 5400	-	A1	A2	A3	B+	-
D'man E PB3 GP 5400	Tech. Supervisor A / (Drg) PB3 GP 6600	-	-	A1	A2	A3	B+
Tech. Supervisor A / (Drg) PB3 GP 6600	Tech. Supervisor B /(Drg) PB3 GP 7600	-	-	-	A1	A2	A3

Notes:

1. Trade test is required for promotion upto grade D'man D inclusive.
2. Promotion or change of track from Draftsmen grades to Technical Officer grades is not permitted without acquiring AQ.
3. The officials who have been track changed / promoted from Technician/Draftman to Scientific Assistant in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next grade pay by accounting time period in the specific Grade Pay which shall be calculated as explained in Footnote 3 of Table II.
- 4*. The D'man A and D'man B grades are merged. Hence all D'man A have been redesignated as D'man 'B1' w.e.f. 1.1.2009. The promotion of present D'man A (D'man B1) to D'man C will be regulated as per the norms in the Table above.
5. For consideration of promotion of D'man B to D'man C, the cumulative service in the grade of D'man A (D'man B1) and D'man B may be considered.

TABLE VI: PROMOTION NORMS FOR TECHNICIANS, SENIOR TECHNICIANS AND TECHNICAL SUPERVISORS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
Tech A PB1 GP 1900	Tech B PB1 GP 2000	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech B PB1 GP 2000	Tech C PB1 GP 2400	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech C PB1 GP 2400	Tech D PB1 GP 2800	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech D PB1 GP 2800	Tech F PB2 GP 4200	A/A1	AA-/A2	A-/A3	A-B+/B+	-	-
*Technician F1 PB2 GP 4200	Tech G PB2 GP 4600	-	-	A/A1	AA-/A2	A-/A3	A-B+/B+
Tech F PB2 GP 4200	Tech G PB2 GP 4600	-	-	A/A1	*AA-/A2	A-/A3	B+
Tech G PB2 GP 4600	Sr.Tech H PB2 GP 4800	-	A/A1	AA-/A2	A-/A3	A-B+/B+	-
Sr.Tech H PB2 GP 4800	Sr.Tech J PB3 GP 5400	-	A1	A2	A3	B+	-
Sr.Tech J PB3 GP 5400	Tech. Supervisor A PB3 GP 6600	-	-	A1	A2	A3	B+
Tech. Supervisor A PB3 GP 6600	Tech. Supervisor B PB3 GP 7600	-	-	-	A1	A2	A3

Note:

1. *Tradesman 'E' and Tradesman 'F' are merged. Tradesman 'E' have been redesignated as Technician 'F1' w.e.f. 1.1.2009. The promotion of those who were Tradesman 'E' prior to 1.1.2009 will be regulated as per the Table above.
2. Trade test is necessary for promotion to all grades upto Technician 'G' inclusive.
3. Regarding guidelines for track change / promotion on acquiring AQ, refer to Section-3.
4. The officials who have been track changed / promoted from Technician to Scientific Assistant in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next Grade Pay by accounting time period in the specific Grade Pay which shall be notified separately.

6. For officials who have served for long time in the department, following norms will be applicable during the period 2011 to 2015.
 - a) D'man E who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Tech Supervisor A (GP 6600).
 - b) D'man C / D'man D, who have completed 27 years of service and have been in this grade for the last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to D'man D (GP 4800) or D'man E (PB3 GP 5400) as the case may be. (Amended vide note No. TC&TSC/NC/01/2014/113533 dt. 25/08/2014).
7. In case of those Tech D (Drg), who have been promoted from Tech D (Drg) to D'man B during 2009 and 2010, their cases for promotion to D'man C will be considered in manner similar to that given under Footnote 9 of Table VI.
8. The benefit of combined service of 27/33 years as indicated above will be available to an employee only once in their entire service. In other words, if an employee has got the benefit of promotion on completion of 27 years, he will not be eligible for promotion on completion of 33 years of service again under Special Dispensation. (Amended vide note No. TC&TSC/NC/01/2014/113533 dt. 25/08/2014).

TABLE VII: PROMOTION NORMS FOR (A) COSMETIC MAINTENANCE SUPERVISORS WITH SSC + 1 Year SANITARY INSPECTOR'S COURSE (B) CATERING SUPERVISORS WITH SSC + ½ Year CATERING CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS			
		6	7	8	9
*Supervisor 'A' / B1 (CM) / SA 'A' / BI (CAT) PB2 GP 4200	Supervisor 'C' (CM) / SA 'C' (CAT) PB2 GP 4600	A1	A2	A3	B+
Supervisor 'B' (CM) / SA 'B' (CAT.) PB2 GP 4200	Supervisor C (CM) / SA 'C' (CAT.) PB2 GP 4600	A1	A2	A3	B+
Supervisor 'C' (CM) / SA 'C' (CAT.) PB2 GP 4600	Supervisor D (CM) / SA 'D' (CAT.) PB2 GP 4800	A1	A2	A3	B+

Notes:

1. The above posts are treated as Auxiliary posts w.e.f. November 1997. The above Table is applicable only for the persons who were recruited prior to November 1997.
2. *Supervisor 'A' (CM) / SA 'A' (CAT) have been re-designated as Supervisor 'B1' (CM) / SA 'B1' (CAT) w.e.f. 1.1.2009. The promotion of Supervisor 'A' (CM) / SA 'A' (CAT) prior to 1.1.2009 would be regulated as per the norms in the Table above.
3. For promotion beyond Supervisor 'D' / SA (D) (Catering), please refer to Footnote 3 of Table IV.
4. For consideration of promotion of Supervisor 'B' (CM) to Supervisor 'C' (CM), the cumulative service in the grade Supervisor B1 (CM) and Supervisor 'B' (CM) may be considered.

TABLE VIII – GUIDELINES FOR OPERATION OF FUNCTIONAL POSTS OF NURSES.

- 1) The present incumbents holding the posts of Sister-in-Charge A, Sister-in-Charge B and Assistant Matron shall be given to regular grade of Nurse, based on the GP being drawn as under:
 - a) Sister-in-Charge A – Nurse D
 - b) Sister-in-Charge B / Asst. Matron – Nurse E
- 2) Nurse D will be considered for promotion to the next higher grade of Nurse E, subject to meeting the norms.
- 3) The posts of Sister-in-Charge A and Sister-in-Charge B may be merged and operated as Sister-in-Charge in future.
- 4) Functional designation of Sister-in-Charge may be given to the Nurse E / Nurse D, by selection, depending on their suitability. This will not entail any additional remuneration. Nursing staff holding the designation of Sister-in-Charge A / Sister-in-Charge B (to be re-designated as Sister-in-Charge) and Asst. matron will continue on functional basis.
- 5) Assistant Matron may be operated at the level of Nurse E, and only Sister-in-Charge with minimum 3 years service can be considered for the post of Assistant Matron.
- 6) Selection to the grade of Matron will be made from among the Assistant Matrons, as per the norms.

TABLE IX: GUIDELINES FOR PROMOTION OF NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD OF YEARS & APAR GRADINGS				
		5	6	7	8	9
Nurse 'A' PB2 GP 4600	Nurse 'B' PB2 GP 4800	A1	A2	A3	B+	-
Nurse 'B' PB2 GP 4800	Nurse 'C' PB2 GP 5400	A1	A2	A3	B+	-
Nurse 'C' PB2 GP 5400	Nurse 'D'* PB3 GP 5400	A1	A2	A3	B+	-
Nurse 'D' PB3 GP 5400	Nurse 'E' PB3 GP 6600	-	-	A1	A2	A3

Notes:

1. For re-designation by selection of Nurse D to the post of Sister-in-charge (A), refer to item (i) of Table-VIII.
2. The promotion of officials in Auxiliary Nurse grade may be regulated as per the above guidelines by applying equivalence of the grade pay (in the specific pay band) of "Auxiliary Nurse / Nurse".
3. Trade test is not required for Nurses.
4. New Promotion Avenue from Nurse 'D' to Nurse 'E' is introduced. (Vide note No. TC/1(52)/89/2011/106175 dt. 07/12/2011).

TABLE IX (A): GUIDELINES FOR PROMOTION OF AUXILIARY NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD OF YEARS & APAR GRADINGS				
		5	6	7	8	9
Aux. Nurse A (GP 1900)	Aux. Nurse B (GP 2000)	A1	A2	A3	B+	-
Aux. Nurse B (GP 2000)	Aux. Nurse C (GP 2400)	A1	A2	A3	B+	-
Aux. Nurse C (GP 2400)	Aux. Nurse D (GP 2800)	A1	A2	A3	B+	-
Aux. Nurse D (GP 2800)	Aux. Nurse E (GP 4600)	A1	A2	A3	B+	-

(Amended vide note No. TC/1887/2014/109665 dt. 14/08/2014)

TABLE X - PROMOTION NORMS FOR PHARMACISTS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
*Pharmacist C1 PB2 GP 4200	Pharm 'D' PB2 GP 4600	-	A1	A2	A3	B+
Pharm 'C' PB2 GP 4200	Pharm 'D' PB2 GP 4600	A1	A2	A3	B+	-
Pharm 'D' PB2 GP 4600	Pharm 'E' PB2 GP 4800	A1	A2	A3	B+	-
Pharm 'E' PB2 GP 4800	Pharm 'F' PB2 GP 5400	A1	A2	A3	B+	-
Pharm 'F' PB2 GP 5400	Pharm 'G' PB3 GP 5400	-	A1	A2	A3	-

Notes:

1. The officials in grade Pharm 'B' (GP 2800) will be upgraded to grade Pharm 'C1' (GP 4200) on completion of 2 years (vide OM No. F.No.1/1/2008-1C dated 18th November 2009) w.e.f. 01.01.2006.
2. *The grades Pharm 'B' Spl and Pharm 'C' are merged and Pharmacist in Pharm B (Spl) grade have been re-designated as Pharmacist 'C1'. The promotion of those who were in the grade Pharm 'B' Spl prior to 1.1.2009 will be regulated as per the Table above.
3. Trade test is required for Pharmacists.
4. For consideration of the promotion of officials from grade Pharm 'C' to Pharm 'D', the cumulative service in the grade of Pharm C1 and Pharm 'C' may be considered.
5. For officials who have served for long time in the department, following norms would be applicable during the period from 2011 to 2015.

"Pharm D, who have progressed from Pharm A / B with 24 years of service may be considered for promotion to the next higher grade Pharm E, if they have been in this grade for three years with A1 or four years with A2 or five years with A3 or six years with grading B+." (Amended vide note No. TC&TSC/NC/01/2014/113533 dt. 25/08/2014).

TABLE FI (A): GUIDELINES FOR PROMOTION OF FIREMEN/LEADING FIREMEN WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Firemen						
Fireman A PB1 GP 1900	Fireman B PB1 GP 2000	A1	A2	A3	B+	-
Fireman B PB1 GP 2000	Fireman C PB1 GP 2400	A1	A2	A3	B+	-
Fireman 'C' PB1 GP 2400	Fireman 'D' PB1 GP 2800	-	A1	A2	A3	B+
Fireman 'D' PB1 GP 2800	Fireman 'E' PB2 GP 4200	-	A1	A2	A3	B+
Leading Fireman						
L.F'man A PB1 GP 2400	L.F'man 'B' PB1 GP 2800	A1	A2	A3	B+	-
L.F'man 'B' PB1 GP 2800	L.F'man 'C' PB2 GP 4200	A1	A2	A3	B+	-
L.F'man 'C' PB2 GP 4200	L.F'man 'D' PB2 GP 4600	-	A1	A2	A3	B+

Notes:

1. Official with Sub-Officer's certificate can be given 1 year advantage. However minimum residency period will remain unchanged.
2. Depending on vacancies, Leading Fireman may officiate as Sub-officer in accordance with the recruitment norms.
3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion for PAT for promotion of fire service personnel have been revised and are effective from 01/07/2013. The criterion may be referred at Annexure – II.
4. 50% of the posts of LFM will be earmarked for direct recruitment and 50% for departmental candidates. The departmental candidates on selection to the post of LFM will be placed in the appropriate Grade Pay of LFM and they will be given the cumulative service benefits for the purpose of promotion in NHG of LFM. The resultant vacancies of Fireman will be filled at the entry level of Fireman/A. (Amended vide note No. TC/1(52)/89/2011/106175 dt. 07/12/2011).

TABLE FI (B): GUIDELINES FOR PROMOTION OF DRIVER-CUM-OPERATORS WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
DCO A PB1 GP 2000	DCO B PB1 GP 2400	A1	A2	A3	B+	-
DCO B PB1 GP 2400	DCO C PB1 GP 2800	A1	A2	A3	B+	-
DCO C PB1 GP 2800	DCO D PB2 GP 4200	-	A1	A2	A3	B+
DCO D PB2 GP 4200	DCO E PB2 GP 4600	-	A1	A2	A3	-

Notes:

1. Officials with Sub-Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged.
2. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II.

TABLE F II: GUIDELINES FOR PROMOTION OF SUB-OFFICERS, WITHOUT STATION OFFICER'S CERTIFICATE / WITH STATION OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS			
		6	7	8	9
Sub-Officer A* / B1 PB2 GP 4200	Sub-Officer C PB2 GP 4600	A1	A2	A3	B+
Sub-Officer B PB2 GP 4200	Sub-Officer C PB2 GP 4600	A1	A2	A3	B+
Sub-Officer C PB2 GP 4600	Sub-Officer D PB2 GP 4800	A1	A2	A3	B+
Sub-Officer D PB2 GP 4800	Sub-Officer E PB2 GP 5400	A1	A2	A3	B+

Notes:

- *Sub-Officer 'A' and Sub-Officer 'B' are merged. Sub Officer 'A' has been re-designated as Sub-Officer 'B1' w.e.f. 1.1.2009. The promotion of Sub-Officer 'A' and Sub-Officer 'B' prior to 1.1.2009 will be regulated as per the norms in the Table above.
- Officials with Station Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged.
- Depending on vacancies, a Sub-officer may officiate as Station Officer in accordance with recruitment norms.
- Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II. Should also be able to conduct – Physical training, Squad drills, Fire fighting drills, Fire fighting / Tractor pump operations.
- For consideration of promotion of Sub-Officer 'B' to Sub-Officer 'C', the cumulative service in the grade of Sub-Officer 'B1' and Sub-Officer 'B' may be considered.

