Annexure-A

Salient features of Common HR Rules of 7 new DPSUs

I. Title:

These regulations will be called salient features of common HR Rules of 7 new DPSUs.

II. Applicability:

All the employees of erstwhile Ordnance Factory Board on deemed deputation in DPSU as well as officers and employees on deputation including those on central deputation and non-CSS deputation, and all other employees on the strength of DoO(C&S) who opt to be absorbed in any of the 7 new DPSUs.

III. Salient features are mentioned in following Pages.

1.0 Pay Scale & Allowance

i. **Revised Basic Pay**

Every absorbed employee shall be fitted into the corresponding new pay scale, such that the **revised Basic Pay Plus IDA** is not less than the **current Basic Pay Plus CDA**.

ii. **Protection of Total Emoluments:**

Every employee, to be fitted into the corresponding new pay scale, shall be assured that the revised Basic Pay+ IDA + HRA + Cafeteria Allowances is not less than the current Basic Pay+ CDA + HRA + Other Allowances, which is presently being drawn by the employees.

iii. **Annual Increment**: At the rate of 3% of Revised Basic Pay (both Annual and Promotion increment) as per DPE guidelines.

iv. **Stagnation Increment**: As per DPE guidelines issued from time to time.

v. Dearness Allowance and House Rent Allowance:

As per DPE guidelines issued from time to time.

vi. **Other Allowances – Cafeteria approach:**

Under the cafeteria approach, initially, the DPSU shall offer 26 percent cafeteria allowance to all its employees, executives as well as non-executives. The cafeteria allowance shall be examined for revision from time to time in view of extant DPE guidelines and profitability of the DPSU.

vii. **Performance Related Pay (PRP):**

viii. The admissibility, quantum and procedure for determination of PRP, shall be regulated as per the guidelines contained in the DPE OM No. W-02/0028/2017-DPE (WC)-GL-XIII/17, dated 3rd August 2017 as amended from time to time.

2.0 Promotion Policy

1. **Standard Date of Promotion-** Every year on 1st January.
2. **Modes of Promotion:**
   i. **Time Bound Promotion:** The Promotions from within a cluster will be time Bound Promotion on completion of specified years of service. (eligibility period) in the lower Grade after fulfilling other required criteria.

   ii. **Vacancy Based Merit Selection:** All executives who meet the eligibility criteria of Qualification, PAR Marks, minimum service in the lower Grade and other stipulated conditions in the Rules would be called for Interview in the zone of consideration to assess their suitability for promotion.

   iii. **The Rapid Promotion Competitive Test (RPCT) From Non-Executive to E0**:

   Induction into the E0 grade will be carried out as follows:

   - 25% through Direct Recruitment (DR)
   - 50% through Promotion
   - 25% through Rapid Promotion Competitive Test (RPCT). If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remains unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.
3. The clusters for promotion in the Executive and Non-Executive cadres are as follows:-

<table>
<tr><th colspan="2">Executives</th><th colspan="2">Non-Executives</th></tr>
<tr><th>Cluster</th><th>Grade (s)</th><th>Cluster</th><th>Grade (s)</th></tr>
<tr><td rowspan="4">A</td><td>E0</td><td rowspan="11">G</td><td>W0 / A0</td></tr>
<tr><td>E1</td><td>W1 / A1
(Induction Level)</td></tr>
<tr><td>E2</td><td>W2 / A2</td></tr>
<tr><td>E3</td><td>W3 / A3</td></tr>
<tr><td rowspan="2">B</td><td>E4</td><td>W4 / A4</td></tr>
<tr><td>E5</td><td>W5 / A5
(Induction Level)</td></tr>
<tr><td>C</td><td>E6</td><td>W6 / A6</td></tr>
<tr><td>D</td><td>E7</td><td>W7 / A7</td></tr>
<tr><td>E</td><td>E8</td><td>W8 / A8</td></tr>
<tr><td>F</td><td>E9</td><td>W9 / A9</td></tr>
<tr><td></td><td></td><td>W(SG) / A(SG)</td></tr>
</table>

i) The residency period for intra cluster promotions within "cluster G" will be 3 years. For other clusters promotions the residency period will be determined by the respective Board of Directors of each DPSUs. The eligibility period will be 4 years for promotion within Cluster A and 3 years for promotion within Cluster B.

ii) Promotions within a cluster will be time-bound, whereas promotions involving a change of cluster will be subject to availability of vacancies and employee performance and completion of eligibility period of 3 years in the existing lower (i.e. pre-promotion) grade.

