

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY**

COMPREHENSIVE GUIDELINES FOR THE
MERIT PROMOTION SCHEME
FOR SCIENTIFIC AND TECHNICAL CADRES.

JUNE 2014

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M. Marg,
Mumbai 400 001

No. 23/1(7)/2014-CCS/ 7216

June 9, 2014

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Merit Promotion Scheme for the Scientific and Technical Cadres in the Department of Atomic Energy.

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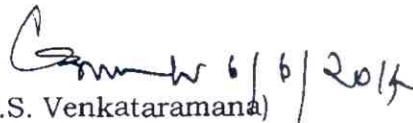
There is in position a Merit Promotion Scheme in the Department of Atomic Energy from its early years. The Sixth Pay Commission had also recommended that the Merit Promotion Scheme of the Department needs to be persisted with.

2. In respect of the Modified Flexible Complementing Scheme for Scientists followed in other S&T Ministries / Departments, the Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training (DoPT), has circulated a revised comprehensive scheme following the Sixth Pay Commission's recommendations vide their O.M. No. AB-14017/37/2008-Estt(RR) dated 10th September 2010.

3. In terms of the Govt. of India Allocation of Business Rules, the Department is responsible for all matters pertaining to its personnel and further exempted from consulting DoPT in this regard. It has therefore been thought fit to issue similar instructions in respect of the Merit Promotion Scheme followed in the Department of Atomic Energy. Accordingly, the comprehensive guidelines for the Merit Promotion Scheme as followed in the Department is enclosed. All the Units are requested to ensure that the comprehensive guidelines for the Merit Promotion Scheme are complied with.

4. This issues with the approval of the Competent Authority.

Encl: A.a.


(Dr. C.B.S. Venkataramana)
Additional Secretary

Heads of all DAE Units

No. 23/1(7)/2014-CCS/7216

June 9 2014

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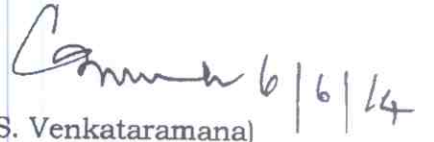
Joint Secretary (R&D), DAE
Joint Secretary (I&M), DAE
Joint Secretary (ER), DAE
Joint Secretary, Br. Sectt, DAE, New Delhi
Joint Secretary (F), DAE
Chief Controller of Accounts, DAE
Inspector General (S), DAE
Internal Financial Advisers of all Units.
Under Secretary, o/o Secretary, DAE and Chairman, AEC .
Under Secretary (A), DAE.
All Officers/Sections in DAE.

No. 23/1(7)/2014-CCS/7216

June 9 2014

Copy to:

Chairman & Managing Director, NPCIL/Bhavini.


(Dr. C.B.S. Venkataramana)
Additional Secretary

Comprehensive guidelines for the Merit Promotion Scheme in the Department of Atomic Energy, Government of India

PREAMBLE

The Government of India (Allocation of Business) Rules allocate the business of the Government among its different Ministries / Departments. According to Schedule 2 of these Rules, all matters relating to personnel under the control of the Department of Atomic Energy have been allocated to the charge of the Department. The DAE is thus responsible for the personnel policies pertaining to all those working under the DAE.

The Department of Atomic Energy (DAE) is a broad based multidisciplinary organisation engaged in the development and deployment of nuclear technology. DAE was formed in August 1954, and over the years has emerged as an integrated group of organisations where the chain of activities involving research, development, demonstration and deployment are carried out. DAE pursues research and development with a fairly broad perspective in order to be able to leverage emerging developments in science for meeting DAE mission objectives. Realising excellence in all its pursuits is a key aspect of working of DAE.

For effectively carrying out these activities, the DAE has given due attention to the development of human resources. Accordingly, recruitment and promotion systems have been formulated for its personnel in Scientific and Technical categories. These systems have evolved over a period of time to meet the needs of the organisation.

To get the best possible talent, Scientific & Technical personnel in DAE are primarily recruited at the entry level through a rigorous process of selection involving written examination as a first step to be followed by an interview with shortlisted candidates. Where a pre-induction training is involved, the final recruitment and placement level could be conditional on performance during the training period. There may be occasions when prospective candidates based on their specialized education and training and functional needs of the Department may be laterally inducted at a higher level through a special procedure involving peer assessment and an interview. After the initial selection, further career progression of each officer of the scientific and technical cadres depends on the officer's merit and competence to move to the higher levels, irrespective of the availability of posts/vacancies at these levels.