TABLE F III: GUIDELINES FOR PROMOTION OF STATION OFFICERS WITHOUT DIVISIONAL OFFICER'S CERTIFICATE/WITH DIVISIONAL OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Station Officer A PB2 GP 4800	Station Officer B PB3 GP 5400	-	A1	A2	A3	B+
Station Officer B PB3 GP 5400	Station Officer C PB3 GP 6600	-	A1	A2	A3	B+
Station Officer C PB3 GP 6600	Station Officer D PB3 GP 7600	-	A1	A2	A3	B+

Notes:

1. Officials with Divisional Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged.
2. Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.
3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II. Should also be able to conduct – Physical training, Squad drills, Fire fighting drills, Fire fighting / Trailor pump operations.

TABLE F IV: GUIDELINES FOR PROMOTION OF DCFO/CFO WITH DIVISIONAL OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS@				
		5	6	7	8	9
DCFO 'A' * PB3 GP 5400	DCFO 'B' PB3 GP 6600	A1	A2	A3	B+	-
DCFO 'B' ** PB3 GP 6600	DCFO 'C' PB3 GP 7600	-	A1	A2	A3	B+
CFO 'A' *** PB3 GP 6600	CFO 'B' PB3 GP 7600	A1	A2	A3	B+	-

Notes:

1. Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.
2. @: Total number of years of service rendered in equivalent grades irrespective of the designations.
Eg.: Station Officer (B) = DCFO (A), Station Officer (C) = DCFO (B)

- * : Minimum 3 years experience as DCFO (A).
- ** : Minimum 3 years experience as DCFO (B).
- *** : Minimum 3 years experience as CFO (A).

**TABLE F V: GUIDELINES FOR PROMOTION OF STATION OFFICERS WITH QUALIFICATION OF B.Sc. (Chemistry)
WITH ONE YEAR TRAINING AT INDUCTION LEVEL**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		4	5	6	7	8	9
Sub-Officer C PB2 GP 4600	Station Officer A PB2 GP 4800	A1	A2	A3	B+	-	-
Station Officer A PB2 GP 4800	Station Officer B PB3 GP 5400	-	A1	A2	A3	B+	-
Station Officer B / DCFO A PB3 GP 5400	Station Officer C / DCFO B PB3 GP 6600	-	-	A1	A2	A3	B+
Station Officer C / DCFO B / CFO A PB3 GP 6600	Station Officer D / DCFO C / CFO B PB3 GP 7600	-	-	A1	A2	A3	B+

Notes:

1. Officials with Divisional Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged.
2. Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.
3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II. Should also be able to conduct – Physical training, Squad drills, Fire fighting drills, Fire fighting / Tractor pump operations.

TABLE F VI: B.E. (FIRE ENGINEERING)

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
TO (B) PB2 GP 4800	TO (C) PB3 GP 5400	A1	A2	A2A3	A3	B+	-
TO (C) PB3 GP 5400	TO (D) / CFO 'A' PB3 GP 6600	A1	A2	A2A3	A3	B+	-
TO (D) / CFO 'A' PB3 GP 6600	TO (E) / CFO 'B' PB3 GP 7600	-	-	A1	A2	A3	B+

General notes applicable to Tables F-I to F-VI for Fire Services

1. Promotion from one category to another shall be subject to availability of sanctioned posts. (This condition is not applicable for promotion to the higher pay scale in the same category).
2. Due care should be taken to ensure that change of category without change of pay scale does not delay promotion to higher pay scale while applying promotion norms. Total service rendered in a particular pay scale irrespective of the category should be counted for determining the eligibility for promotion to the next higher pay scale.
3. For appointment of officials already in service to a post in a higher category, the norms for recruitment shall apply.
4. TO(B) / TO(C) can be concurrently designated as Station Officer (A) / Station Officer (B) subject to availability of vacancy.

ANNEXURE – II

CRITERION FOR PHYSICAL ASSESMENT TEST FOR PROMOTION OF FIRE SERVICE PERSONNEL

S.No	Details of the Test	EXISTING TIMING	PROPOSED			
			Employees of Age			
			Up to 40 years	Age between 40-45 years	Age between 45-50 years	Age beyond 50 years
1	Should be able to run 100 meters in	30 seconds	25 seconds	28 seconds	30 seconds	36 seconds
2	Should be able to lay 4 lengths of hoses each 15 meters long from the appliance	3 minutes	3 minutes Upto 3 min. - 10 marks Between 3-4 min. - 8 marks Between 4-5 min. - 6 marks More than 5 min. - no marks	4 minutes Upto 4 min. - 10 marks Between 4-5 min. - 8 marks Between 5-6 min. - 6 marks More than 6 min. - no marks	5 minutes Upto 5 min. - 10 marks Between 5-6 min. - 8 marks Between 6-7 min. - 6 marks More than 7 min. - no marks	6 minutes Upto 6 min. - 10 marks Between 6-7 min. - 8 marks Between 7-8 min. - 6 marks More than 8 min. - no marks
3	Should be able to climb on extension ladder of 10 meters length and come down, twice, in	2 minutes	2 minutes Upto 2 min. - 10 marks Between 2-3 min. - 8 marks Between 3-4 min. - 6 marks More than 4 min. - no marks	3 minutes Upto 3 min. - 10 marks Between 3-4 min. - 8 marks Between 4-5 min. - 6 marks More than 5 min. - no marks	4 minutes Upto 4 min. - 10 marks Between 4-5 min. - 8 marks Between 5-6 min. - 6 marks More than 6 min. - no marks	5 minutes Upto 5 min. - 10 marks Between 5-6 min. - 8 marks Between 6-7 min. - 6 marks More than 7 min. - no marks
4	Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters	3 minutes	3 minutes Upto 3 min. - 10 marks Between 3-4 min. - 8 marks	4 minutes Upto 4 min. - 10 marks Between 4-5 min. - 8 marks	5 minutes Upto 5 min. - 10 marks Between 5-6 min. - 8 marks	6 minutes Upto 6 min. - 10 marks Between 6-7 min. - 8 marks

S.No	Details of the Test	EXISTING TIMING	PROPOSED			
			Employees of Age			
			Between 4-5 min. - 6 marks More than 5 min. - no marks	Between 5-6 min. - 6 marks More than 6 min. - no marks	Between 6-7 min. - 6 marks More than 7 min. - no marks	Between 7-8 min. - 6 marks More than 8 min. - no marks
5	Should be able to do push ups	20 continuously	20 continuously - 10 marks (proportionate for less nos.)	15 continuously - 10 marks (proportionate for less nos.)	12 continuously - 10 marks (proportionate for less nos.)	10 continuously - 10 marks (proportionate for less nos.)
6	Should be able to run 1.6 km in	10 minutes	10 minutes Upto 10 min. - 10 marks Between 10-11 min. - 8 marks Between 11-12 min. - 6 marks More than 12 min. - no marks	12 minutes Upto 12 min. - 10 marks Between 12-13 min. - 8 marks Between 13-14 min. - 6 marks More than 14 min. - no marks	14 minutes Upto 14 min. - 10 marks Between 14-15 min. - 8 marks Between 15-16 min. - 6 marks More than 16 min. - no marks	15 minutes Upto 15 min. - 10 marks Between 15-16 min. - 8 marks Between 16-17 min. - 6 marks More than 17 min. - no marks
6	Rope / Vertical pipe climbing	upto 3 meters	3 meters - 10 marks Between 2.5-3 meters - 8 marks Between 2-2.5 meters - 6 marks Below 2 meters - No marks	NA	NA	NA
7	For Sub officer, Station Officer & Technical Officer		In addition to the above tests, he should be able to conduct – Physical training, Squad drills, Fire Fighting drills, fire fighting/Trailer pump operations.			

Note:

- Qualifying in the test at Sr. No. 1 is compulsory, failing which the candidate is unfit for promotion and further tests need not be carried out.
- The qualifying percentage marks required for the tests from Sr. No. 2 to Sr. No. 7 (taking equal weightage) put together shall be 80% and above on an average.
- The above tests will be applicable to all the operational staff including Station Officers.

SCHEDULE II**GUIDELINES FOR PROMOTION OF SC/ST OFFICIALS**

The relaxed norms for promotion cases of SC/ST officials shall be applied as indicated below.

Sl. No.	APAR GRADINGS	Gradings for General Category (last 4 years)	Gradings for SC/ST Category (last 4 years)	Gradings for General Category (last 3 years)	Gradings for SC/ST Category (last 3 years)
				For MEP=3 years	For MEP =3 years
1.	All A1	All A1	2A1 and 2A2	All A1	1A1 and 2A2
2.	A1 A2	2A1 and 2A2	All A2	---	---
3.	All A2	All A2	2A2 and 2 A3	---	---
4.	A2A3	2A2 and 2A3	All A3	---	---
5.	All A3	All A3	2A3 and 2B+	---	---
6.	A3B+	2A3 and 2B+	All B+	---	---

Note:

Since reservation for SC/ST officials is applicable for recruitment only up to the lowest grade of Group "A" posts, the relaxed norms, therefore, shall be applicable for promotion up to the grade SO/TO(C) or equivalent only.

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Section

Ref. TC/1(52)/89/2011/68760

August 1, 2011

Subject: Promotion norms for Scientific and Technical grades

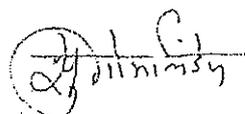
Pursuant to the promotion norms for scientific and technical grades upto and including grade SO(E) and equivalent issued vide note No.TC/1(52)/89/2011/56035 dated June 27, 2011, the following decisions may please be noted.

Promotion from SA(B) to SA(C) – Category I Trainees

All the employees, appointed in the grade of SA(B) after completing one year Category I training who have completed two years or more service and consistently secured grading of B+ or higher will be screened-in for promotion to the grade of SA(C) w.e.f. 01/07/2011. Such screened-in candidates will be interviewed by the appropriate Standing Selection Committee. As per para 2.5 of revised promotion norms, shortfall in the length of their service upto 6 months can be condoned for the above screening.

Promotion from grade Tech. D upto Tech. G

As per note 9 under Table VI and note 7 under Table V of the promotion norms, in case of Tech. F / D'man B who have been promoted from Tech. D / Tech. D (Drg) to Tech. F / D'man B during 2009 and 2010, the total time period in the grade Tech. D / Tech. D (Drg.) and Tech. F / D'man B will be taken into account while considering their cases for promotion to Tech. G / D'man C. The above benefit will be applicable to the Tech. D / Tech. D (Drg) promoted to Tech. F / AFM / D'man B during 2011 also.



(S.G. Markandeya)
Secretary, TC/TSC

Director's Office, BARC
Director of Groups / Controller
Associate Directors of Groups / IFA
Heads of Divisions / Sections
Chairman / Convener; Screening Committees

- Copy to :
1. Chairman's Office, DAE
 2. Additional Secretary, DAE
 3. Joint Secretary (R&D), DAE
 4. All Heads of Units, DAE

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Section

3rd Floor, Central Complex
Trombay, Mumbai 400 085

Ref. TC/1(52)/89/2011/39848

April 14, 2012
May

Subject: Clarification regarding Promotion norms of Technical category

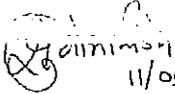
The relaxed norms for the following categories applicable during the period 2011 to 2015 have been issued vide TC/TSC Note No. 1(52)/89/2011/56035 dated 27/06/2011 and note No. TC/1(52)/89/2011/106175 dated 07/12/2011.

Sl. No.	From grade	To Grade	No. of years of service	Minimum eligibility period of years and APAR gradings			
				3	4	5	6
1.	Foreman C / D'man E / Sr. Tech. J (GP 5400)	Foreman D / Tech. Supervisor A (Org.) / Tech. Supervisor A (GP 6600)	33	A1	A2	A3	--
2.	Foreman B / D'man D / Sr. Tech. H (GP 4800)	Foreman C / D'man E / Sr. Tech. J (GP 5400)	27	A1	A2	A3	-
3.	Foreman A / D'man C / Technician G (GP 4600)	Foreman B / D'man D / Sr. Tech. H (GP 4800)	27	A1	A2	A3	-
4.	Pharmacist D (GP 4600)	Pharmacist E (GP 4800)	24	--	A1	A2	A3

2. In response to certain queries raised, this is to clarify that technical employees who have completed 8 months service in the promoted post as on 01/07/2009 will be treated as having completed 1 year service for the purpose of consideration of promotion as indicated in this Section Note No. TC/1631/2009/41216 dated May 5, 2009. Further SC/ST employees will be eligible for relaxed norms as per table indicated at Annexure I of the promotion norms issued vide note No. TC/1(52)/89/2011/56035 dated June 27, 2011.

3. In accordance with item 1 under Annexure I of this Section note No. TC/1(52)/89/2011/106175 dated 07/12/2011, Category II trainees absorbed as T/B and promoted to T/C, with weightage of training period (as per the set norms), may be given additional one year relaxation for promotion to T/D, if they have A/A1 grading during the last four years (both as T/B and T/C). Officials will be considered for promotion to grade T/D w.e.f. 01/07/2011 onwards taking into account the APAR gradings for last four years in both grades i.e. T/B and T/C. Accordingly for promotion effective from 01/07/2011, against the requirement of 3A and 1A1 ACR / APAR gradings for the general candidates during the years 2007-2008 to 2010-2011 (4 years), in both T/B and T/C grades, officials belonging to SC/ST can be considered for promotion by relaxation of two ACR / APAR gradings to the next lower grading as A- or A2.

4. In item 2 under Annexure I of this Section note dated 07/12/2011, it has been indicated as "if they have been in this grade for three years with A1 grading or 4 years with A2 grading or 5 years with A3 grading during last three years". It may be corrected to read as "if they have been in this grade for three years with A1 grading or 4 years with A2 grading or 5 years with A3 grading during last FOUR years".


11/05/2012
(S.G. Markandeya)
Secretary, TC

Director's Office, BARC
Director of Groups / Controller
Associate Directors of Groups / IFA
Heads of Divisions / Sections

Copy to: 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary, DAE
4. All Heads of Units, DAE

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

3rd Floor
Central Complex
Trombay
Mumbai-400 085

Ref No: TC&TSC/NC/01/2014/ 11.35.33

August 25, 2014

Sub: Amendments to Guidelines for screening of promotion proposals of Personnel in Scientific & Technical grades up to SO(E) and Equivalent

Trombay Council at its 1888th meeting held on 12/8/2014 approved the recommendations of the Norms Committee and accordingly the following amendments on the Guidelines for Screening of Promotion proposals of Personnel in Scientific & Technical grades up to SO(E) forwarded vide Note No TC/T(52)/89/2011/56035 dated 09/06/2011 are issued

I Note 6 under Table IV - Amended as follows

For Officials who have served for long time in the department, following norms would be applicable during period 2011 to 2015.