4. Promotion through Promotion Committee (PC)

i. A Promotion Committee(PC) shall assess the suitability for the promotion (up to E8) as per laid down criteria.

ii. Assessment Criteria for Executive shall be Average APAR Marks for preceding 3 years(85% weightage from E0 upto E2, 80% from E2 upto E4, 70%from E5 and above) and Interview (15% weightage from E0 upto E2, 20% from E2 upto E4, 30%from E5 and above). Minimum qualification criteria: 60% in interview and total marks.

5. Promotion through Rapid Promotion Competitive Test (RPCT)

RPCT								
Sr. No.	**Grade**	**Qualifying years of service**	**Nature of Promotion**	**Method of Selection**	**PAR Eligibility Criteria**	**Assessment Criteria**	**Selection Committee Composition**	**Competent Authority**
1	Non-executive to E0	4 years	Vacancy Based Merit Selection	PAR Marks	Executives should have obtained Average PAR Marks of '60' or above during the last 3 years	Marks scored in RPCT. -------- Minimum qualification criteria: 50% marks in RPCT.	Headed by: Executive not below E7/E8 grade (Post absorption there will be only one	CMD

						10% relaxation to SC/ST candidates.	executive of E-8 grade available in one unit of Schedule B DPSUs) Other Internal members: At least one member of E5/E6/E7 grade SC/ST representative to be invariably associated with the DPC even if there is no SC/ST candidate in the consideration zone Member / Secretary: Personnel from HR Dept.	

i. 25% of total sanctioned posts at E0 level will be filled through RPCT. If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remain unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.

6. Important Points

i. The directives of the Central Government/Company with regard to the reservation of posts in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

ii. Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied in the Written Test (RPCT).

iii. For consideration of Executives for promotion to E7 and E8 grade, the Executive should possess at least five years experience in any areas namely Operations, HR, Finance, Marketing, R&D during last ten years. Moreover, the Executive should have obtained Average PAR marks of '80' or above out of 100 in preceding 5 years.

iv. The Meeting of the Promotion Committee for promotion of executives will be held once in a year.

7. Probation And Confirmation - For Executives, probation is prescribed for a period of one year upon promotion in each grade.

8. Zone of Consideration for vacancy based merit selection- As per GOI rules.

9. Modes of Promotion within the Non-Executive Cadre

i. **Time Bound Promotion (TBP) Basis:** The Promotions upto Grade W(SG)/A(SG) will be Time Bound Promotion on completion of specified years of service (eligibility period) in the lower Grade, without reference to vacancies, taking in account overall performance and subject to fulfilment of other prescribed terms & conditions.

<table>
<tr><th>From Scale</th><th>To Scale</th><th>Minimum Qualifying Service</th><th>Method of Promotion</th><th>Assessment Committee</th><th>Competent Authority</th></tr>
<tr><td>W1/A1</td><td>W2/A2</td><td>3</td><td rowspan="9">Time Bound Promotion subject to Average PAR Marks score of 60% (No trade / written test and / or interview, for promotion)</td><td rowspan="9">Chairman: Executive not below Grade-E3.
Member: Three / Four Executive including SC/ST representative even if there is no SC/ST candidate in the consideration zone.
Member / Secretary: Personnel from HR Dept.</td><td rowspan="9">Head of Unit i.e. Chief General Manager (CGM) / General Manager (GM) of Concerned Unit.
Functional Head (HR) i.e CGM/ GM (HR) at DPSU HQ</td></tr>
<tr><td>W2/A2</td><td>W3/A3</td><td>3</td></tr>
<tr><td>W3/A3</td><td>W4/A4</td><td>3</td></tr>
<tr><td>W4/A4</td><td>W5/A5</td><td>3</td></tr>
<tr><td>W5/A5</td><td>W6/A6</td><td>3</td></tr>
<tr><td>W6/A6</td><td>W7/A7</td><td>3</td></tr>
<tr><td>W7/A7</td><td>W8/A8</td><td>3</td></tr>
<tr><td>W8/A8</td><td>W9/A9</td><td>3</td></tr>
<tr><td>W9/A9</td><td>W (SG) /A (SG)</td><td>3</td></tr>
</table>