This merit based career progression process, called Merit Promotion Scheme (MPS) is implemented through a well-established mechanism of minimum residency requirements, performance assessment, screening, review and evaluation. The Merit Promotion Scheme has so far been regulated through norms and practices based on decisions taken by the Trombay Council and further approved by the DAE. It has now been considered appropriate to lay down comprehensive guidelines as given below to govern promotions under the Scheme in the future.

1. Short title and Scope

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 Under normal circumstances, all promotion cases are considered for the next higher grade as applicable.

2. Applicability

The Merit Promotion Scheme shall cover all the posts in the Scientific and Technical categories in the Department included in Schedule I to this Memorandum. The Scheme shall extend to all the constituent Units of the Department.

3. Criteria for Promotion under the Merit Promotion Scheme

3.1 Annual Performance Assessment Reports (APAR)

3.1.1 The performance of each individual is assessed, reviewed and recorded in the Annual Performance Assessment Report (APAR) which is an important document for considering promotions under the Merit Promotion Scheme.

3.1.2 The individual while filling his/her appraisal in the APAR shall furnish details of his/her work besides additional accomplishments and qualifications acquired during the period under report. Individuals at officer levels shall also include a self-appraisal of the performance vis-à-vis the set targets/objectives as also a plan of work and performance targets/objectives for the next year.

3.1.3 Thereafter, the work and accomplishments of the individual would be assessed by all the supervisors/team leaders under whom he/she has been assigned to work during the year. The importance of mentoring in a peer group that is not limited to the immediate superior is to be emphasized here. The appraisal shall be on several select attributes based on the objectives of the Organisation in which the individual is working and the needs of the assignment of the individual. The contributions of the individual to the evolving knowledge/skill base would also be taken into account besides the contributions to the work assigned.

3.1.4 The countersigning officer would thereafter take into account the assessment made by different supervisors/team leaders (which may vary for the reason that the weightage accorded to different attributes by different assessors could be different), reflect on this and give the overall grading including comments on the extremely positive/negative comments of each appraiser.

3.1.5 The APAR would thereafter be put up to the next higher levels including the Head of Unit or the Secretary, DAE wherever so prescribed.

3.1.6 For promotion to posts with Grade Pay of up to ₹8,900/, APAR gradings for number of years corresponding to the Minimum Residency Period, (subject to a maximum of four years) immediately prior to the year of proposed promotion shall be considered.

3.1.7 For the promotions to the higher grades with Grade Pay of ₹10,000/, Higher Administrative Grade (HAG) and HAG+, APAR gradings pertaining to a period of five years or more as prescribed by the Secretary, DAE, immediately prior to the year of proposed promotion shall be considered.

3.1.8 In cases of maternity leave, Child Care Leave and medical leave of long duration nature, where APARs are available for the working period in the office which is less than 3 months and hence cannot be assessed, such cases shall be treated as per the existing rules of the Government of India on this matter.

3.2 Minimum Residency Period

3.2.1 The Tables I to XIII in Schedule-I specify Minimum Residency Period in the lower grades which are applicable for outstanding candidates fulfilling all other necessary criteria as determined by respective organisations, screening and selection committees and relevant Govt. instructions. This minimum residency period is as per the prevailing practice followed. However, it is liable to change as and when revisions in the promotion guidelines are undertaken. This period would be longer for other cases as per guidelines issued in this regard. These guidelines are based on APAR gradings for the specified number of years immediately preceding the date of proposal for promotion. These guidelines are general in nature and the Screening Committee may exercise its own judgment in the matter as described further in para 4.1.