- a) Foreman C who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Foreman D (GP 6600)
- b) Foreman A or Foreman B who have completed 27 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Foreman B (GP 4800) or Foreman C (GP PB3 5400) as the case may be.

II Note 5 under Table V - Amended as follows

For Officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015

- a) D man E who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to Tech Supervisor A (GP 6600)
- b) D man C or D man D, who have completed 27 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 or six years with grading B+ may be considered for promotion to D man D (GP 4800) or D man E (GP PB3 5400) as the case may be

III Note 8 under Table VI - Amended as follows

1/2

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

3rd Floor,
Central Complex,
Trombay,
Mumbai – 400 085.

Ref: TC/MPS/2014 /16033

January 29, 2016

Sub: Guidelines for recommendation by the Selection Committee for Promotion under Merit promotion Scheme for the Scientific and Technical Cadres

Reference is invited to Department of Atomic Energy Office Memorandum No. 23/1(7)/2014/CCS/7216 dated 09.06.2014 forwarding therewith Comprehensive Guidelines for the Merit Promotion Scheme for Scientific and Technical cadres in the Department of Atomic Energy.

As per the para 8 of above guidelines of the Standing Selection Committee/ Sr. Selection Committee after assessing the candidates performance and attributes, shall record the recommendation as either:-

- 1) "Fit for promotion to the grade w.e.f. _____" or as
- 2) "Fit for promotion to the grade _____ after one year i.e. w.e.f. _____" or
- 3) Not found fit.

Detailed procedure for implementing the above guidelines was referred to Trombay Council for its consideration. Accordingly, Trombay Council at its meeting No. 1886 held on 28.07.2014 have recommended the following guidelines :-

The Selection Committees, after assessing the candidate's performance and attributes will make one of the following three recommendations:

- 1) "Fit for promotion to Grade _____ with effect from _____"

This is as per the existing practice and accordingly, the candidate will be promoted on the recommended date of the current year.

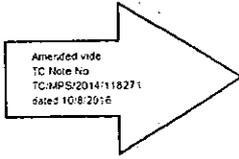
- 2) "Fit for promotion to Grade _____ after one year i.e. with effect from _____"

If the Selection Committee finds that the candidate is not fit for promotion with effect from the recommended date of the current year, but is of the opinion that he/she will be fit for promotion after one year i.e. next rationalized date of promotion, without appearing for interview subject to the following conditions:

- 1) The recommendation of the Standing Committee that, "Fit for promotion after one year" will be applicable to only up to the grades for which interviews are conducted by the Selection Committees

Contd....2/-

1/2



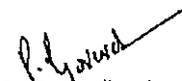
- ii) APAR grading of the employee shall be equivalent or higher than the grading obtained in the previous year. In case the latest APAR is not equivalent or higher, he/she will have to appear for interview next year subject to meeting the norms. Concerned Screening Committee shall certify that latest APAR grading of the employee is equivalent or higher than the grading obtained in the previous year and based on the recommendations of the Screening committee, concerned Recruitment section shall obtain the approval of the Competent Authority
 - iii) No Disciplinary/ Criminal/Vigilance case is pending against the employee as on the recommended date of promotion by the standing Selection Committee.
 - iv) No Penalty is in operation as on the recommended date of promotion.
- 3) "Not found fit yet".

This is as per the present practice and the candidate will have to be screened in again subject to meeting the norms, and put up again to appear for interview next year.

In cases of candidate deferred twice by Standing Selection Committees in two consecutive years, their cases can be put up again only after a lapse of two years after the second deferment subject to fulfilment of other criteria.

The above recommendations were put up to the Secretary, DAE. Secretary, DAE has approved the Guidelines.

These guidelines shall be effective with immediate effect (i.e. for the promotion effective from 01.07.2016)


(P. Goverdhan)
Secretary, TC&TSC

Directors of Groups/ Controller, BARC
Associate Directors of Groups/IFA, BARC
Heads of Divisions/ Sections, BARC
All Heads of Units, DAE

Copy to: 1) Additional Secretary, DAE
2) Joint Secretary (R&D), DAE

Copy for information to: 1) Office of Secretary, DAE
2) Director's Office, BARC



Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Secretariat

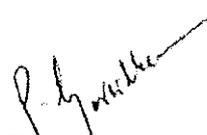
3rd floor, Trombay,
Central Complex
Mumbai 400 085.

Ref 30/NC(Action)/2015-TC/100212

July 08, 2016

Sub: Clarification on amendments of promotion guidelines issued
vide TC&TSC/NC/01/2014/113533 dt. 25/08/2014 and
TC/1(52)/89/2011/81088 dt. 12/09/2011

Reference is invited to the guidelines for screening of promotion proposals of Personnel in Scientific & Technical grades with effect from 01/07/2011 issued by Secretary, TC/TSC bearing reference No.TC/1(52)/89/2011/56035 dated 27.06.2011 and amendment to guidelines issued vide note No TC&TSC/NC/01/2014/113533 dated August 25, 2014. Subsequent to the issue of the above guidelines, some discrepancies have been pointed out by some units, which were considered by the Norms Committee and the Norms Committee recommended deletion of Note No.2 under Table IV issued by Secretary, TC/TSC vide note No.TC/1(52)/89/2011/56035 dated 27.06.2011 and Para IV of the Amendment to guidelines issued vide note, TC&TSC/NC/01/2014/113533 dated August 25, 2014, referred above. Accordingly, the recommendations of the Norms Committee were referred to the Trombay Council and the Trombay Council approved the same at its 1973rd meeting held on June 28, 2016.


(P. Goverdhan)
Secretary, TC&TSC

Director's Office, BARC
Director of Groups/Controller
Associate Directors of Groups/IFA
Head of Divisions/Sections

- Cc 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary (R&D) DAE
4. All Heads of Units, DAE
5. All Administrative Heads of Units of DAE
6. DEO RI & R IV

112

TABLE IV : PROMOTION NORMS FOR SUPERVISORS WHO ARE NOT DIPLOMA HOLDERS IN ENGINEERING OR DEGREE HOLDERS IN SCIENCE.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		4	5	6	7	8
Asst. Foreman 1* PB2 GP 4200	Foreman A PB2 GP 4600	-	A1	A2	A3	B+
Asst. Foreman PB2 GP 4200	Foreman A PB2 GP 4600	-	A1	A2	A3	B+
Foreman A PB2 GP 4600	Foreman B PB2 GP 4800	A1	A2	A3	B+	-
Foreman B PB2 GP 4800	Foreman C PB3 GP 5400	A1	A2	A3	B+	-
Foreman C PB3 GP 5400	Foreman D PB3 GP 6600	-	A1	A2	A3	B+
Foreman D PB3 GP 6600	Foreman E PB3 GP 7600	-	-	A1	A2	A3

Note :

- Trade test is not required for any grade. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.
- ~~In case of Foreman who are not Diploma holders in Engineering as per the guidelines as in Table IV, shall be considered taking into account the equivalence of Grade Pay of Foreman (FM)/Scientific Assistant (SA).~~
- Officials who are not Diploma holders in Engineering or Graduates in Science and who are presently in the Scientific Assistant (SA) grades can be considered for promotion as per the above Table, applying equivalence of Grade Pay of FM/SA. The minimum eligibility period of number of years specified above for such persons indicate total residency in years as FM or SA.
- The grades of Chargehand and Assistant Foreman are merged. Hence all Chargehand have been redesignated as Assistant Foreman 1 w.e.f. 01.01 2009. However, the promotion of Chargehand (Asstt. Foreman 1) to Foreman 'A' would be regulated as per the norms in the table above.
- For consideration of promotion of Asstt. Foreman to Foreman 'A', the cumulative service in the grade of Asstt. Foreman 1 and Asstt. Foreman may be considered.
- For officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015.
 - Foreman C who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Foreman D (GP 6600).
 - Foreman B who have completed 27 years of service and have been in this grade for the last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Foreman C (GP 5400).

Deleted vide
TCTSC
Note No.30/
NC(Action)/2
015-
TC/100212
dated
08/07/2016

P/G

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Section

3rd Floor, Central Complex,
Trombay, Mumbai - 85.

Ref.: TC/1631/2009/ 41216

May 05, 2009.

Subject: Screening of promotion proposals of scientific & technical staff (February and May cases) - proposal from Controller, BARC.

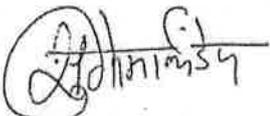
Trombay Council at its 1631st meeting held on April 28, 2009 discussed the above subject matter. The extract of minutes (M.12 A.12) are sent herewith for information/necessary action:

As per the new promotion norms of scientific & technical personnel for grades up to and below SO/E which were issued recently, all promotions will be effective from July 01 of the year. The annual increment will also coincide at the same date. At the time of finalizing these promotion norms, it was envisaged that though February and May cases will be completing (as on July 01, 2009) 5 months or 2 months more than their respective residency periods, the period of 17 months or 14 months would be treated as one year only. However, since November 2008 cases which are eligible to be promoted from February 2009, will be effectively completing 8 additional months (as on 1st July 2009) over and above the respective residency period, the Group Boards and Units of DAE have sought clarifications for handling such cases.

As a part of transition management, it is proposed that since; Nov. 2008 cases will be completing 8 months over and above the respective residency period, the period of 8 months for such cases may be treated as one completed year. However, in all such cases, the last four completed CRs may be reviewed and considered for fulfilling the promotion norms.

Controller, BARC has placed the proposal before TC for approval.

TC discussed the above proposal and recommended that as a part of transition management, until such cases are settled, the Nov. cases which will be completing 8 months on July 01, 2009 will be given the advantage of completing 1 year for the purpose of consideration of promotion. The cases can be accordingly considered, subject to fulfillment of promotion norms with appropriate number of completed annual Confidential Reports.



(S.G. Markandeya)
Secretary, TC & Member-Secretary TSC

Directors of Groups/Controller

Associate Director of Groups/IFA

Heads of Units

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Secretariat

3rd floor, Trombay,
Central Complex
Mumbai 400 085

Ref. 30/NC(Action)/2015-TC / 99937

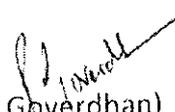
July 22, 2016

Subject : Consideration of cases of employees allowed track change in the same GP on acquisition of additional qualification for promotion to the next higher grade.

Guidelines for consideration of cases of employees allowed track change in the same Grade Pay on acquisition of additional qualification for promotion to the next higher grade have been issued by TC & TSC Secretariat vide note No.TC/1(52)/89/2011/8/088 dated 12/09/2011. However, guidelines for screening of promotion proposals of cases with combined service in the grade of FM/B and SA/D (GP-4800) as a result of track change on acquiring AQ for promotion to the grade of SA/E have not been included in the above communication.

In view of this, with the approval of Trombay Council in its meeting held on June 28, 2016 the following guidelines are issued.

“Combined service in the grade of FM/B and SA/D as a result of track change on acquiring Additional Qualification will be taken into account for determining their eligibility for promotion to the grade of SA/E”


(P. Goverdhan)
Secretary, Trombay Council

Director's Office, BARC
Director of Groups/Controller
Associate Directors of Groups/IFA
Head of Divisions/Sections

- Cc
1. Chairman's Office, DAE
 2. Additional Secretary, DAE
 3. Joint Secretary (R&D), DAE
 4. All Heads of Units, DAE
 5. All Administrative Heads of Units of DAE
 6. DEO, RI& IV, BARC

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

3rd Floor,
Central Complex,
Trombay,
Mumbai-400 085

Ref: TC/MPS/2014/118271

August 10, 2016

Sub: Amendment to the Guidelines for the Merit Promotion Scheme for the
Scientific and Technical Cadres in the Department of Atomic Energy.

This has reference to Note No.TC/MPS/2014/16033 dated January 29, 2016 on the above subject(copy attached). TC at its 1977th meeting held on 26th July, 2016, reviewed the case and decided to issue the following amendment:

Para 2(ii) of the TC communication No.TC/MPS/2014/16033 dated January 29, 2016 referred to above is amended to read as

"(ii) APAR grading shall be such that the candidate shall meet the norms for the residency period as on the recommended date of promotion. Concerned Screening Committee shall certify that the candidate is meeting the norms on the recommended date of promotion and based on the recommendations of the Screening Committee, concerned Recruitment Section shall obtain the approval of the Competent Authority.

In case the candidate is not meeting the norms for the residency period as on the recommended date of promotion, his/her case shall be screened out in that year and his/her case shall be considered for promotion next year subject to meeting the norms in which case he/she is required to appear for interview."


(P. Goverdhan)
Secretary, Trombay Council

Directors of Groups/Controller, BARC
Associate Directors of Groups/IFA, BARC
Heads of Divisions/Sections, BARC
All Heads of Units, DAE

Copy to: 1) Additional Secretary, DAE
2) Joint Secretary (R&D), DAE
3) All Administrative Heads of Units, DAE

Copy for information to: 1) Office of Secretary, DAE
2) Director's Office, BARC

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research

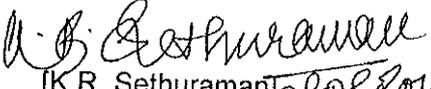
Kalpakkam – 603 102.

No.IGCAR/R&SR/7(25)/2016

August 08, 2016

Sub: Guidelines for screening of promotion proposals - clarification
regarding treatment of unassessed APARs for considering
cases for promotion

A copy of the reference made to TC & TSC, BARC, Mumbai, on the above subject and the clarification received from TC & TSC, BARC, Mumbai, is forwarded herewith for information.


[K.R. Sethuraman] 08/08/2016
Administrative Officer-III(R&SR)

All IGCSC members

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

3rd Floor,
Central Complex,
Trombay,
Mumbai-400 085

Ref: TC/1(52)/89/(Norms)/2016/ 8263

July 27, 2016

Sub: Guidelines for screening of promotion proposals – clarification
Regarding treatment of unassessed APARs for considering cases of
Promotion.

Reference is invited to note No. IGCAR/R&SR/7(25)/2016/131 dated July 21, 2016 seeking clarification on the above subject.