ii. All Non-Executives who meet the qualifying PAR Marks, the required amount of qualifying service period in the lower grade, and other requirements outlined in this policy will be promoted to the next grade without reference to vacancies.

iii. Following will be criteria for consideration for Assessment Committee:

a) Non-Executives who have completed minimum qualifying service in the existing grade as on 1st January of the year of selection.

b) Non-Executives should have minimum eligible Average PAR Marks i.e. 60%, for the preceding three years.

c) Non-Executives should be clear from Disciplinary / Vigilance angle.

10. Modes of Promotion from Non-Executive to Executive Cadre: Promotion of Non-Executive to Executive Grade-E0 is affected under the following mode:

i. **Normal Promotions:** A Promotion Committee shall assess the suitability for the normal promotion to E0 grade as per laid down criteria.

ii. **Rapid Promotion Competitive Test (RPCT):** A circular will be issued to seek applications for RPCT from Non-Executives for accelerated promotion to E0 grade as per laid down criteria.

11. Through Normal Promotions

i. For promotion to E0 grade, a circular will be circulated to invite applications from individuals in W (SG)/ A (SG) grade who have completed the minimum qualifying service of 3 years in W (SG)/A (SG) Grade).

ii. The minimum qualifying service period, nature of promotion, method of selection, Performance Appraisal Report eligibility criteria, Promotion Committee composition and Competent Authority for confirmation through the PC method are prescribed in the table below.

iii. For promotion into E0 Grade, Non -Executive will be given an option in line with erstwhile OFB practice. Those who opt for executive cadre, method of selection will be based on performance reports of preceding 3 years. Those applicants who qualify, will be promoted in order of seniority against the sanctioned vacancies for E0 grade against Normal promotion, provided they fulfill other criteria

12. Rapid Promotion Competitive Test (RPCT)

RPCT								
Sl. No.	**Grade**	**Qualifying years of service**	**Nature of Promotion**	**Method of Selection**	**PAR Eligibility Criteria**	**Assessment Criteria**	**Promotion Committee Compositi**	**Competent Authority**

							on	
1	To E0	5 years in non-executive cadre	Vacancy Based Merit Selection	PAR Marks and Written Test	Non-Executives should have obtained Average PAR Marks of '60' or above during the last 3 years	Marks scored in RPCT. -------- Minimum qualification criteria: 50% marks in RPCT. 10% relaxation to SC/ST candidates	Headed by: Executive of E8 grade Other Internal members: At least one member of E6/E7 grade SC/ST representa *tive to be* invariably associated with the DPC even if there is no SC/ST candidate in the consideration zone Member / Secretary: Personnel from HR Dept.	*CMD*

i. Following will be criteria for consideration for RPCT:

a) Non-Executives must have completed minimum uninterrupted eligibility service as Non-Executives (in any grade), as on 1st January of the year of selection.

b) Non-Executives should have minimum eligible PAR score for the preceding three Years.

c) Non-Executives should be clear from Disciplinary / Vigilance angle.

d) Non-Executives should be at least a graduate in relevant discipline (for non-technical trade).

e) Non-Executives should have at least a diploma in engineering (for technical trades).

ii. The minimum qualifying score for written test is 50%. Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied in the Written Test.

iii. A merit list will be prepared for Non-Executives who participated and qualified in the written test. Depending on the sanctioned number of vacancies under the RPCT for Grade E0, promotions would be made in order of merit.

iv. Non-Executive who was already considered for the previous year's / years' RPCT and was not considered fit for the previous year's / years' RPCT can also be considered, provided they qualify the criteria for consideration for RPCT.

v. 25% of total sanctioned posts at E0 level will be filled through RPCT. If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remains unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.