3.2.2 In cases of officers with exceptionally brilliant performance record in the areas of scientific research or technological development, or associated with the strategic programmes dealt with in the Department, the concerned Unit Head may, based on written input and justification received from the Group/Division Head/Senior reporting authority of such officers, recommend such officers for promotion to a higher grade under the Merit Promotion Scheme with a reduction of one year in the requirement of Minimum Residency Period. Such a relaxation would also be applicable in the case of officers inducted by way of lateral entry with full justification for such cases being recorded in writing. All such cases shall be placed before the competent authority as approved by the Secretary, Department of Atomic Energy for approval of such exemption of one year in the Minimum Residency Period criterion. Subsequently, the cases approved as such will be placed before appropriate Standing Selection Committee / Senior Selection Committee referred to in para 4 below for consideration for promotions.

3.2.3 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. 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.

3.2.4 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.

4. Screening

4.1 Meeting the APAR grades alone may not be sufficient for considering a candidate for promotion to the next higher grade. A duly constituted Screening Committee which also includes competent members outside the immediate hierarchy of the individual 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 recommendations for consideration of the candidates for being interviewed by the Standing 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 candidate 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 other deserving cases, if any, which need consideration as special cases. These may be conveyed to the Unit Head concerned in writing with full justification. The Unit Head would follow the procedure as laid out in section 3.2.2. 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.

4.2 In special circumstances, the Screening Committee may, for reasons to be recorded in writing, recommend withholding of any particular case for consideration under the Merit Promotion Scheme by the Standing Selection Committees even though all the prescribed requirements of Minimum Residency Period, and APAR grading are fulfilled in such cases. All such cases shall be put up to the DAE without any delay for consideration and appropriate decision.

5. Composition of Selection Committees

5.1 Standing Selection Committees

Standing Selection Committees shall be constituted for conducting personal interviews of candidates screened in following the procedure laid down in para 4 above for promotion to posts carrying Grade Pay up to and including ₹8,900/. Separate Standing Selection Committees shall be constituted for each different discipline and Grade Pay by the Competent Authority. The composition of the Committee shall include experts in the relevant fields. In addition where required expert members (including from external organisations), from the domains of specialised expertise of the candidate, should be co-opted. An officer of appropriate seniority representing the Department of Personnel & Training shall also be included in each Standing Selection Committee for considering promotions to the posts carrying Grade Pay of ₹8,700/ and ₹8,900/.

5.2 Senior Selection Committee

Senior Selection Committees shall be constituted by the Secretary, DAE to process and consider cases of promotion to posts carrying Grade Pay of ₹10,000/, HAG & HAG+. The Senior Selection Committee shall comprise a panel of experts from amongst serving Scientists/Engineers of the Department of Atomic Energy in the Apex Grade scale of pay, or retired Scientists of Government of India who were in the Apex Grade Scale of Pay at the time of their retirement. The Senior Selection Committee shall also include at least one representative from another Science

Ministry/Department of the Government of India. The Senior Selection Committee shall be chaired by the Secretary, Department of Atomic Energy.

6. Evaluation of Performance

6.1 The Standing Selection Committee shall evaluate the performance of officers eligible to be considered for promotion to higher grades under the Merit Promotion Scheme duly taking into account the following criteria to assess merit, excellence in work, and other attributes:

- (a) Individual contributions, excellence and achievements in the candidate's field of activities;
- (b) Domain knowledge;
- (c) Scientific & Technical competence;
- (d) Analytical abilities;
- (e) Originality in approach to problem solving;
- (f) Communication abilities;
- (g) Potential to shoulder higher responsibilities;
- (h) Ability to work in teams to harmonise benefits.

6.2 The Senior Selection Committee, besides assessing the overall performance of a candidate as per the above criteria in (a) to (h) at para 6.1 above, shall also evaluate the candidates in respect of excellence in additional criteria and attributes such as consistency of high performance, broad vision, new initiatives in research, development in sectors of work related to the Department's overall functioning, proven leadership qualities, etc. Apart from satisfying the above, exceptional contributions made by an officer, innovations in his areas of work, holding of responsible positions in a successful manner for reasonable periods of tenure, publications in journals with high impact factor, timely deliveries against planned targets, exceptional level of productivity, etc., as applicable for areas of activities of individual officers, will also be considered as factors on which officers would be assessed in the process of consideration for promotion to higher grades.

6.3 The screened in candidates for promotion to posts carrying Grade Pay of upto ₹7,600/-, shall be interviewed to assess their domain knowledge and skills by the appropriate Standing Selection Committee constituted by the Competent Authority for promotion to the next higher grade. Technicians up to and including the Grade of Technician G and other equivalent Technical staff shall be required also to undergo skill / trade test before being interviewed.