Regarding treatment of unassessed APARs for promotion due to long absence on account of various leaves, the matter has been referred to DAE as mentioned in note No.TC/1(52)/89(Norms)/2014/12251 dated 21/10/2014. However, no response has been received from DAE so far. Till a communication is received from DAE, guidelines issued by DoPT on the subject are to be followed. The same is given below:

"Where one or more APARs have not been written for any reason during the relevant period, APARs of the year preceding the period in question and if in any case even these are not available, APARs of the lower grade are taken into account to complete the number of APARs required to be considered. If this is also not possible, all the available APARs should be taken into account for consideration of promotion."

The above guidelines may be followed in respect of the employees mentioned in the above referred note while considering their promotion.

This issues with the approval of Secretary, Trombay Council.



(Sylaja Damodaran)
Dy. Establishment Officer

Administrative Officer-III(R&SR)
IGCAR, Kalpakkam

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research

Kalpakkam – 603 102.

No.IGCAR/R&SR/7(25)/2016|131

July 21, 2016

Sub: Guidelines for screening of promotion proposals - clarification
regarding treatment of unassessed APARs for considering
cases for promotion

Reference is invited to our earlier note of even number dated 10/10/2014 and the clarification given under Ref.No.TC/1(52)/89(Norms)/2014/12251 dated 21/10/2014 (copies enclosed for ready reference).

The following two cases regarding treatment of unassessed APAR for considering for promotion is brought out for clarification:

(i) Smt. Anjali Mishra, SA/B

Smt. Anjali Mishra joined as SA/B on 04/10/2011 and has been awarded the following grading since then:

Period		Grading awarded	Remarks
From	To		
04/10/2011	30/06/2012	A1	-Nil-
01/07/2012	30/06/2013	A2	-Nil-
01/07/2013	30/06/2014	A2	-Nil-
01/07/2014	30/06/2015	A2	Was recommended for consideration for promotion. The individual did not attend the promotion interview.
01/07/2015	30/06/2016	APAR not assessed	The individual was on leave from 05/09/2015 and has not rendered service for minimum period of three months required for assessment of APAR.

(ii) Smt. M. Nalini, Tech-C

Smt. M. Nalini was absorbed as Tech/B, after two years of training as Stipendiary Trainee (CAT-II) on 16/04/2010 and was promoted as Tech-C from 01/07/2012. Since then, the following grading has been awarded to her:

Period		Grading awarded	Remarks
From	To		
01/07/2012	30/06/2013	APAR not assessed	The employee was on maternity leave and child care leave for more than nine months during the period under report.

Period		Grading awarded	Remarks
From	To		
01/07/2013	30/06/2014	A2	-Nil-
01/07/2014	30/06/2015	A2	-Nil-
01/07/2015	30/06/2016	A1	-Nil-

It may kindly be clarified whether the above employees can be recommended to be considered for promotion and the relevant guidelines to be applied for recommending their cases.


[K.R. Sethuraman] 21/07/2016
Administrative Officer-III(R&SR)

Encl: As above

Deputy Establishment Officer,
TC & TSC Secretariat,
BARC,
Trombay,
Mumbai.

CONFIDENTIAL

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research
Kalpakkam - 603 102

INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH SCIENTIFIC COMMITTEE

MEETING No. 466

17th August, 2016

MEMBERS PRESENT

COULD NOT BE PRESENT

Shri/Smt./Dr.

Shri / Smt / Dr.

Shri / Smt / Dr.

A.K. Bhaduri
A.Jyothishkumar
P. Puthiyavinayagam
K.V. Sureshkumar
P. Selvaraj
B. Venkatraman
K. Madhusoodanan
U. Kamachi Mudali
S.Usha
S. Varadarajan
B.M.Ananda Rao
B. Harikrishnan
R. Sridharan
M. Joseph
B. Anandapadmanabhan
Sitaram Dash
Jojo Joseph
R.V.Subba Rao
B.P.C.Rao
B.K. Nashine
A.Babu
K.K.Satpathy
G. Padmakumar
C. Chandran
K. Rajan
B.K.Panigrahi
S. Raghupathy
K. Devan
B. Babu
G. Kempulraj
N. Thievarajan
D. Thirugnanamurthy
Saroja Saibaba
E. Mohandas
G. Shanmugam
G. Prabhakara Rao

K.P.Kesavan Nair
N. Suresh
K. Laha
C. Mallika
R. Baskaran
R. Jehadeesan
A.K.Vikraman Nair
M. Raju
K.R. Sethuraman

G. Amarendra
A. Ravishankar
M. Sai Baba
V. Balasubramaniyan
K.Velusamy
S.Anthonysamy
V. Prakash
B. Krishnamurthy
R. R. Ramanarayanan
N. Kasinathan
Shaju K Albert
A. John Arul
H.R.Sridhara
S. Murugan
C. Sudhakar
A. Venkatesan
T. Jayanthi

M.1.A.1 Briefing by Chairman, IGCSC.

Chairman greeted the members to the 466th IGCSC meeting.

M.2.A.2 Confirmation of minutes of Meeting No.465

The minutes of the 465th IGCSC meeting held on 20/07/2016 was confirmed with the following modification:

M.3.A.3

- ii) Proposal from Shri G.Kempulraj, Head, CWD for organizing "Quality Circle Annual Meet (QCAM-2016)" at SRI, Anupuram on 25.08.2016. Around 300 persons from IGCAR, Schools in Township and surroundings are likely to participate. An amount of Rs.1,95,000/- is requested from IGCAR for organizing the QCAM-2016.

IGCSC has approved with financial implication restricted to Rs.1,50,000/-.

Returnable Items

Inviting attention of the members to the list of returnable items shown as not yet returned as per the records of CISF, Chairman said that the same has to be reconciled at the earliest. It is quite possible that most of the items shown in the list would have been received back in a different form. Over the years there has been restructuring of Groups and some of these items would have originally belonged to some other Group. In such cases, the Group concerned should be identified and the list should be sent to them for taking further action. He advised all the Group Directors/Associate Directors/Heads of Divisions to depute a person to coordinate with the CISF and get the records reconciled by 19th August 2016.

All GDs/
ADs/HODs

Budget

Chairman expressed concern over the performance with regard to targeted expenditure for first and second quarter. This is the last year for the financial flow out for the existing plan projects. If the targeted expenditure for second quarter is not met funds will be surrendered and this will also result in cut in funds for the remaining two quarter as the allocation for third and fourth quarter is dependent on spending in the first two quarter. He reiterated that each Group has to make sure that the quarter two funds are spent to avoid cut in funds in the RE.

All GDs/
ADs/HODs

Vision for the next 15 years

Chairman thanked the members for the contributions made by each Group for finalizing the vision programme. The vision programme is very clear with respect to the roles of IGCAR, BHAVINI, NRG/NRB, etc. The vision of directed basic research will also include the Advanced Ultra Super Critical Project. The first draft of the vision programme is prepared and a few iterations are expected.

Briefing members about the vision programme, Chairman said we are looking at a vision programme for the next fifteen years in which PFBR criticality is the first step. Internal redeployment of manpower will be required as FBR 1&2

design has to be completed by 2019. All the Groups have to review manpower at the Division level and volunteer to move a few people who can contribute to the FBR design plans. The cross deployment is required during the initial phase to meet the targets for FBR programme envisaged in the vision plan.

Technical presentation

AD, FChG

Chairman suggested AD, FChG, CG, to make a presentation on Aqueous vs Pyro-reprocessing

M.3.A.3 Presentation / Lead discussion

i) Presentation on 'Design features of FBR 600 – 1&2

Shri P.Puthiyavinayagam, Director-Reactor Design Group made a technical presentation on "Conceptual design features of FBR600:1&2". As per the roadmap of the FBR program, beyond PFBR, six FBRs are planned. These future FBRs will be in the commercial domain. Design of future FBRs incorporate features towards improved economy and enhanced safety. At the same time, it is desired that the design should not warrant large manufacturing technology development so as to exploit the industrial capability & capacity and other infrastructure that have been established for PFBR project. Hence, it is preferred to adopt the MOX fuel for these six reactors in order to capitalize on the experience gained in all the domains of FBR technology and to sustain the program.

Accordingly, the reactor design has been evolved. He presented the conceptual design features of various reactor systems of FBR-600. Improved economy is brought by way of design optimization, simplified design, reduction of specific material quantities, using alternative materials, going for a twin unit concept with sharing of non safety related facilities, design enabling integrated manufacture and erection leading to reduced construction time. With regard to safety, the important aspects taken into consideration are the evolving safety criteria internationally especially after Fukushima and Gen-IV safety criteria.

Shri Puthiyavinayagam explained the rationale behind the updation of reactor power to 600 MWe with a slightly larger core and marginally larger sizes of the major large components such as vessels etc. In this approach, the design would not call for any major manufacturing technology development which would enable faster realization. Higher reactor power leads to economic advantages and lower specific cost. Core is designed in such a way that the sodium void reactivity is $< 1\%$. The reactor assembly design is incorporated with many advanced features towards design simplification, ease of erection, reduced material inventory. It is a twin type reactor in which non-safety systems would be shared. Fuel handling scheme is also simplified. Shutdown systems are augmented with passive features and additional systems are envisaged such as system using B4C granules or liquid poison and hydraulically suspended absorber rod. There will be 3 primary sodium pumps and 4 IHXs. To enhance the safety and economy, the steam generator length has been increased to 30 m. He also listed out the important actions that have to be carried out to realise the time schedule which include discussions with BHAVINI and industries that are likely to be involved in the component manufacture, especially SG.

Director, IGCAR emphasized that the design process has to be completed in line with the vision program schedule and urged all the groups to take note of the R&D needs and expedite them.

ii) **Discussion on 'List of Contracts awarded in IGCAR'**

All GDs/
ADs/HODs

Chairman informed the members that there is a huge gap in the data relating to the number of contracts awarded and workers engaged by contractors under each work contract between the record maintained by the Principal Employer and that available with the CISF. Instruction has been issued in the past emphasizing the necessity to maintain a record of contract labourers entering the plant-site under various contracts awarded by the Groups. It has been reiterated that a copy of all the contracts awarded has to be marked to Principal Employer. All entry permits authorized for workers under various contracts should be routed through Principal Employer for maintaining a record of the contract workers permitted under the contract. The permits should indicate the Work Order number and the period of contract. However, these instructions are not being followed scrupulously.

Chairman requested the Heads of Divisions to ensure that a copy of all the contracts awarded is invariably marked to the Principal Employer and to the next higher authority. He also requested the Group Directors to furnish the data of all the contracts awarded by their Group to the Principal Employer by 31st August 2016, indicating the Work Order number and date, duration of the contract, nature of work and the number of workers engaged by the contractor under the Work Order. Chairman also requested Head, SISD to explore the feasibility of ascertaining the number of contract workers entering plant-site under IGCAR Work Orders in a week so that a rough data of contractors' workers entering the plant-site on a regular basis can be ascertained. With this data we can arrive at the number of active and inactive passes.

iii) **Discussion on 'Treatment of unassessed APARs for Promotion'**

Chairman briefed the members about the guidelines received from TC&TSC vide letter dt 27.07.2016 for treatment of unassessed APARs for promotion. After detailed discussion, Chairman informed the members that the above guidelines should be followed at the time of considering the cases for promotion.

M.4.A.4 AGENDA ITEMS

Action
AO (P)

- i) Proposal from Dr. K.K.Satpathy, Head, EnSD, HSEG for organizing Two days Industrial Safety Workshop during 2nd / 3rd week of January, 2017. Around 150 persons from DAE Units at Kalpakkam are likely to participate. An amount of Rs.30,000/- is requested from IGCAR for organizing the workshop, in addition to logistic support towards Transport & Accommodation. Also, a registration fee of Rs. 750/- is proposed as delegate fee.

IGCSC has approved the above proposal with delegate fee of Rs.750/- and transport & other logistic support on payment basis. Further, it is requested to put up the delegates list from IGCAR to IGCSC for final approval.

- ii) Proposal from Dr. Saroja Saibaba, Head, MTPD, MMG for organizing International Conference on "Electron Microscopy Society of India - 2017" during July, 2017 at Kalpakkam / Mamallapuram. Around 600 delegates from various DAE Units, academic institutions and foreign delegates are expected to participate and extending logistic support towards Transport & Accommodation.

design has to be completed by 2019. All the Groups have to review manpower at the Division level and volunteer to move a few people who can contribute to the FBR design plans. The cross deployment is required during the initial phase to meet the targets for FBR programme envisaged in the vision plan.

Technical presentation

AD, FChG

Chairman suggested AD, FChG, CG, to make a presentation on Aqueous vs Pyro-reprocessing

M.3.A.3 Presentation / Lead discussion

i) Presentation on 'Design features of FBR 600 – 1&2

Shri P.Puthiyavinayagam, Director-Reactor Design Group made a technical presentation on "Conceptual design features of FBR600:1&2". As per the roadmap of the FBR program, beyond PFBR, six FBRs are planned. These future FBRs will be in the commercial domain. Design of future FBRs incorporate features towards improved economy and enhanced safety. At the same time, it is desired that the design should not warrant large manufacturing technology development so as to exploit the industrial capability & capacity and other infrastructure that have been established for PFBR project. Hence, it is preferred to adopt the MOX fuel for these six reactors in order to capitalize on the experience gained in all the domains of FBR technology and to sustain the program.

Accordingly, the reactor design has been evolved. He presented the conceptual design features of various reactor systems of FBR-600. Improved economy is brought by way of design optimization, simplified design, reduction of specific material quantities, using alternative materials, going for a twin unit concept with sharing of non safety related facilities, design enabling integrated manufacture and erection leading to reduced construction time. With regard to safety, the important aspects taken into consideration are the evolving safety criteria internationally especially after Fukushima and Gen-IV safety criteria.

Shri Puthiyavinayagam explained the rationale behind the updation of reactor power to 600 MWe with a slightly larger core and marginally larger sizes of the major large components such as vessels etc. In this approach, the design would not call for any major manufacturing technology development which would enable faster realization. Higher reactor power leads to economic advantages and lower specific cost. Core is designed in such a way that the sodium void reactivity is $< 1\%$. The reactor assembly design is incorporated with many advanced features towards design simplification, ease of erection, reduced material inventory. It is a twin type reactor in which non-safety systems would be shared. Fuel handling scheme is also simplified. Shutdown systems are augmented with passive features and additional systems are envisaged such as system using B4C granules or liquid poison and hydraulically suspended absorber rod. There will be 3 primary sodium pumps and 4 IHXs. To enhance the safety and economy, the steam generator length has been increased to 30 m. He also listed out the important actions that have to be carried out to realise the time schedule which include discussions with BHAVINI and industries that are likely to be involved in the component manufacture, especially SG.