3.0 Pension, Gratuity and Post Superannuation Medical Policy

1. All permanently absorbed employees of erstwhile OFB, will be covered under the Corporate NPS scheme. All charges (as prescribed by PFRDA from time to time) incidental to the contribution mentioned under NPS scheme like opening of PRAN, monthly transaction to NPS account, POP charges etc. will be borne by concerned DPSU.

2. The contribution under the scheme shall be made to Tier-I NPS applicable for corporate sector. Employee's contribution to the pension plan shall be 10 % of the basic pay plus IDA and employer's contribution to the pension plan shall be 14% of basic pay plus IDA.

3. Retirement Gratuity and Death gratuity will also be *given to the eligible* employees. Gratuity rules will be governed by Payment of Gratuity Act,1972

4. Post superannuation medical benefits: Either medical insurance to employee and spouse or Medical facilities by company subject to deduction towards medical fund (if absorbee not availing CGHS facilities).

4.0 Medical Benefit Policy

1. In addition to (i) Government Hospitals, (ii) Authorised medical attendants, DPSU will engage with/empanel reputed private hospitals in units or outstations where DPSU Hospital (if any) does not exist or facilities for certain investigations / treatment do not exist in DPSU Hospitals / dispensaries (if any) to enable the employees and their dependents to avail of such treatment / facilities (if absorbee not availing CGHS facilities).

2. Authorised Medical Attendant means-

   (a) Any Doctor appointed by the company who is its own employee.

   (b) Any registered Medical Practitioners attached to Authorized/ Approved/ Empanelled Hospital.

   (c) Any Registered Medical Practitioner appointed by the company on either monthly retaining allowance or otherwise to attend on the employees of the company.

   (d) Any Medical Practitioner approved by the Central Govt. Employees Welfare Co-ordination Committee in any particular State /Area or locality for the Central Govt. employees.

3. CSMA Rules may be considered as guidance for admissibility of claims in the absence of any other guidelines by the Company/till such time empanelled *hospitals at mutually agreed/nego*tiated rates are available.

4. There is no upper age limit for women undergoing IVF treatment procedure, provided the same is undertaken on the advice of the A.M.A./Specialist in the field."

5. Maximum time limit for preferring medical reimbursement claims shall be 3 months from the date of completion of treatment as indicated in the medical fitness certificate of the A.M.A./Competent medical authority.

6. Where there is no Authorized/ Approved/Empanelled Hospital or A.M.A. of the company at the station of the duty of the employee or the employee is not residing in the township or is on leave or on tour at another stations, he/she and members of the family may receive medical attendance and treatment from private registered (under concerned state medical council) medical practitioner of their choice at doctors consulting room or at the residence of the doctor or at his own residence depending upon nature of illness necessity and circumstances for outdoor treatment and incorporated in rule. However, the consultation fee etc. charged by the R.M.P. (Registered Medical Practitioner) will be reimbursed restricting to the ceilings prescribed under the CSMA Rules or to the nearest empanelled hospital rates approved by the company.

7. The dependents of employees who die while in Service can be extended medical facilities for an extended period of 3 months from the date of demise of the employee, if they approach DPSU, as was being utilized by them when the employee was in service, at the Company's cost. After that, the Post Superannuation Group Health Insurance Schemes or empanelled hospital facility in respect of Executives & Non-Executives, will be applicable without any minimum service requirement & subject to meeting other eligibility criteria under the respective Schemes.