7. Consideration for promotion of cases of Officers on Deputation/ EOL/Foreign Service

7.1 Officials on approved deputation to scientific, academic and R&D organisations, or associated positions within and outside the country; or on Extra-Ordinary Leave (EOL) for higher studies such as, M.Tech, PhD, and Post-Doctoral Fellowship programmes; or on Foreign Service to organisations such as International Thermonuclear Experimental Reactor (ITER), European Organisation for Nuclear Research (CERN), etc., under approved international collaboration programmes, shall be considered for promotion following the procedure outlined in these paragraphs, and treating their service on such deputation(s) or leave or on Foreign Service as service rendered in the Department. The APARs for such periods of deputation or leave of such officers shall be evaluated as per the procedures laid down by the DAE, taking into account the recommendations to be

made in this regard by the "Trombay Council", a high-level broad based scientific-decision-making body of experts in the Bhabha Atomic Research Centre (BARC), Mumbai. The officers falling under the above description, and who are considered as eligible after the screening process as described in these paragraphs, shall have the option to attend the interview under the Merit Promotion Scheme, either on the scheduled date, or in a subsequent year.

7.2 In cases where an officer who is on deputation or leave abroad or on Foreign Service, etc. as described earlier attends the interview under the Merit Promotion Scheme in a subsequent year, and in the event of such officer being approved for promotion, based on the specific recommendation from the Unit in which such officer had been working prior to such officer proceeding on deputation or leave or on Foreign Service, the Standing Selection Committee / Senior Selection Committee may decide the date of effect of the notional promotion, only for the purpose of counting the Residency Period (as earlier described in detail) for the next level of promotion of the officer. The Competent Authority shall record the same in the officer's APAR dossier.

7.3 In the case of officials on deputation to PSUs of direct relevance to DAE programmes, or on Foreign Service to the IAEA, or any such organisation, where the preparation of annual performance reports follows a pattern different from what is followed in the DAE, or where such reports are not available, the screening criteria shall be based on the APAR gradings obtained by them for the requisite number of years of Minimum Residency Period immediately preceding, taking into account the recommendations made in this regard by the Trombay Council. The scientific, technical, and research content of their work, and their original innovations and contributions during such period of deputation or Foreign Service shall also be taken into account for evaluation for the purpose of assessing their fitness for consideration for promotion to the next higher level under this Scheme. To assist the individual's Scientific and Technical contributions while on deputation, a system of a separate set of APARs reflecting these achievements should be established.

7.4 The officers shall be screened according to the above-mentioned criteria, for consideration by the Standing Selection Committee / Senior Selection Committee, after their completion of the deputation or Foreign Service and joining the parent institution. The officers falling under the above description, and who are considered as eligible after the screening process, shall be assessed by the Standing Selection Committee / Senior Selection Committee following due procedure, including inputs provided by the Screening Committee. In the event of such officer being approved for promotion, based on the specific recommendation from the Unit in which such officer had been working prior to such officer proceeding on deputation or on Foreign Service, the Standing Selection Committee / Senior Selection Committee may decide the date of effect of the notional promotion, only for the purpose of counting the Residency Period (as earlier described in detail) for the next level of promotion of the officer. The Competent Authority shall record the same in the officer's APAR dossier.

8. Recommendation of the Standing Selection Committee / Senior Selection Committee

8.1 The Standing Selection Committee / Senior Selection Committee, after assessing the candidates' performance and attributes shall record their

recommendation as either "Fit for promotion to grade with effect from..... "; or, as "Fit for promotion to grade after one year i.e. with effect from"; or, "Not found fit yet".

9. Approval for Promotion

9.1 The cases of promotion of selected candidates to posts carrying Grade Pay up to ₹8900 shall thereafter be approved in the Department.

9.2 The cases of promotion of selected candidates to posts carrying Grade Pay of ₹10,000/- HAG, HAG+ shall be processed and placed for approval before the Appointments Committee of the Cabinet (ACC).