Director, IGCAR emphasized that the design process has to be completed in line with the vision program schedule and urged all the groups to take note of the R&D needs and expedite them.

ii) **Discussion on 'List of Contracts awarded in IGCAR'**

All GDs/
ADs/HODs

Chairman informed the members that there is a huge gap in the data relating to the number of contracts awarded and workers engaged by contractors under each work contract between the record maintained by the Principal Employer and that available with the CISF. Instruction has been issued in the past emphasizing the necessity to maintain a record of contract labourers entering the plant-site under various contracts awarded by the Groups. It has been reiterated that a copy of all the contracts awarded has to be marked to Principal Employer. All entry permits authorized for workers under various contracts should be routed through Principal Employer for maintaining a record of the contract workers permitted under the contract. The permits should indicate the Work Order number and the period of contract. However, these instructions are not being followed scrupulously.

Chairman requested the Heads of Divisions to ensure that a copy of all the contracts awarded is invariably marked to the Principal Employer and to the next higher authority. He also requested the Group Directors to furnish the data of all the contracts awarded by their Group to the Principal Employer by 31st August 2016, indicating the Work Order number and date, duration of the contract, nature of work and the number of workers engaged by the contractor under the Work Order. Chairman also requested Head, SISD to explore the feasibility of ascertaining the number of contract workers entering plant-site under IGCAR Work Orders in a week so that a rough data of contractors' workers entering the plant-site on a regular basis can be ascertained. With this data we can arrive at the number of active and inactive passes.

iii) **Discussion on 'Treatment of unassessed APARs for Promotion'**

Chairman briefed the members about the guidelines received from TC&TSC vide letter dt 27.07.2016 for treatment of unassessed APARs for promotion. After detailed discussion, Chairman informed the members that the above guidelines should be followed at the time of considering the cases for promotion.

M.4.A.4 **AGENDA ITEMS**

Action
AO (P)

- i) Proposal from Dr. K.K.Satpathy, Head, EnSD, HSEG for organizing Two days Industrial Safety Workshop during 2nd / 3rd week of January, 2017. Around 150 persons from DAE Units at Kalpakkam are likely to participate. An amount of Rs.30,000/- is requested from IGCAR for organizing the workshop, in addition to logistic support towards Transport & Accommodation. Also, a registration fee of Rs. 750/- is proposed as delegate fee.

IGCSC has approved the above proposal with delegate fee of Rs.750/- and transport & other logistic support on payment basis. Further, it is requested to put up the delegates list from IGCAR to IGCSC for final approval.

- ii) Proposal from Dr. Saroja Saibaba, Head, MTPD, MMG for organizing International Conference on "Electron Microscopy Society of India - 2017" during July, 2017 at Kalpakkam / Mamallapuram. Around 600 delegates from various DAE Units, academic institutions and foreign delegates are expected to participate and extending logistic support towards Transport & Accommodation.

Action
AO (P)

Approved. IGCSC also informed that there will be no financial support from IGCAR for the Conference and transport & other logistic support on payment basis. DAE approval to be obtained for holding the International Conference.

M.5.A.5 INFORMATION ITEMS

The following information items were noted.

- i) **HSEG Advisory Committee has approved the following proposals**
- a) Participation of Shri S. Chandrasekaran, SO/F and Dr.Soubhadra Sen, SO/D, RSD for Five days INS National Workshop on "Advanced Engineering Mathematics" held at AERB Auditorium, Mumbai during August 1-5, 2016 and payment of registration fee of Rs. 10,000 per participant.
- Total financial implication is Rs. 20,000/-
- ii) **ROMG Advisory Committee meeting has approved the following proposals**
- a) Participation of Shri Rajesh Chandrakanth, SO/C, TSD for INS workshop on "Advanced Engineering Mathematics" held at Mumbai during August 1-5, 2016.
- b) Participation of Shri D. Visweswaran, OpS, ROD for ATI/DAE two days training programme on "Gender Sensitization" held at IGCAR during July 29-30, 2016.
- c) Participation of Shri Ashish Jain, QA&IS for 11th "Fire India-2016- Fire & Life Safety Changing Concepts" held at Chennai during September 21-22, 2016.
- d) Participation of Shri G. Yathish Kumar, DFME, Ms. K. Vinolia, CDPS, Shri M. Ravi, CDPS, Shri M.S.Chandrasekar, TS and Shri Kalyan Rao Kuchpudi, IMS for 9th DAE-VIE 2016, two days symposium on "Emerging Trends in I&C and Computer Systems" held at IGCAR during June 23-24, 2016.
- e) Participation of Shri S. Sivakumar, RMD for two days Technical seminar on "Lightning & Surge Protection" held at Chennai during June 13-14, 2016
- f) Participation of Smt. C. Gowri, RMD, Shri Sushant Maruti Patil, RMD, Shri Satyanaryana Sahoo, TSD and Shri D. Samayaraj, ROD for "READIT 2016" held at IGCAR during July 13-14, 2016.

Minutes approved by Chairman, IGCSC

**K.R. Sethuraman
Secretary, IGCSC**

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

Ref:

30/2(3)/2015-TC/10731

September 30, 2016

Sub: Clarification on promotion norms Reg.

Reference is invited to email dated 29 September, 2016 seeking clarification on promotion norms in respect of Shri P.G. Krishna Chaitanya, TO/D and Shri A.V. Sitarama Sharma, TO/D. The clarification as requested is furnished below.

1. Applicability of Table in respect of Shri P.G. Krishna Chaitanya :-

The weightage for promotion due to grant of advance increment as mentioned in para 2.6 of the promotion norms can be allowed only if the Chairman of the Selection Committee has clearly recorded in the minutes that the additional increment granted at the time of initial recruitment will count for the promotion to the next higher grade. In this connection Note 3 under Table I of the Recruitment Norms circulated vide note dated June 5, 2009 may be referred to. In the case of Shri P.G. Krishna Chaitanya, if the Chairman of the Selection Committee is recorded in the minutes as stated above at the time of initial recruitment, he can be considered for one year weightage for promotion to the next grade.

2. Applicability of Table in respect of Shri A.V. Sitarama Sharma:-

Sl.No.3 of Table IA can be applied only in the cases of (a) Scientists and Engineers recruited through OCES (b) Engineers with MTech qualification through DGFS of IIT/IISc (c) Medical Doctors and (d) KSKRA recruits. Engineers having MTech qualification but recruited directly or acquired MTech qualification after joining the Department, it is clarified that Sl No.2A for promotion from SO/C to SO/D and S.No. 2B for promotion from SO/D to SO/E of Table IA shall only applicable.

With regard to weightage in promotion due to grant of advance increment the comments mentioned in the above para may be referred.

A copy of the clarification issued under note. No. 30/2(3)/2015-TC/2165 dated 18.02.2016 issued to NPCIL is sent herewith for information and necessary action.

This issues with the approval of Secretary, TC



(Sylaja Damodaran)
Dy.Establishment Officer

Shri Venkateswarlu
Regional Director,
BARC Facilities
Visakhapatnam.
Mob: No.

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Secretariat

3rd Floor, Central Complex,
Trombay, Mumbai – 400 085

Ref: TC/16527/89(Norms)/2014/14206

December 04, 2014.

Sub: Guidelines for screening of promotion proposals – clarification.

Reference is invited to note No. BARCF/Rectt/2(2)/2014/626 dated December 02, 2014 seeking clarification as to whether the Category-II trainees absorbed as Tech-B are entitled for condonation of shortfall in service of six months given under para 2.5.

It is hereby clarified that a shortfall in length of service upto six months in the specified residency period in the grade for the first promotion can be condoned as per para 2.5 of the guidelines for screening of promotion proposals issued in June 2011. Therefore, Category-II trainees absorbed as Tech-B are also eligible for condonation of shortfall in service of six months.

It may be noted that condition of minimum service period of two years before being considered for the first promotion is applicable only in the case of **official recruited directly and given advance increments at the time of initial appointment, which will entitle him/her for weightage of 1 or 2 years** for first promotion depending upon the number of advance increments granted as per para 2.6 of the guidelines.



(Sylaja Damodaran)
Dy. Establishment Officer

Chief Administrative Officer,
BARCF, Kalpakkam

Restricted Circulation

**Government of India
Department of Atomic Energy**

**RECRUITMENT NORMS
AND
PROMOTION NORMS
FOR
AUXILIARY CATEGORY
IN DAE**

Bhabha Atomic Research Centre

JUNE 2011

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Section

Central Complex,
Trombay,
Mumbai 400 85.

Ref: TC/1(52)/87/2011/53665

June 9, 2011

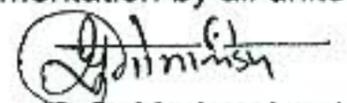
Sub: Guidelines for screening of promotion proposals of
Personnel in Auxiliary Category (Work Assistants/
Hospital Work Assistants) in DAE

The Sixth Pay Commission recommended the placement of all existing Group D employees who have passed tenth standard and also those who have not passed class ten examination in Pay Band-1 (Grade Pay: Rs.1800) after appropriate training. The recommendation was mainly to herald multi-skilling in the Government when an employee may need to perform the tasks hitherto performed by different categories of Group D employees. Keeping in view the recommendations of Sixth Pay Commission, the Recruitment and Promotion guidelines were reviewed in respect of staff who were in erstwhile Group D Auxiliary Category. Accordingly, the Recruitment and Promotion guidelines effective from 01.01.2010 for Auxiliary category/(Helpers and Malis) then designated as Attendants/Hospital Attendants were revised and issued vide Ref. TC/1(52)/87/2010/5792 dated January 14, 2010.

However, Department of Personnel & Training (DoPT) vide OM No. 35034/3/2008/Estt.(D) dated 19.05.2009 had also made applicable Modified Assured Career Progression Scheme (MACP) to all Central Government civilian employees. This matter has been subsequently reviewed by the reconstituted Norms Committee vide Director's Standing Order D 38/2010 dated October 25, 2010 under Chairmanship of Dr. A.K. Suri, Director, Materials Group, BARC. The Committee examined all the aspects in detail and has proposed modifications in the norms as well as application of MACP to all the staff who have completed 10/20/30 years of service in the Department. The Committee has also taken into account the views of various Associations of different units of DAE as well as members of National Federation of Atomic Energy Employees (NFAEE). These recommendations were discussed in a Special TC meeting held on May 16, 2011 where Heads of Units in DAE or their representatives were also present. These guidelines were finally approved in TC meeting held on May 31, 2011. It may be noted that the Attendants/Hospital Attendants will henceforth be re-designated as 'Work Assistants/Hospital Work Assistants'. These revised norms shall be effective from July 01, 2011.

The revised guidelines for screening of promotion proposals of personnel in Auxiliary category (Work Assistants/Hospital Work Assistants) in DAE have been subsequently approved by Secretary, DAE.

These guidelines are released for necessary implementation by all units of DAE.


(S.G. Markandeya)
Secretary TC/TSC

Director's Office, BARC
Directors of Groups/Controller
Associate Directors of Groups/IFA
Heads of Divisions/Sections

- cc: 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary (R&D), DAE
4. All Heads of Units, DAE

RECRUITMENT NORMS AND PROMOTION NORMS FOR AUXILIARY CATEGORY (WORK ASSISTANT / HOSPITAL WORK ASSISTANT)

1. Introduction

- 1.1 The Sixth Pay Commission recommended the conversion of existing Group D employees who have passed tenth standard and also those who have not passed class ten examination to be placed in pay band with the Grade Pay of Rs.1,800 after appropriate training. The recommendation was mainly to herald multi-skilling in the Government when one employee would perform the tasks hitherto performed by different categories of Group D employees. Keeping in view the recommendations of Sixth Pay Commission, it became necessary to review the Recruitment Norms and Promotion Norms in respect of persons who were in erstwhile Group D Auxiliary Category. Accordingly, Recruitment and Promotion were revised effective from 01/01/2010 for Auxiliary Category (Attendants / Hospital Attendants) in DAE and issued vide note No.TC/1(52)/89/2010/5792 dated January 14, 2010. **These Promotion Norms have been further revised w.e.f. 01/07/2011 taking into account MACP applicability.**

2. Recruitment Norms / Change of Nomenclature

- 2.1 The posts of Helper (CM), Helper (T) and Mali have been merged together and renamed as Attendant / Hospital Attendant. Depending on the place of posting, the Attendant will perform the duties like Trade Helper or Cosmetic Maintenance or the maintenance of Parks and Gardens, miscellaneous office work etc. Based on the recommendation of the Norms Committee the designation of Attendant / Hospital Attendant has been changed as Work Assistant / Hospital Work Assistant respectively w.e.f. 01/07/2011. The nomenclature of the designations of the erstwhile Group D posts is given below:

Sl. No.	Designation prior to 01/01/2010	Designation w.e.f. 01/01/2010	Designation w.e.f. 01/07/2011
1.	Helper A (Trade), Helper A (CM), Mali A Helper BC (Trade), Helper BC (CM), Mali BC (GP - 1800)	Attendant A / Hospital Attendant A (GP - 1800)	Work Assistant A / Hospital Work Assistant A (GP 1800)
2.	Helper D (Trade), Helper D (CM), Mali D Tradesman A (CM), Tradesman A (LS) (GP - 1900)	Attendant B / Hospital Attendant B (GP - 1900)	Work Assistant B / Hospital Work Assistant B (GP 1900)
3.	Tradesman B (CM), Tradesman B (LS) (GP - 2000)	Attendant C / Hospital Attendant C (GP - 2000)	Work Assistant C / Hospital Work Assistant C (GP - 2000)

- 2.2 The entry grade to Helper / Mali category will henceforth be Work Assistant 'A' (PB1 with GP 1800) with educational qualification as tenth pass.
- 2.3 The entry grade to Hospital Work Assistant category is Hospital Work Assistant 'A' (PB1 with GP 1800) with educational qualification as tenth pass.
- 2.4 The detailed Recruitment Norms for recruiting Work Assistant and Hospital Work Assistant are given in **TABLE I**.