8. The term 'family' means and includes:-

(a) Husband/Wife including more than one wife (where personal law authorized so or prior approval of competent authority has been obtained to do so) judicially separated wife.

(b) Parents and Stepmother/Stepfather.

(c) In the case of adoption, only the adoptive and not the real parents.

(d) If the adoptive father has more than one wife, the first wife only.

(e) All employees have a choice to include either his/her parents or his/her parents-in-law; option exercised can be changed only once during service.

(f) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:

Unmarried Son: Till he starts earning, or attains the age of **30 years,** whichever is earlier.
Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.

(g) No age-limit for son/daughter suffering from permanent disability of any kind (physical or mental).

(h) Widowed daughters and dependent divorced/separated daughters - irrespective of age-limit and wholly dependent upon the employee.

(i) Sisters including minor/unmarried/divorced/abandoned or separated from husband/widowed sisters- irrespective of age-limit and wholly dependent upon the employee.

(j) Minor brothers who are wholly dependent upon the employee.

(k) No age-limit for permanently disabled dependent brother who is wholly dependent upon the employee.

(l) Dependency. - The income limit for dependency of the family members (other than spouse) is Rs. 9,000/- per month plus the amount of Dearness Relief admissible on Rs. 9,000/-per month on the date of consideration of the claim or as amended by GOI from time to time. However, there is no such clause as dependency in respect of spouse.

5.0 Leave Rules

1. Provisions of Earned Leave (30 days in a year), Half Pay Leave (20 days in a year), Commuted Leave, Extra ordinary Leave, Leave Not Due, Maternity Leave, Paternity Leave, Child care Leave, WORK RELATED ILLNESS AND INJURY LEAVE (WRIIL), STUDY Leave etc. are in Leave rules which are not inferior to conditions prior to absorption of the employee.

2. **Leave:** Maternity Leave, Paternity Leave and CCL will be at par with the DPE guidelines. Employee shall be entitled to 12 days Casual Leave in a calendar year across all units of new DPSUs. For employees with disability additional 4 days as special casual leave for specific requirement relating to disability of the employee

3. **Leave Encashment:**

   3.1 On superannuation, VRS, Premature retirement & in the event of death while in service – Encashment of leave shall be subject to the condition that the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days.

   3.2 During Service

   Encashment of EL is also allowed twice in a calendar year during service, subject to the following conditions:

   i) A minimum balance of 30 days EL must be maintained at credit.

   ii) Encashment is limited to 50% of the EL balance available on the last day of the preceding calendar year, after retaining the mandatory 30 days EL. However, the mandatory retention of 30 days of Earned Leave will not be applicable if the retirement date is within the 12-month period leading up to the retirement date.

   Example: If an employee has 250 days of EL balance as on 31st December 2024, they are eligible to encash EL as follows in the calendar year 2025:

   - (250 - 30) = 220 days
   - 50% of 220 = 110 days

   3.3 Encashment Benefits : The rate of encashment will be the Basic Pay + IDA drawn at the time of encashment.

4. **SABBATICAL LEAVE:** Sabbatical leave can be availed by an employee for different purpose such as pursuing further education, rejuvenation, personal needs. Sabbatical leave may range from minimum two months to maximum two years. There will be no service break due to the approved sabbatical leave. Sabbatical leave approval is subject to functional requirements. Employees are required to sign an agreement outlining their commitment to return to work for a minimum duration of six months after the sabbatical. It shall be subject to sanction by leave sanctioning authority. No ex-post facto approval shall be granted for sabbatical leave. During the sabbatical, employees are not considered actively employed by DPSU and will not receive regular salary payments and if any increment date comes during the sabbatical leave then the increment will only be granted and effective from the date of joining back the duties. If any promotion comes during the sabbatical leave then the promotion will be effective only from the date of joining back after return from the sabbatical leave. During the period of sabbatical leave, the employee will continue to retain company residential accommodation that was allotted to him/her.

5. **Benefits and Entitlements of Sabbatical leave:**

a. The employee retains their accrued leave benefits and other entitlements up to the start of the sabbatical.

b. The employee & their dependents will be eligible for medical benefits during the sabbatical leave.