10. Promotions and vacancies: How dealt with

10.1 Promotions under this Scheme shall be based on the individual merit alone, and shall not be linked to vacancies in the higher grade. Accordingly, when an officer is promoted to a higher grade, the post held by him/her is itself upgraded, and no resultant vacancy shall arise in the feeder grade.

10.2 Vacancies arising due to attrition shall normally revert to the entry level grade of the respective Scientific/Technical category. However, based on functional needs and with the approval of Secretary, DAE some of these vacancies may be utilised for inducting officers at a higher levels for lateral entry, based on the level of the vacancy, and commensurate with the higher qualifications and skills of individual candidates, within the overall envelope of the sanctioned strength.

11. Creation of posts

For the purposes of para 8.1 above and within the ceiling of the overall sanctioned strength, Secretary, DAE shall have powers to create posts for accommodating scientific and technical officers promoted under the Merit Promotion Scheme.

12. Other General Considerations in Promotion cases

12.1 Candidates who are on probation/extended probation shall not be considered for promotion.

12.2 The promotion of officials while on leave shall be governed as per the Rules and Regulations issued by the Government from time to time as mentioned in para 3.1.8 above but save as mentioned in para 7.1 above.

12.2.1 In cases where the period spent on leave by an officer is to be reckoned towards the Minimum Residency Period, the procedure prescribed in para 7.1 and 7.2 shall be followed in such cases.

12.3 In cases of deferment by Standing Selection Committees for the first time, the cases can be put up again in the following year. In cases of candidates deferred twice by Standing Selection Committees in 2 consecutive years, their cases can be put up again only after a lapse of two years after the second deferment.

12.3.1 It must be recognised that at senior levels when individuals are required to head a group of people or a programme they must be adjudged to be above a minimum threshold for the purpose.

12.4 The cases, which do not fulfil the prescribed guidelines but are still considered deserving for being put up for promotion, are 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.

13. Special consideration for SC/ ST officials

For promotion to grades upto SO(C) / TO(C) or equivalent (i.e. upto Grade Pay of ₹5400 in PB3) relaxed norms will be applicable for SC/ST officials. A Member representing SC/ST communities shall also be included in the corresponding Standing Selection Committee, wherever so required. The relaxed norms of APAR gradings for eligibility for consideration of promotion in the case of SC/ST officials are given in Schedule-II.

14. Date of effect and increment on promotion

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

14.2 In cases where (a) the promotion orders are delayed due to administrative reasons or otherwise, and (b) when the officer is not able to take charge of the new post on the stipulated date as per the promotion order for certain genuine reasons beyond his/her control, the date of promotion as put up in the promotion proposal by the Department shall be considered as the notional date of his/her promotion for determination of Residency Period for consideration for promotion to the next higher grade. The date prescribed in the promotion order and/or the date on which the officer actually takes charge of the post shall be considered as the date of promotion for giving financial and other related benefits.

15. Nature of duties to be discharged on promotion

In addition to taking up higher responsibilities on promotion from one grade to another, it shall be obligatory on the part of an officer promoted under this scheme to continue to perform the same or similar duties as he/she was performing prior to such promotion, or higher responsibilities as assigned, all of which may be of a different kind and/or at a different location which the officer shall be bound to discharge.

16. Repeal & Savings

With the issue of this OM, all instructions issued in the past on the subject shall stand superseded to the extent those are contrary to these guidelines. Nothing in these instructions shall however affect the promotions already ordered prior to the issue of these guidelines.

17. Amendments

The Secretary, DAE shall be the competent authority to modify or amend the Scheme from time to time in future as may be required.

NOTES

1. The Nuclear Power Corporation of India Limited (NPCIL) and the Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI) which are PSUs under the Department have adopted the Scheme of Merit Promotion as given above. In their cases, while the process of selection of candidates for promotion would be as given in the Scheme above, the PSUs would follow their own internal processes for obtaining administrative approval for the promotions.