3. Promotion Norms

3.1 The Promotion Norms for the Work Assistant and Hospital Work Assistant are given in **TABLE II**.

3.2 *Modified Assured Career Progression Scheme (MACPS)*

3.2.1 Department of Personnel and Training (DoPT) vide OM No.35034/3/2008-Estt.(D) dated 19/05/2009 has introduced Modified Assured Career Progression Scheme (MACPS) to Central Government civilian employees. Pursuant to introduction of Modified Assured Career Progression Scheme (MACPS) to Central Government civilian employees the promotion norms applicable to Attendant / Hospital Attendant (Redesignated as Work Assistants / Hospital Work Assistants) have been reviewed.

3.2.2 It has been decided to implement the Modified Assured Career Progression Scheme (MACPS) issued by DoPT vide OM No.35034/3/2008-Estt.(D) dated 19/05/2009 for Work Assistants and Hospital Work Assistants w.e.f. 01/09/2008.

3.2.3 There shall be three financial upgradations under the MACP Scheme, counted from the direct entry on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade pay. In other words, first financial upgradation (GP 1900) on completion of 10 years of regular service, second financial upgradation (GP 2000) on completion of 20 years of regular service or 10 years regular service from last promotion in GP 1900, whichever is earlier and third financial upgradation (GP 2400) on completion of 30 years of regular service or 10 years regular service from last promotion in GP Rs.2000, whichever is earlier.

3.2.4 The MACP Scheme and promotion norms given in **TABLE II** will run concurrently. After financial upgradation under MACP, their designation will be changed in accordance with Grade Pay granted.

3.2.5 The erstwhile (i) Helper (CM/T), (ii) Mali and (iii) Tradesman (CM/LS) will be re-designated as Work Assistant / Hospital Work Assistant at appropriate grade depending upon the MACP they have been granted. Similarly existing Technician A and Technician B, promoted from auxiliary category will be re-designated at appropriate grade depending upon the MACP they have been granted. **TABLE III** shows the applicability of MACP and subsequent change in the designation due to grant of MACP.

3.2.6. There may be possibility of completion of 10 / 20 / 30 years of regular service after 01/09/2008. In such cases financial upgradation may be granted under MACP and they may be re-designated accordingly.

3.2.7 In terms of order on MACP, wherever employee is directly eligible for MACP-II without getting any promotion or MACP-I on virtue of completion of 20 years of regular service, the pay fixation benefit will be granted twice i.e. for GP 1900 and for GP 2000. Similarly wherever employee is directly eligible for MACP-III without getting any promotions or MACP-I & MACP-II on virtue of completion of 30 years of regular service, the pay fixation benefit will be granted thrice i.e. for GP 1900, for GP 2000 and for GP 2400.

3.2.8 Further promotion will be in accordance with **TABLE II** or financial upgradation under MACP as per **TABLE III**, whichever is applicable earlier. The services for further promotion will be counted from the date of promotion or from the date of grant of financial upgradation under MACP whichever is applicable earlier subject to meeting the norms. A shortfall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is

eligible for promotion otherwise. In other words, those Work Assistants / Hospital Work Assistants granted financial upgradation under MACP between 1st July to 30th September of a particular year, will be eligible to count service from date of MACP to 30th June of the next year, as a complete one year even though service may be 9 months to 12 months.

3.2.9 Some illustrations for application of the norms as well as MACPS are given in Appendices I to V.

4. Guidelines for Change of track / promotion from Auxiliary to Technical Category

4.1 On Acquisition of Additional Qualification

4.1.1 Promotion / change of track on acquisition of additional qualification while in service from Work Assistant / Hospital Work Assistant to Technician category (i.e. Auxiliary to Technical category) has been introduced. Qualification to be considered as additional qualification and eligibility for promotion / track change is given in **TABLE IV**. ITI to be acquired, as AQ will be only in those disciplines as brought out in **TABLE V**.

4.1.2 Work Assistants / Hospital Work Assistants who already **POSSESSED and DECLARED** the qualification indicated as additional qualification in **TABLES IV and V** at the time of **their initial appointment**, will also be eligible to appear for Departmental Qualifying Examination to be conducted for additional qualification cases.

4.1.3 All those who acquire additional qualification will have to appear for departmental qualifying examination and those who obtain marks / percentile above a certain threshold would be considered for promotion / track change. Those who have scored less than the threshold would be given one more chance for appearing in the departmental qualifying examination. Successful candidates will have to appear for interview. Only one chance shall be given for appearing in the interview.

4.1.4 The candidates on acquiring additional qualification while in service, qualify in the DQE and subsequently clearing the interview will have to undergo induction training for the duration of 3 months.

4.1.5 In order to grant permission for acquiring additional qualification indicated in **TABLES IV and V**, the candidate must meet the criterion of minimum service period requirement of 5 years (including the probation period) with the performance of A3/VG and above for General candidates. In case of SC/ST candidates, the minimum service period requirement of 5 years (including the probation) with the combination of 3A3/3VG and 2B+/2G gradings and above.

4.1.6 The Auxiliary staff, who are allowed track change will be posted as under :

- (i) On acquiring HSC (Science) – As Plant Operator.
- (ii) On acquiring ITI – Any Division / BARC site where Technician's with ITI of specified trade are required.

4.2 Training Scheme

4.2.1 A training scheme has been introduced as an eligibility criteria for promotion / track change. The existing Attendants / Hospital Attendants (Redesignated as Work Assistants / Hospital Work Assistants) who were in service as on 01/01/2010 will be eligible for promotion / track change to Technician category as an additional opportunity.

- 4.2.2 Candidate must possess educational qualification, number of years of regular service and minimum ACR / APAR gradings as indicated in **TABLE VI** to become eligible for Training. Duration of the training will depend upon the educational qualification they possess.
- 4.2.3 All those who complete training will have to qualify in the skill test and interview. Only one chance shall be given for appearing in skill test / interview.
- 4.2.4 Auxiliary staff, who are allowed promotion / track change will be posted in accordance with their trade.
- 4.3 Candidates will be considered for promotion / track change as per the following criteria:
- (a) Work Assistant A / Hospital Work Assistant A will be considered for promotion to Technician A.
 - (b) Work Assistant B / Hospital Work Assistant B onwards will be placed in the equivalent technician grade. Further promotion in the technical category will be based on cumulative service rendered in the same grade pay after two years residency in the technical grade. e.g. Work Assistant C (GP 2000) will be placed in the Technician B (GP 2000) grade and for further promotion (i.e. T/B to T/C – MEP 3 yrs), cumulative service rendered under Work Assistant C (2 years as Work Assistant C) and Technician B (minimum 2 years residency is must) will be considered for promotion to grade Technician C on completion of 4 years, subject to meeting the norms.
- 4.4 Promotion / change of track from auxiliary category to technical category is on the basis of availability of vacancies as explained in para 5.

5. 20% Vacancies in Technical Category

- 5.1. Promotion / change of track on (i) acquisition of additional qualification while in service or (ii) completion of training, and subsequent clearing of Departmental Qualifying Examination / Skill Test & interview, may be considered for promotion from Work Assistant / Hospital Work Assistant to Technician category (i.e. Auxiliary to Technical category) on the basis of availability of vacancies. 20% of vacancies of Technical category in a particular year can be earmarked for accommodating persons, who have (i) acquired additional qualification, cleared DQE and interview or (ii) completed training, cleared Skill Test and interview.
- 5.2 Earmarked vacancies for track change in a particular year and not filled due to non-availability of the candidates acquiring AQ / completing training, will stand lapsed in that year and will not be carried forward.
- 5.3 Similarly in case of candidates eligible for promotion on acquisition of AQ/completion of training are more than 20% vacancies earmarked in a particular year, the promotion / track change will be allowed in accordance with their seniority. The remaining eligible candidates will be adjusted first in the next year 20% vacancies in the technical category.

6. Guidelines for promotion of SC / ST candidates

- 6.1 The relaxed norms for promotions should be applied in cases of SC / ST candidates as indicated in **TABLE VII**.

TABLE I - RECRUITMENT NORMS FOR THE POST OF WORK ASSISTANT AND HOSPITAL WORK ASSISTANT

Post	Educational Qualification	Age	(PB1) Grade Pay	Duties
Work Assistant 'A' (Agr/Lab/WS/ Plant/CM)	Tenth Pass	Minimum 18 years Maximum 27 years	1800	<ol style="list-style-type: none"> 1. Cosmetic maintenance of laboratories and office buildings and surrounding areas including toilets, providing clean, neat and hygienic ambience in the area and miscellaneous office work. Cleaning and decontamination of plants / machinery, assistance in plants / workshops / stores and other utility areas. The duties may also involve working in round the clock shifts. 2. Duties include developing the gardens by digging soil and planting of different plants; maintenance of gardens by sweeping, watering, weeding, mowing, manuring, pruning and propagating plants and flower arrangements. 3. Agricultural operations including ploughing, harvesting, seed sorting / packing, pesticides and fertilizer treatment, bird watch, etc. 4. Miscellaneous office work etc.
Hospital Work Assistant 'A'	Tenth Pass	Minimum 18 years Maximum 27 years	1800	<p>Keeping hospital wards or dispensaries in hygienic condition. Helping the patients in sponging, changing, movement for diagnostic tests / treatment. Taking pathology samples to pathology department. Assisting nursing staff in bed making, serving food, taking / handing over articles, pantry articles etc., Bringing indents from Pharmacy, stores etc.</p>

Note :

1. There will be written examination and interview for recruiting Work Assistant 'A' and Hospital Work Assistant 'A'.
2. The selected candidates will have to undergo an induction programme for three months.

TABLE II - PROMOTION NORMS FOR WORK ASSISTANT / HOSPITAL WORK ASSISTANT W.E.F.01/07/2011

From Grade	To Grade	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Work Assistant A / Hospital Work Assistant A PB1 GP 1800	Work Assistant B / Hospital Work Assistant B PB1 GP 1900	OS / A1	OSVG / A2	VG / A3	G / B+	--
Work Assistant B / Hospital Work Assistant B PB1 GP 1900	Work Assistant C / Hospital Work Assistant C PB1 GP 2000	OS / A1	OSVG / A2	VG / A3	G / B+	--
Work Assistant C / Hospital Work Assistant C PB1 GP 2000	Senior Work Assistant A / Senior Hospital Work Assistant A PB1 GP 2400	OS / A1	OSVG / A2	VG / A3	G / B+	--
Senior Work Assistant A / Senior Hospital Work Assistant A PB1 GP 2400	Senior Work Assistant B / Senior Hospital Work Assistant B PB1 GP 2800	--	OS / A1	OSVG / A2	VG / A3	G / B+

Note :

- All the posts mentioned in above Table are auxiliary posts.
- (i) Helper A (CM / T), Mali A, Helper BC (CM / T) & Mali BC, (ii) Helper D (CM / T), Mali D, Tradesman A (CM / LS) and (iii) Tradesman B (CM / LS) stand re-designated as (i) Work Assistant 'A' / Hospital Work Assistant 'A', (ii) Work Assistant 'B' / Hospital Work Assistant 'B' and (iii) Work Assistant 'C' / Hospital Work Assistant 'C', respectively. The promotion of all the above categories will be regulated as per the above Table.
- In case of existing Helper A (CM / T) / Mali A as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2006.
- In case of existing Helper BC (CM / T) / Mali BC promoted prior to 01/01/2006, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from the date of their promotion as Helper BC (CM / T) / Mali BC. Existing Helper BC (CM / T) / Mali BC promoted on or after 01/01/2006, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2006.
- In case of existing Helper D (CM / T) / Mali D, their services for further promotion from Work Assistant 'B' / Hospital Work Assistant 'B' to Work Assistant 'C' / Hospital Work Assistant 'C' will count from the date of their promotion as Helper D (CM/T) / Mali D.
- In case of existing T/A (CM / LS), their cumulative service rendered under Helper D (CM) / Mali D and T/A (CM / LS) will be taken into account for further promotion from Work Assistant 'B' / Hospital Work Assistant 'B' to Work Assistant 'C' / Hospital Work Assistant 'C'.
- While considering the case for promotion, ACR / APAR gradings pertaining to 4 annual Confidential Reports immediately preceding the date of proposal for promotion may be seen.

8. For the first promotion after recruitment, the date of promotion shall be with reference to the rationalized date of increment, which is July 1 as per the recommendation of Sixth CPC. However, a shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.

TABLE III – APPLICABILITY OF MACP AND CHANGE IN DESIGNATION THEREAFTER

Designation on or before 31/12/2009	<10 years service		10 years & < 20 years service (MACP-I) [GP 1900]		20 years & < 30 years service (MACP-II) [GP 2000]		≥30 years service (MACP-III) [GP 2400]	
	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011	
Helper A (CM/T) / Mail A	Work Assistant A / Hospital Work Assistant A	Helper A (CM/T) / Mail A (MACP-I)	Work Assistant B / Hospital Work Assistant B	Helper A (CM/T) / Mail A (MACP-II)	Work Assistant C / Hospital Work Assistant C	Helper A (CM/T) / Mail A (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A	
Helper BC (CM/T) / Mail BC	Work Assistant A	Helper BC (CM/T) / Mail BC (MACP-I)	Work Assistant B	Helper BC (CM/T) / Mail BC (MACP-II)	Work Assistant C	Helper BC (CM/T) / Mail BC (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A	
Helper D (CM/T) / Mail D	Work Assistant B / Hospital Work Assistant B	--	Work Assistant C / Hospital Work Assistant C	Helper D (CM/T) / Mail D (MACP-II)	Work Assistant C	Helper D (CM/T) / Mail D (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A	
Tradesman A (CM/LS)	Technician A w.e.f. 01/01/2009	--	Technician B w.e.f. 01/01/2009	Tradesman A (CM/LS) (MACP-II)	Technician C w.e.f. 01/01/2009	Tradesman A (CM/LS) (MACP-III)	Technician C w.e.f. 01/01/2009	
Technician A promoted from Auxiliary category	--	--	--	Tradesman A (MACP-II)	Technician B w.e.f. 01/01/2009	Tradesman A (MACP-III)	Technician C w.e.f. 01/01/2009	
Tradesman B (CM/LS)	--	--	--	--	Technician B w.e.f. 01/01/2009	Tradesman B (CM/LS) (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A	
Technician B promoted from Auxiliary category	--	--	--	--	Technician B w.e.f. 01/01/2009	Tradesman B (MACP-III)	Technician C w.e.f. 01/01/2009	

TABLE IV – PERMISSIBLE ADDITIONAL QUALIFICATION AND CRITERIA FOR ELIGIBILITY

Sl. No.	Additional Qualification	Minimum marks to be obtained in AQ as required by the Board / Institute	To be considered for promotion / track change to grade
1.	HSC	HSC in Science stream with a minimum 50% marks in aggregate and should have Physics, Chemistry and Maths subjects	Technician A or equivalent grade
2.	ITI	SSC with a minimum 50% marks in aggregate and should have Science and Maths subjects PLUS ITI from Government recognised institute	Technician A or equivalent grade

TABLE V - LIST OF DISCIPLINES IN ITI PERMITTED FOR ACQUIRING ADDITIONAL QUALIFICATION

Sl. No.	Disciplines
1.	Fitter
2.	Turner
3.	Miller
4.	Grinder
5.	Instrumentation
6.	Machinist
7.	Millwright
8.	Welder
9.	A/C Mechanic
10.	Sheet Metal Worker
11.	Diesel Mechanic
12.	Auto Mechanic
13.	Mason
14.	Plumber
15.	Painter
16.	Carpenter
17.	Glass Blower
18.	Ceramic Moulder
19.	Crane / Fork Lifter Operator
20.	Tractor Operator
21.	Electrical
22.	Electronics
23.	Optics
24.	Laboratory
25.	Chemical Plant Operator
26.	Library
27.	Book Binding
28.	Printer
29.	ECG Technician
30.	X-ray Technician
31.	Dental Technician
32.	Theatre Assistant

In addition to above, Diploma in Agriculture/ Horticulture (2 years) will be allowed to change over to Technical category.