6. **CHILD CARE LEAVE (CCL)**

a. A female employee and single male employee (including an unmarried or widower or divorcee employee) may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

6.0 Travelling/ Daily Allowance (TA/DA) Policy

1 TA DA entitlement:

Sl. No.	Grade	Accommodation Entitlement	Food Entitlement
01.	E-8 and E-9	₹ 10,000/- per day	Upto ₹2,000/-per day
02.	E5 to E7	₹ 7000/-per day	Upto ₹1600/-per day
03.	E3 to E4	₹ 5000/-per day	Upto ₹1200/-per day
04.	E0 to E2 (W±/SG), A/SG,	₹ 4000/-per day	Upto ₹1000/-per day
05.	Workmen/Support Staff	₹ 3000/-per day	Upto ₹800/-per day

2. Out of Pocket Expense: Rs. 500/-on certification basis by the competent authority

3. Entitlement on Transfer: The Transfer Grant shall be equivalent to One Months Basic Pay.

4. Entitlement on Local Tour & Local transfer: (i) 30 km from Headquarters/outside municipal limits, whichever is more. Entitlement: TA in addition to 50% of admissible DA (except Hotel charges).

(ii) In case of transfer to places of less than 30 km from the old location and for transfer within the same city, only one third of the transfer grant will be admissible in addition to the Baggage Allowance, Conveyance Allowance provided a change of family accommodation is actually involved.

7.0 Policy for Interest Bearing Advances

1. **House Building Advance (HBA):** The ceiling for House Building Advance (HBA) shall be ₹ 50 lakh or an amount equivalent to 50% of the employee's basic pay multiplied by the remaining years of service, whichever is lower.

The repayment tenure of HBA shall be 20 years or the remaining years of service whichever is less. The interest rate of HBA shall be fixed based on the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%. The interest rate shall be fixed based on the yield of the 10-year Government Security (G-Sec), which serves as a widely accepted benchmark for long-term interest rates in India. An additional spread of 0.5% shall be added to the 10-year G-Sec yield to determine the final rate of interest chargeable on the advance.

Example:
If the 10-year G-Sec yield is 7.0% at the start of the Financial Year in which the advance is being sanctioned, the applicable interest rate for the employee advance would be: 7.0% + 0.5% = 7.5% per annum.

2. Conveyance Advances : The four- wheeler advance entitlement shall be as detailed below:

Sl.No.	Grade	Entitlement
01.	E0-E3	₹ 12Lakh
02.	E4-E6	₹15Lakh
03.	E7 and above	₹ 20Lakh

Two-Wheeler Advance is entitled to Non-Executive (W & A grade scales) only.

The repayment for shall be 5 years and 10 years for Two-wheeler and Four-wheeler respectively. The interest rate of HBA shall be fixed according to the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%.

3. Computer/Laptop Advance: The ceiling amount for the advance shall be enhanced to ₹ 80,000/-. The Computer/Laptop Advance will be repayable in 60 EMIs. The interest rate on the interest-bearing advances shall be fixed based on the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%. The interest rate shall be fixed based on the yield of the 10-year Government Security (G-Sec), which serves as a widely accepted benchmark for long-term interest rates in India. An additional spread of 0.5% shall be added to the 10-year G-Sec yield to determine the final rate of interest chargeable on the advance.

Example:
If the 10-year G-Sec yield is 7.0% at the start of the Financial Year in which the advance is being sanctioned, the applicable interest rate for the employee advance would be:
7.0% + 0.5% = 7.5% per annum.

8.0 Conduct, Discipline and Appeal Rules

1. These Rules shall be in line with DPE guidelines on the matter.

2. Any act unbecoming of a company employee shall tantamount to misconduct as elaborated in the rules.

3. The Disciplinary Authority and Appellate Authority rests within the company. The Disciplinary Authority shall be same as the Appointing Authority. Disciplinary Authorities for various categories of employees:

   - Executives (E0 to E4): Director (HR)
   - Executives (E5 and above): Chairman & Managing Director (CMD)
   - Non-Executives and Unionised Workmen: Head of Units (Chief General Manager/E.D./Functional Heads.