SCHEDULE I**Table I-A****Minimum Residency Period for promotions in Scientific / Technical Officers Cadre**

From Grade		To Grade	Minimum Residency Period in Years
1	SO(SB) / TO(B) PB2 GP ₹4800	SO(C) / TO(C) PB3 GP ₹5400	3
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 or Technical Officers appointed on or after 1.1.2009.		
2A	SO(C) / TO(C) PB3 GP ₹5400	SO(D) / TO(D) PB3 GP ₹6600	3
2B	SO(D) / TO(D) PB3 GP ₹6600	SO(E) / TO(E) PB3 GP ₹7600	5
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	2
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		4
3B (II)	Engineers with M.Tech qualification through DGFS of IITs/IISC b) Medical Doctors with P.G. Degree		3
4	SO(E) / TO(E) PB3 GP ₹7600	SO(F) / TO(F) PB4 GP ₹8700	4
5	SO(F) / TO(F) PB4 GP ₹8700	SO(G) / TO(G) PB4 GP ₹8900	5
6	SO(G) PB4 GP ₹8900	SO(H) PB4 GP ₹10000	5
7	SO(H) PB4 GP ₹10000	SO(H+) PB4 GP ₹10000 (Spl. Pay ₹4000)	3
8	SO(H+) PB4 GP ₹10000	Outstanding Scientist (OS) ₹67000-79000 (HAG)	3
9	Outstanding Scientist (OS) ₹67000-79000 (HAG)	Distinguished Scientist (DS) ₹75500-80000 (HAG+)	2

From Sr. No. 4 onwards, for persons with qualification of Diploma in Engg. / B.Sc degree, a further period of two years to be added in the MRP for promotion.

* Refers to M.Tech. courses taken after B.E., B.Tech. or M.Sc. including integrated M.Tech. course.

** Proposed grade.

Table I-B**Minimum Residency Period for Diploma holders in Engineering / B.Sc./ M.Lib.Sc. – Scientific Officer Cadre**

From Grade	To Grade	Minimum Residency Period in Years
SO (SB) PB2 GP ₹4800	SO (C) PB2 GP ₹5400	4
SO (C) PB2 GP ₹5400	SO (D) PB3 GP ₹6600	5
SO (D) PB3 GP ₹6600	SO (E) PB3 GP ₹7600	6

Table II**Minimum Residency Period for promotions of Diploma holders in Engineering/ B.Sc./ B. Pharma / B. Lib. Sc. - Technical Stream**

From Grade	To Grade	Minimum Residency Period in Years
SA (B) PB2 GP ₹4200	SA (C) PB2 GP ₹4600	3
With qualifications as per the title of this table		
SA (C) PB2 GP ₹4600	SA (D) PB2 GP ₹4800	3
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	4
SA (E) PB3 GP ₹5400	SA (F) PB3 GP ₹6600	5
SA (F) PB3 GP ₹6600	SA (G) PB3 GP ₹7600	6

Table III**Minimum Residency Period for promotions of Supervisors who are not diploma holders in Engineering or Degree holders in Science**

From Grade	To Grade	Minimum Residency Period in Years
Asst. Foreman PB2 GP ₹4200	Foreman A PB2 GP ₹4600	5
Foreman A PB2 GP ₹4600	Foreman B PB2 GP ₹4800	4
Foreman B PB2 GP ₹4800	Foreman C PB3 GP ₹5400	4
Foreman C PB3 GP ₹5400	Foreman D PB3 GP ₹6600	5
Foreman D PB3 GP ₹6600	Foreman E PB3 GP ₹7600	6

Table IV**Minimum Residency Period for promotions of Technicians, Senior Technicians and Technical Supervisors**

From Grade	To Grade	Minimum Residency Period in Years
Tech A PB1 GP ₹1900	Tech B PB1 GP ₹2000	3
Tech B PB1 GP ₹2000	Tech C PB1 GP ₹2400	3
Tech C PB1 GP ₹2400	Tech D PB1 GP ₹2800	3
Tech D PB1 GP ₹2800	Tech F PB2 GP ₹4200	3
Tech F PB2 GP ₹4200	Tech G PB2 GP ₹4600	5
Tech G PB2 GP ₹4600	Sr.Tech H PB2 GP ₹4800	4
Sr.Tech H PB2 GP ₹4800	Sr.Tech J PB3 GP ₹5400	4
Sr.Tech J PB3 GP ₹5400	Tech. Supervisor A PB3 GP ₹6600	5
Tech. Supervisor A PB3 GP ₹6600	Tech. Supervisor B PB3 GP ₹7600	6

Note:

- (i) Trade test is necessary for promotion to all grades upto Technician 'G' inclusive.
- (ii) Full weightage shall be given for the training period of 2 years for the first promotion after absorption in respect of those category-II trainees, who are appointed in the grade of Tech. B only. (i.e. for promotion from Technician 'B' to Technician 'C'.) The following guidelines for promotion shall apply.