TABLE VI – DURATION OF TRAINING AND ELIGIBILITY CRITERIA FOR PROMOTION / TRACK CHANGE

Sl. No.	Educational qualification Work Assistants / Hospital Work Assistants possess	No. of years of regular service	Duration of training	ACR / APAR grading for General candidates for preceding 4 years	ACR / APAR grading for SC/ST candidates for preceding 4 years
1	10 th Standard pass / matriculation and/or above	15 years	3 months	2A2/2A3 or above / 4VG or above	4A3 or above / 2VG2G or above
2	8 th Standard pass / 9 th Standard pass / 10 th Standard fail	20 years	6 months		
3	Below 8 th Standard pass	25 years	9 months		

TABLE VII – RELAXED PROMOTION NORMS FOR SC / ST CANDIDATES

For APAR gradings stipulated for General Candidates in Column No.2, relaxed norms as shown in Column No.3 should be applied for SC / ST candidates.

Sl. No.	Column 1	Column 2 Gradings for General Candidates (Gradings of last 4 years)	Column 3 Gradings for SC / ST Candidates (Gradings of last 4 years)
1.	All OS	All OS	2OS and 2VG
2.	OS / VG	2OS / 2VG	All VG
3.	All VG	All VG	2VG / 2G
4.	All A1	All A1	2A1 / 2A2
5.	All A2	All A2	2A2 / 2A3
6.	All A3	All A3	2A3 / 2B+

OS – Outstanding, VG – Very Good, G – Good.

Note: Those candidates with gradings less than 'G / B+' gradings should not be considered eligible for promotion. Hence no guidelines are prescribed for those candidates with less than 'G / B+' Gradings

Erstwhile Helper A (CMT) / Mali A (Now Work Assistant A / Hospital Work Assistant A) (GP 1800)

APPENDIX-I

Name	Promotion	To grade	ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
I. Promotion due to implementation of MACP as per TABLE III						
Mr. A	H/A (CMT) / Mali A DOA - 05/06/1996 (now Work Assistant A)	Work Assistant B	G	01/09/2008	10 years (MACP-I)	Designation : H/A (CMT) / Mali A (MACP-I) w.e.f. 01/09/2008 and Work Assistant B w.e.f. 01/07/2011
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	OS / A1	01/07/2013	5 years (Norms)	Residency - 4 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8).
			OSVG / A2	01/07/2014	6 years (Norms)	Residency - 5 y 10 months. - " -
			VG / A3	01/07/2015	7 years (Norms)	Residency - 6 y 10 months. - " -
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	G / B+	01/07/2016	8 years (Norms)	Residency - 7 y 10 months. - " -
			III. Financial upgradation under MACP-II			
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	G / B+	05/06/2016	20 years (MACP-II)	

Note: Candidate may get promotion to the grade of Work Assistant C as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. B	H/A (CMT) / Mali A DOA - 08/11/1999 (now Work Assistant A)	Work Assistant B	G	08/11/2009	10 years (MACP-I)	Designation : H/A (CMT) / Mali A (MACP-I) w.e.f. 08/11/2009 and Work Assistant B w.e.f. 01/07/2011
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	OS / A1	01/07/2015	5 years (Norms)	Residency - 5 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8).
			OSVG / A2	01/07/2016	6 years (Norms)	Residency - 6 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8).
			VG / A3	01/07/2017	7 years (Norms)	Residency - 7 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8).
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	G / B+	01/07/2018	8 years (Norms)	Residency - 8 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).
			III. Financial upgradation under MACP-II			
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	G / B+	08/11/2019	20 years (MACP-II)	

Note: Candidate may get promotion to the grade of Work Assistant C as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR/APAR gradings	w.e.f.	No. years as per revised norms	Remarks
	From grade	To grade				
Mr. A	H/A (CM/T) / Mail A DOA - 01/01/2006 & prior (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2010 01/07/2011 01/07/2012 01/07/2013	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 & 8. Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. B	H/A (CM/T) / Mail A DOA from 02/01/2006 to 01/07/2006 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011 01/07/2012 01/07/2013 01/07/2014	5 years 6 years 7 years 8 years	As per Table II.
Mr. C	H/A (CM/T) / Mail A DOA from 02/07/2006 to 01/01/2007 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011 01/07/2012 01/07/2013 01/07/2014	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 & 8. Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. D	H/A (CM/T) / Mail A DOA from 02/01/2007 to 01/07/2007 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2012 01/07/2013 01/07/2014 01/07/2015	5 years 6 years 7 years 8 years	As per Table II.
Mr. E	H/A (CM/T) / Mail A DOA from 02/07/2007 to 01/01/2008 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2012 01/07/2013 01/07/2014 01/07/2015	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 & 8. Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. F	H/A (CM/T) / Mail A DOA from 02/01/2008 to 01/07/2008 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2013 01/07/2014 01/07/2015 01/07/2016	5 years 6 years 7 years 8 years	As per Table II.
Mr. G	H/A (CM/T) / Mail A DOA from 02/07/2008 to 01/01/2009 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2013 01/07/2014 01/07/2015 01/07/2016	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 & 8. Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.

Erstwhile Helper BC (CMT) / Mali BC (Now Work Assistant A / Hospital Work Assistant A) (GP 1800)

APPENDIX-II

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks	
	From grade	To grade					
I. Promotion due to implementation of MACP as per TABLE III							
Mr. A	H/A (CMT) / Mali A DOA - 05/06/1988 H/BC (CMT) / Mali BC w.e.f. 01/05/1998 (now Work Assistant A)	Work Assistant B	G	01/09/2008	10 years (MACP-I) 20 years (MACP-II)	Designation : H/BC (CMT) / Mali BC (MACP-II) w.e.f. 01/09/2008 and Work Assistant C w.e.f. 01/07/2011	
		Work Assistant C	G	01/09/2008			
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)							
Mr. A	Work Assistant C w.e.f. 01/09/2008	Sr. Work Assistant A	OS / A1	01/07/2013	5 years (Norms)	Residency - 4 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8). Residency - 5 y 10 months. - " - Residency - 6 y 10 months. - " - Residency - 7 y 10 months. - " -	
			OSVG / A2	01/07/2014	6 years (Norms)		
			VG / A3	01/07/2015	7 years (Norms)		
Mr. A	Work Assistant C w.e.f. 01/09/2008	Sr. Work Assistant A	G / B+	01/07/2016	8 years (Norms)		
			G / B+	05/06/2018	30 years (MACP-III)		
III. Financial upgradation under MACP-III							
Note: Candidate may get promotion to the grade of Sr. Work Assistant A as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.							
Name	Promotion	From grade	To grade	ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
I. Promotion due to implementation of MACP as per TABLE III							
Mr. B	H/A (CMT) / Mali A DOA - 15/11/1989 H/BC (CMT) / Mali BC w.e.f. 01/05/2001 (now Work Assistant A)	Work Assistant B	G	01/09/2008	10 years (MACP-I) 20 years (MACP-II)	Designation : H/BC (CMT) / Mali BC (MACP-I) w.e.f. 01/09/2008, H/BC (CMT) / Mali BC (MACP-II) w.e.f. 15/11/2009 and Work Assistant C w.e.f. 01/07/2011	
		Work Assistant C	G	15/11/2009			
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)							
Mr. B	Work Assistant C w.e.f. 15/11/2009	Sr. Work Assistant A	OS / A1	01/07/2015	5 years (Norms)	Residency - 5 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8). Residency - 6 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8). Residency - 7 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8). Residency - 8 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).	
			OSVG / A2	01/07/2016	6 years (Norms)		
			VG / A3	01/07/2017	7 years (Norms)		
			G / B+	01/07/2018	8 years (Norms)		
III. Financial upgradation under MACP-III							
Mr. B	Work Assistant C w.e.f. 15/11/2009	Sr. Work Assistant A	G / B+	15/11/2019	30 years (MACP-III)		

Note: Candidate may get promotion to the grade of Sr. Work Assistant A as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms	Remarks
	From grade	To grade				
Mr. A	H/A (CMT) / Mail A DOA – prior to 31/12/1999) Promoted as H/BC (CMT) / Mail BC prior to 31/12/2005 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2010 01/07/2011 01/07/2012 01/07/2013	5 years 6 years 7 years 8 years	As per Table II read with note 4.
Mr. B	H/A (CMT) / Mail A DOA – prior to 31/12/2001 Promoted as H/BC (CMT) / Mail BC between 01/01/2006 and 31/12/2009 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2010 01/07/2011 01/07/2012 01/07/2013	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 4 and 8. Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.

Erstwhile Helper D (CM/T) / Mali D (Now Work Assistant B / Hospital Work Assistant B) (GP 1900)

APPENDIX-III

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. A	DOA - 05/06/1978 Promoted as H/BC (CM/T) / Mali BC & subsequently as H/D (CM/T) / Mali D w.e.f. 01/05/2002 (now Work Assistant B)	Work Assistant C Sr. Work Assistant A	G	01/09/2008	20 years (MACP-II) 30 years (MACP-III)	Designation : H/D (CM/T) / Mali D (MACP-III) w.e.f. 01/09/2008 and Sr. Work Assistant A w.e.f. 01/07/2011
			G	01/09/2008		
			G	01/09/2008		
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. A	Sr. Work Assistant A w.e.f. 01/09/2008	Sr. Work Assistant B	OS / A1	01/07/2014	6 years (Norms)	Residency - 5 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8). Residency - 6 y 10 months. - " - Residency - 7 y 10 months. - " - Residency - 8 y 10 months. - " -
			OSVG / A2	01/07/2015	7 years (Norms)	
			VG / A3	01/07/2016	8 years (Norms)	
			G / B+	01/07/2017	9 years (Norms)	

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. B	DOA - 15/11/1978 Promoted as H/BC(CM/T) / Mali BC & subsequently as H/D (CM/T) / Mali D w.e.f. 01/05/2002 (now Work Assistant B)	Work Assistant C Sr. Work Assistant A	G	01/09/2008	20 years (MACP-II) 30 years (MACP-III)	Designation : H/D (CM/T) / Mali D(MACP-II) w.e.f. 01/09/2008, H/D (CM/T) / Mali D (MACP-III) w.e.f. 15/11/2008 and Sr. Work Assistant A w.e.f. 01/07/2011
			G	15/11/2008		
			G	15/11/2008		
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. B	Sr. Work Assistant A w.e.f. 15/11/2008	Sr. Work Assistant B	OS / A1	01/07/2015	6 years (Norms)	Residency - 6 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8). Residency - 7 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8). Residency - 8 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8). Residency - 9 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).
			OSVG / A2	01/07/2016	7 years (Norms)	
			VG / A3	01/07/2017	8 years (Norms)	
			G / B+	01/07/2018	9 years (Norms)	

APPENDIX-IV

Erstwhile Tradesman A (CM/LS) (Now Work Assistant B / Hospital Work Assistant B) (GP 1900)

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I.	Promotion due to implementation of MACP as per TABLE III					
Mr. A	DOA - 05/06/1978 Promoted as H/BC (CM/T) / Mali BC, H/D(CM/T) / Mali D & subsequently as T/A (CM/LS) w.e.f. 01/05/2007 (now Work Assistant B)	Work Assistant C Sr. Work Assistant A	G G	01/09/2008 01/09/2008	20 years (MACP-II) 30 years (MACP-III)	Designation : T/A (CM/LS) (MACP-II) w.e.f. 01/09/2008 and Sr. Work Assistant A w.e.f. 01/07/2011
II.	Further promotion from date of MACP in accordance with promotion norms (TABLE II)					
Mr. A	Sr. Work Assistant A w.e.f. 01/09/2008	Sr. Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2014 01/07/2015 01/07/2016 01/07/2017	6 years (Norms) 7 years (Norms) 8 years (Norms) 9 years (Norms)	Residency - 5 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8). Residency - 6 y 10 months. - " - Residency - 7 y 10 months. - " - Residency - 8 y 10 months. - " -

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I.	Promotion due to implementation of MACP as per TABLE III					
Mr. B	DOA - 15/11/1978 Promoted as H/BC (CM/T) / Mali BC, H/D(CM/T) / Mali D & subsequently as T/A (CM/LS) w.e.f. 01/05/2007 (now Work Assistant B)	Work Assistant C Sr. Work Assistant A	G G	01/09/2008 15/11/2008	20 years (MACP-II) 30 years (MACP-III)	Designation : T/A (CM/LS) (MACP-II) w.e.f. 01/09/2008, T/A (CM/LS) (MACP-III) w.e.f. 15/11/2008 and Sr. Work Assistant A w.e.f. 01/07/2011
II.	Further promotion from date of MACP in accordance with promotion norms (TABLE II)					
Mr. B	Sr. Work Assistant A w.e.f. 15/11/2008	Sr. Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2015 01/07/2016 01/07/2017 01/07/2018	6 years (Norms) 7 years (Norms) 8 years (Norms) 9 years (Norms)	Residency - 6 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8) Residency - 7 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8). Residency - 8 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8). Residency - 9 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).