4. Workmen (as per ID Act 1947) will be covered by Industrial Employment (Standing orders) Act, 1946.

5. Initiation and finalization of disciplinary action shall be in consonance with Principles of Natural Justice and laid down procedure.

9.0 Performance Management System (PMS)

1. A Performance Review Board (PRB) is proposed for Executives (from E0 to E7) in order to remove bias and normalize the scores obtained in appraisal. Since PRP is not applicable to Non-Executives as well as the promotions in Non-Executives are not merit based promotion, therefore to simplify the PMS process PRB is not introduced for Non-Executives. For writing the annual performance appraisal reports of top management incumbents (Executive at E8 & board level officers), DPE revised and consolidated guidelines vide O.M. No. 5(1)/2018-MGMT Dt. 09.10.2023 will be applicable.

2. The organization-wide performance standards are created and made measurable at this stage. All executives across the entire *organisation will* have Mutually Agreed Targets (MAT) set for them. The deliverables and weights for Individual key assigned tasks will be decided by the Reporting authority after consulting the executive reported upon for the entire year and a copy shall be sent to the concerned HR department/ nodal officer for record by 15th May of reporting year. The set Tasks would be recorded on the Mutually Agreed Target Setting Sheet.

3. Sparrow system will be used for E8 & above only.

4. **Grading of all executives:** As per DPE guidelines, Bell Curve approach is followed in grading the executives so that not more than 15% executives are graded as Outstanding/Excellent (PAR score of 90-100).

5. Annual appraisal through performance report for all Non-Executives (Workmen and other than workmen).

6. Overall grade Computation is based on Company MOU Score given by DPE, other key assigned tasks flowing from KPI {as per Mutually agreed target (MAT)} & Personal Attributes and Functional Competencies.

Grade	MOU	MAT score	Personal Attributes

	weightage	weightage	and Functional Competencies
CMD	75%	-	25%
E5 to Functional Director	50%	25%	25%
E3 & E4	-	75%	25%
E0 to E2	-	80%	20%

7. Cut-off date for Distribution of blank PAR form is 31st July in the year following the financial year for which PAR is written (i.e. 31st July, 2024 for reporting year 2023-24) and Maximum time (as per normal timeline) to end of entire PAR process is 31st December of the year in which the financial year ended with no recording of any remarks allowed thereafter/31st March of next year of financial year i.e. 31st March, 2025 for reporting year 2023-24 in case a representation is made against the score/rating.

8. Performance Appraisal System For Non-executives:

8.1 It is crucially important for the company to evaluate the performance of its employees at all levels. The efficacy of the persons, their development potential, training needs, and career aspirations are all evaluated by management based on this appraisal.

8.2 Salient Features of the system are as follows:

8.2.1 Quantitative evaluation of traits / performance.

8.2.2 Assessment by Reporting /Reviewing Authority/Accepting Authority.

8.2.3 Based on their performance during the assessment years, the Reporting Authority Reviewing Authority, Accepting Authority would evaluate the Workmen against the relevant Traits. When the Marks given out by the Reviewing Authority differ from those given out by the Reporting Authority, the Reviewing Authority will explain the reasons as per the Format.

8.3 Appraisal will be filled by the Reporting Authority as per prescribed format. Reviewing Authority and Accepting Authority will evaluate the non-executive against the relevant Traits.

8.4 Reporting Dates

Annual PARs of Non-executives are raised for the reporting year i.e. the financial year from 1st April to 31st March.

9. Benchmarking of Grade: As per DPE guidelines

Rating	Numerical Grades
Excellent/Outstanding	90 - 100
Very good	Less than 90 to 70
Good/Average	Less than 70 to 50
Fair	Less than 50 to 33
Poor	Less than 33 to 0