From Grade	To Grade	Minimum Residency Period in Years
Tech B PB 2 GP ₹2000	Tech C PB 2 GP ₹2400	2

Additionally, the minimum Residency period for those Technicians in the grade of Tech-C for their promotion to Tech-D will be 2 years provided they have A/A1 gradings during the last four years for their residency in Tech-B and Tech-C grades together.

Change of Track shall also be applicable as follows (in normal course of promotion):

Sr.No.	From	To
1)	Tech D PB 1 GP ₹2800	Asstt. Foreman PB 2 GP ₹4200
2)	Tech F PB 2 GP ₹4200	Foreman A PB 2 GP ₹4600
3)	Tech G PB 2 GP ₹4600	Foreman B PB 2 GP ₹4800

And so on

Table V

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF NURSES

From Grade	To Grade	Minimum Residency Period in Years
Nurse A PB 2 GP ₹4600	Nurse B PB 2 GP ₹4800	5
Nurse B PB 2 GP ₹4800	Nurse C PB 2 GP ₹5400	5
Nurse C PB 2 GP ₹5400	Nurse D PB 3 GP ₹5400	5
Nurse D PB 3 GP ₹5400	Nurse E PB 3 GP ₹6600	7

Table VI

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF PHARMACISTS

From Grade	To Grade	Minimum Residency Period in Years
*Pharmacist C1 PB 2 GP ₹4200	Pharm D PB 2 GP ₹4600	6
Pharm C PB 2 GP ₹4200	Pharm D PB 2 GP ₹4600	5
Pharm D PB 2 GP ₹4600	Pharm E PB 2 GP ₹4800	5
Pharm E PB 2 GP ₹4800	Pharm F PB 2 GP ₹5400	5
Pharm F PB 2 GP ₹5400	Pharm G PB 3 GP ₹5400	6

Note:

(i) Trade test shall be required for Pharmacists.

(*) Initial appointment is in the grade of Pharmacist-B. Pharmacist-B with 2 years experience is upgraded to Pharmacist-C1.

Table VII

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF FIREMAN / LEADING FIREMAN

From Grade	To Grade	Minimum Residency Period in Years
Fireman A PB 1 GP ₹1900	Fireman B PB 1 GP ₹2000	5
Fireman B PB 1 GP ₹2000	Fireman C PB 1 GP ₹2400	5
Fireman C PB 1 GP ₹2400	Fireman D PB 1 GP ₹2800	6
Fireman D PB 1 GP ₹2800	Fireman E PB 2 GP ₹4200	6
Leading Fireman		
L. Fireman A PB 1 GP ₹2400	L. Fireman B PB 1 GP ₹2800	5
L. Fireman B PB 1 GP ₹2800	L. Fireman C PB 2 GP ₹4200	5
L. Fireman C PB 2 GP ₹4200	L. Fireman D PB 2 GP ₹4600	6

Note:

(i) Officials with Sub-Officer's certificate shall be given one year advantage. However, Minimum Residency Period shall remain unchanged.

(ii) Physical Assessment Test shall be essential for promotion to all the above grades.

Table VIII

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF DRIVER-CUM-OPERATOR (DCO)

From Grade	To Grade	Minimum Residency Period in Years
DCO A PB 1 GP ₹2000	DCO B PB 1 GP ₹2400	5
DCO B PB 1 GP ₹2400	DCO C PB 1 GP ₹2800	5
DCO C PB 1 GP ₹2800	DCO D PB 2 GP ₹4200	6
DCO D PB 2 GP ₹4200	DCO E PB 2 GP ₹4600	6

Note:

- (i) Officials with Sub-Officer's certificate shall be given one year advantage. However, Minimum Residency Period shall remain unchanged.
- (ii) Physical Assessment Test is essential for promotion to all the above grades.
- (iii) The creation of post of Driver-cum-Pump Operator-cum-Fireman is under consideration and revised norms for fire personnel for eligibility for promotion will be issued separately with the approval of Secretary, DAE.