Technician A promoted from auxiliary category i.e. Helper (Trade) (GP 1900)

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. A	DOA - 05/06/1978 Promoted as H/BC (CM/T), H/D(T) & subsequently as Tradesman A w.e.f. 01/05/2007	Technician B	G	01/09/2008	20 years (MACP-II)	Designation : Tradesman A (MACP-III) w.e.f. 01/09/2008 and Technician C w.e.f. 01/07/2009
		Technician C	G	01/09/2008	30 years (MACP-III)	
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. A	Technician C w.e.f. 01/09/2008	Technician D	A/A2	A/A1	3 years (Norms)	2 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8). 3 y 10 months. - "- 4 y 10 months. - "- 5 y 10 months. - "-
					4 years (Norms)	
				A-B+/A3	5 years (Norms)	
				B+	6 years (Norms)	

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. B	DOA - 15/11/1978 Promoted as H/BC (CM/T), H/D(T) & subsequently as Tradesman A w.e.f. 01/11/2007	Technician B	G	01/09/2008	20 years (MACP-II)	Designation : Tradesman A (MACP-II) w.e.f. 01/09/2008, Tradesman A (MACP-III) w.e.f. 15/11/2008 and Technician C w.e.f. 01/07/2009
		Technician C	G	15/11/2008	30 years (MACP-III)	
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. B	Technician C w.e.f. 15/11/2008	Technician D	A/A2	A/A1	3 years (Norms)	Residency - 3 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2011 (para 3.2.8). Residency - 4 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2012 (para 3.2.8). Residency - 5 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2013 (para 3.2.8). Residency - 6 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8).
					4 years (Norms)	
				A-B+/A3	5 years (Norms)	
				B+	6 years (Norms)	

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC & TSC Section

Central Complex,
Trombay,
Mumbai 400 085

Ref. TC/1(52)/87/2011/ 39858

April 14, 2012
May

Subject: Clarification regarding the promotion norms of
Auxiliary Category (Work Assistants / Hospital
Work Assistants)

In accordance with Item 6 under Annexure II of the note No.TC/1(52)/89/2011/106175 dated December 7, 2011, service rendered by Work Assistants who joined during 2002-2005 may be considered for promotion to next higher grade based on their APAR gradings applicable from 01/07/2011 onwards.

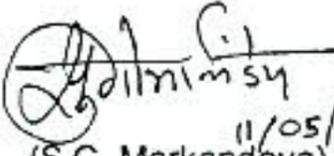
2. In view of the above additions to auxiliary category (Work Assistants / Hospital Work Assistants) promotions norms, note 3 and note 4 under Table II of the promotion norms for auxiliary category (Work Assistants / Hospital Work Assistants) circulated vide Note. No.TC/1(52)/87/2011/53665 dated June 17, 2011 will be replaced as follows :

Note 3 In case of Helper A (CM/T) / Mali A as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2002 or from the date of their initial appointment, whichever is later.

Note 4 In case of Helper BC (CM/T) / Mali BC as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2002 or from their date of initial appointment, whichever is later.

3. In view of the above, the illustrations given in Appendices I to II of the promotion norms for auxiliary category (Work Assistants / Hospital Work Assistants) circulated vide Note. No.TC/1(52)/87/2011/53665 dated June 17, 2011 will be replaced by the enclosed Appendices I to II.

4. Since promotion norms circulated vide note No.TC/1(52)/87/2011/53665 dated June 17, 2011 and additions to the promotion norms circulated vide note No.TC/1(52)/89/2011/106175 dated December 7, 2011 are effective from 01/07/2011 onwards, the promotion of Work Assistants / Hospital Work Assistants as given in Table II of promotion norms of auxiliary category are effective from 01/07/2011 onwards.


11/05/2012
(S.G. Markandeya)
Secretary, TC

Director's Office, BARC
Directors of Groups / Controller
Associate Directors of Groups / IFA
Heads of Divisions / Sections

- cc: 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary (R&D), DAE
4. All Heads of Units, DAE

Erstwhile Helper A (CMT) / Mail A (Now Work Assistant A / Hospital Work Assistant A) (GP 1800)

Name	Promotion	To grade	ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
Mr. A	Promotion due to implementation of MACP as per TABLE III H/A (CMT) / Mail A DOA - 05/06/1996 (now Work Assistant A)	Work Assistant B	G	01/09/2008	10 years (MACP-I)	Designation : H/A (CMT) / Mail A (MACP-I) w.e.f. 01/09/2008 and Work Assistant B w.e.f. 01/07/2011
Mr. A	Further promotion from date of MACP in accordance with promotion norms (TABLE II) Work Assistant B w.e.f. 01/09/2008	Work Assistant C	OS / A1	01/07/2013	5 years (Norms)	Residency - 4 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8)
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	OSVG / A2	01/07/2014	6 years (Norms)	Residency - 5 y 10 months. - - -
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	VG / A3	01/07/2015	7 years (Norms)	Residency - 6 y 10 months. - - -
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	G / B+	01/07/2016	8 years (Norms)	Residency - 7 y 10 months. - - -
III. Financial upgradation under MACP-II						
Mr. A	Work Assistant B w.e.f. 01/09/2008	Work Assistant C	G / B+	05/06/2016	20 years (MACP-II)	

Note: Candidate may get promotion to the grade of Work Assistant C as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion	To grade	ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks	
Mr. B	Promotion due to implementation of MACP as per TABLE III H/A (CMT) / Mail A DOA - 08/11/1999 (now Work Assistant A)	Work Assistant B	G	08/11/2009	10 years (MACP-I)	Designation : H/A (CMT) / Mail A (MACP-I) w.e.f. 08/11/2009 and Work Assistant B w.e.f. 01/07/2011	
Mr. B	Further promotion from date of MACP in accordance with promotion norms (TABLE II) Work Assistant B w.e.f. 08/11/2009	Work Assistant C	OS / A1	01/07/2015	5 years (Norms)	Residency - 5 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8).	
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	OSVG / A2	01/07/2016	6 years (Norms)	Residency - 6 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8).	
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	VG / A3	01/07/2017	7 years (Norms)	Residency - 7 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8).	
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	G / B+	01/07/2018	8 years (Norms)	Residency - 8 y 7 m 23 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).	
III. Financial upgradation under MACP-II							
Mr. B	Work Assistant B w.e.f. 08/11/2009	Work Assistant C	G / B+	08/11/2019	20 years (MACP-II)		

Note: Candidate may get promotion to the grade of Work Assistant C as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms	Remarks
	From grade	To grade				
Mr. A	H/A (CM/T) / Mali A DOA - 01/01/2002 & prior (now Work Assistant A)	Work Assistant B	G / B+ or above	01/07/2011*	-	
Mr. B	H/A (CM/T) / Mali A DOA - from 02/01/2002 to 01/01/2003 (now Work Assistant A)	Work Assistant B	G / B+ or above	01/07/2011*	-	
Mr. C	H/A (CM/T) / Mali A DOA - from 02/01/2003 to 01/01/2004 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011* 01/07/2011* 01/07/2011* 01/07/2011	- - - 8 years	May be promoted in 7½ years depending upon norms as per table II read with note 3 (under para 2 of this note) and note 8 (promotion norms). Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. D	H/A (CM/T) / Mali A DOA - from 02/01/2004 to 01/07/2004 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011* 01/07/2011* 01/07/2011 01/07/2012	- - 7 years 8 years	As per Table II
Mr. E	H/A (CM/T) / Mali A DOA - from 02/07/2004 to 01/01/2005 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011* 01/07/2011* 01/07/2011 01/07/2012	- - 7 years 8 years	May be promoted in 6½, 7½ years depending upon norms as per Table II read with note 3 (under para 2 of this note) and note 8 (promotion norms). Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. F	H/A (CM/T) / Mali A DOA - from 02/01/2005 to 01/07/2005 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011* 01/07/2011 01/07/2012 01/07/2013	- 6 years 7 years 8 years	As per Table II
Mr. G	H/A (CM/T) / Mali A DOA - from 02/07/2005 to 01/01/2006 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011* 01/07/2011 01/07/2012 01/07/2013	- 6 years 7 years 8 years	May be promoted in 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 (under para 2 of this note) and note 8 (promotion norms). Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. H	H/A (CM/T) / Mali A DOA from 02/01/2006 to 01/07/2006 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011 01/07/2012 01/07/2013 01/07/2014	5 years 6 years 7 years 8 years	As per Table II
Mr. I	H/A (CM/T) / Mali A DOA from 02/07/2006 to 01/01/2007 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2011 01/07/2012 01/07/2013 01/07/2014	5 years 6 years 7 years 8 years	May be promoted in 4½, 5½, 6½, 7½ years depending upon norms as per Table II read with note 3 (under para 2 of this note) and note 8 (promotion norms). Shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.
Mr. J	H/A (CM/T) / Mali A DOA from 02/01/2007 to 01/07/2007 (now Work Assistant A)	Work Assistant B	OS / A1 OSVG / A2 VG / A3 G / B+	01/07/2012 01/07/2013 01/07/2014 01/07/2015	5 years 6 years 7 years 8 years	As per Table II

*in accordance with Note 3 (under para 2 of this note), in case of Helper A (CM/T) / Mali A as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2002 or from the date of their initial appointment, whichever is later. Since promotion norms circulated vide note No.TC/1(52)/87/2011/53655 dated June 17, 2011 and additions to the promotion norms circulated vide note No.TC/1(52)/89/2011/106175 dated December 7, 2011 are effective from 01/07/2011 onwards, the promotion of Work Assistants / Hospital Work Assistants as given in Table II of promotion norms of auxiliary category are effective from 01/07/2011 onwards.

APPENDIX-II

Erstwhile Helper BC (CMT) / Mali BC (Now Work Assistant A / Hospital Work Assistant A) (GP 1800)

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. A	H/A (CMT) / Mali A DOA - 05/06/1986 H/BC (CMT) / Mali BC w.e.f. 01/05/1998 (now Work Assistant A)	Work Assistant B Work Assistant C	G G	01/09/2008 01/09/2008	10 years (MACP-I) 20 years (MACP-II)	Designation : H/BC (CMT) / Mali BC (MACP-II) w.e.f. 01/09/2008 and Work Assistant C w.e.f. 01/07/2011
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. A	Work Assistant C w.e.f. 01/09/2008	Sr. Work Assistant A	OS / A1	01/07/2013	5 years (Norms)	Residency - 4 y 10 months. A short fall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is eligible for promotion otherwise (para 3.2.8).
			OSVG / A2	01/07/2014	6 years (Norms)	Residency - 5 y 10 months. - * -
			VG / A3	01/07/2015	7 years (Norms)	Residency - 6 y 10 months. - * -
			G / B+	01/07/2016	8 years (Norms)	Residency - 7 y 10 months. - * -
III. Financial upgradation under MACP-III						
Mr. A	Work Assistant C w.e.f. 01/09/2008	Sr. Work Assistant A	G / B+	05/06/2018	30 years (MACP-III)	

Note: Candidate may get promotion to the grade of Sr. Work Assistant A as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms / MACP	Remarks
	From grade	To grade				
I. Promotion due to implementation of MACP as per TABLE III						
Mr. B	H/A (CMT) / Mali A DOA - 15/11/1989 H/BC (CMT) / Mali BC w.e.f. 01/05/2001 (now Work Assistant A)	Work Assistant B Work Assistant C	G G	01/09/2008 15/11/2009	10 years (MACP-I) 20 years (MACP-II)	Designation : H/BC (CMT) / Mali BC (MACP-I) w.e.f. 01/09/2008, H/BC (CMT) / Mali BC (MACP-II) w.e.f. 15/11/2009 and Work Assistant C w.e.f. 01/07/2011
II. Further promotion from date of MACP in accordance with promotion norms (TABLE II)						
Mr. B	Work Assistant C w.e.f. 15/11/2009	Sr. Work Assistant A	OS / A1	01/07/2015	5 years (Norms)	Residency - 5 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2014 (para 3.2.8).
			OSVG / A2	01/07/2016	6 years (Norms)	Residency - 6 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2015 (para 3.2.8).
			VG / A3	01/07/2017	7 years (Norms)	Residency - 7 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2016 (para 3.2.8).
			G / B+	01/07/2018	8 years (Norms)	Residency - 8 y 7 m 16 d. A short fall in length of service is more than 3 months. Hence not to be considered w.e.f. 01/07/2017 (para 3.2.8).
III. Financial upgradation under MACP-III						
Mr. B	Work Assistant C w.e.f. 15/11/2009	Sr. Work Assistant A	G / B+	15/11/2019	30 years (MACP-III)	

Note: Candidate may get promotion to the grade of Sr. Work Assistant A as indicated above in II (as per promotion norms) or III (as per MACP), whichever is earlier.

Name	Promotion		ACR / APAR gradings	w.e.f.	No. years as per revised norms	Remarks
	From grade	To grade				
Mr. A	H/A (CM/T) / Mali A DOA - prior to 31/12/1999 Promoted as H/BC (CM/T) / Mali BC prior to 31/12/2005 (now Work Assistant A)	Work Assistant B	G / B+ or above	01/07/2011	-	In accordance with Note 4 (under para 2 of this note), in case of Helper BC (CM/T) / Mali BC as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2002 or from the date of their initial appointment, whichever is later. Since promotion norms circulated vide note No.TC/1(52)/87/2011/53665 dated June 17, 2011 and additions to the promotion norms circulated vide note No.TC/1(52)/89/2011/106175 dated December 7, 2011 are effective from 01/07/2011 onwards, the promotion of Work Assistants / Hospital Work Assistants as given in Table II of promotion norms of auxiliary category are effective from 01/07/2011 onwards.
Mr. B	H/A (CM/T) / Mali A DOA - prior to 02/01/2002 Promoted as H/BC (CM/T) / Mali BC between 01/01/2006 and 31/12/2009 (now Work Assistant A)	Work Assistant B	G / B+ or above	01/07/2011	-	
Mr. C	H/A (CM/T) / Mali A DOA - From 02/01/2002 to prior to 01/01/2003 Promoted as H/BC (CM/T) / Mali BC between 01/01/2008 and 31/12/2009 (now Work Assistant A)	Work Assistant B	G / B+ or above	01/07/2011	-	