Table IX

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF SUB-OFFICERS

From Grade	To Grade	Minimum Residency Period in Years
Sub-Officer B1 PB 2 GP ₹4200	Sub-Officer C PB 2 GP ₹4600	6
Sub-Officer B PB 2 GP ₹4200	Sub-Officer C PB 2 GP ₹4600	6
Sub-Officer C PB 2 GP ₹4600	Sub-Officer D PB 2 GP ₹4800	6
Sub-Officer D PB 2 GP ₹4800	Sub-Officer E PB 2 GP ₹5400	6

Note:

- (i) Officials with Station Officer's certificate shall be given one year advantage. However, minimum residency period shall remain unchanged.
- (ii) Physical Assessment and Command Test is essential for promotion to all the above grades.

Table X

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF STATION OFFICERS

From Grade	To Grade	Minimum Residency Period in Years
Station Officer A PB 2 GP ₹4800	Station Officer B PB 3 GP ₹5400	6
Station Officer B PB 3 GP ₹5400	Station Officer C PB 3 GP ₹6600	6
Station Officer C PB 3 GP ₹6600	Station Officer D PB 3 GP ₹7600	6

Note:

- (i) Officials with Divisional Officer's certificate shall be given one year advantage. However, minimum residency period shall remain unchanged.
- (ii) Physical Assessment and Command Test is essential for promotion to all the above grades.

Table XI

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF DEPUTY CHIEF FIRE OFFICER (DCFO) / CHIEF FIRE OFFICER (CFO) WITH DIVISIONAL OFFICER'S CERTIFICATE

From Grade	To Grade	Minimum Residency Period in Years
DCFO A* PB 3 GP ₹5400	DCFO B PB 3 GP ₹6600	5
DCFO B** PB 3 GP ₹6600	DCFO C PB 3 GP ₹7600	6
CFO A*** PB 3 GP ₹6600	CFO B PB 3 GP ₹7600	5

Note:

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 XII

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF STATION OFFICERS WITH QUALIFICATION OF B. Sc (Chemistry) WITH ONE YEAR TRAINING AT INDUCTION LEVEL

From Grade	To Grade	Minimum Residency Period in Years
Sub-Officer C PB 2 GP ₹4600	Station Officer A PB 2 GP ₹4800	4
Station Officer A PB 2 GP ₹4800	Station Officer B PB 3 GP ₹5400	5
Station Officer B DCFO A PB 3 GP ₹5400	Station Officer C DCFO B PB 3 GP ₹6600	6
Station Officer C / DCFO B / CFO A PB 3 GP ₹6600	Station Officer D / DCFO C / CFO B PB 3 GP ₹7600	6

Note:

- i. Officials with Divisional Officer's certificate shall be given one year advantage. However, minimum residency period shall remain unchanged.
- ii. Physical Assessment and Command Test is essential for promotion to all the above grades.

Table XIII

MINIMUM RESIDENCY PERIOD FOR PROMOTIONS OF TECHNICAL OFFICERS (TO) / CHIEF FIRE OFFICERS (CFO) WITH QUALIFICATION OF B.E. (FIRE ENGINEERING)

From Grade	To Grade	Minimum Residency Period in Years
TO B PB 2 GP ₹4800	TO C PB 3 GP ₹5400	3
TO C PB 3 GP ₹5400	TO D / CFO A PB 3 GP ₹6600	3
TO D / CFO A PB 3 GP ₹6600	TO E / CFO B PB 3 GP ₹7600	5

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 MRP=3 years	For MRP =3 years
1.	All A	All A	2A and 2A-	All A	1A and 2A-
2.	A A-	2A and 2A-	4 A-	--	--
3.	All A-	All A-	2A- and 2 B+	---	---
4.	A- B+	2A- and 2B+	4B+	---	---
5.	All A1	All A1	2A1 and 2A2	All A1	1A1 and 2A2
6.	A1 A2	2A1 and 2A2	All A2	--	--
7.	All A2	All A2	2A2 and 2 A3	---	---
8.	A2A3	2A2 and 2A3	All A3	---	---
9.	All A3	All A3	2A3 and 2B+	---	---
10.	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.