

WEST BENGAL STATE ELECTRICITY BOARD
(Corporate Office)
Bidyut Bhavan, Bidhannagar
Calcutta-700 091.

OFFICE ORDER NO.S/1396

DATED : 8 October 2001

GUIDELINES FOR ASSESSMENT OF SUITABILITY FOR PROMOTION
UNDER ASSURED PROMOTION SCHEME

A scheme for Assured Promotion was introduced in the Board vide Office Order No.5882 dated 25 April 2001. For the purpose of assessment of suitability of employees for promotion under APS as per procedure laid down in Annexure - I to the said Office Order the following detailed guidelines are being issued :

A. General

Annexure -I contains following areas of assessment viz.

1. Attendance
2. Performance Appraisal Report
3. Suitability Test
4. Observance of command line structure

In view of the fact that "Observance of command line structure" was not included as a basis of making selection in the concerned Government Orders and the same was inadvertently included as a basis of assessment in Para - (i) of Annexure - I of Office Order No.5882 dated 25 April 2001, after careful consideration it has been decided that the same shall be deleted as an area of assessment and the marks allotted thereto shall be added to Suitability Test. The re-allocation of marks amongst the remaining three areas of assessment shall be as given hereunder:

1.	Attendance	25
2.	Performance Appraisal Report	25
3.	Suitability Test	50

B. Assessment of attendance.

1. Attendance shall be taken into account for a full calendar year immediately preceding the calendar year during which the assessment is being made.
2. Full working days available during the preceding calendar year shall bear full marks of 25.
3. Quotient of physical presence and total number of working days shall be used for awarding marks against attendance. For example, out of 300 working days in a year if an employee was found present on 230 days in office/establishment, he shall be awarded 19.16 points in the following manner :

$$230 \div 300 \times 25 = 19.16$$

C. Assessment of Performance Appraisal Report

1. The present system of Performance Appraisal prevalent in the Board is not very scientific and does not reflect the modern management practices. In the present system of production/office management performance of an individual depends upon the environment of the office/system/establishments, productivity of the unit/department and acceptability and controllability of the superior. In brief, performance of an individual is the production of the system. Hence, it is proposed that PAR of an individual employee should be a quotient of marks obtained by the individual as per rating of his/her superior and rating of the overall performance of the unit/office/establishment as per rating of the head of office of the next tier. It has been decided by the management to change the performance appraisal system on these lines and required follow up actions to introduce the new system are being initiated. However, to prevent any deadlock in the promotion processes, pending proposed change in the performance appraisal system, it has been decided that the assessment shall continue to be done on the basis of present system till the new changed system is introduced.
2. The Performance Appraisal Reports for last three years shall be considered for evaluation for promotions under APS as is being done at present.
3. In the present system of gradation of Performance Appraisal Report the grade point as well as final grade point shall be proportionately

changed for the purpose of evaluation for promotion so as to make maximum final grade points of PAR for three years equal to 25.

4. In case an incumbent has received an adverse marking i.e. "D" or "E" against any area of assessment in Performance Appraisal Report for any one of the three years under consideration, he shall not be eligible for promotion.

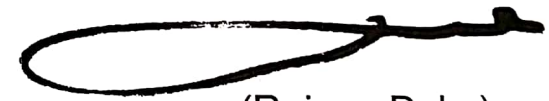
D. Suitability Test

1. A Suitability Test shall be conducted for different categories of employees considering their nature of responsibility in the present assignment as well as likely responsibilities in the proposed promotional assignment.
2. In view of the fact that some employees in the Board, holding the posts requiring minimum qualification of Madhyamik or above, where inducted/promoted in the past without undertaking any written examination either at the time of their induction in the Board or at the time of promotion, a written examination shall be required to be conducted for such employees for assessing their eligibility for promotion as per provisions contained in Annexure I to O.O.No.5882 dated 25 April 2001. In order to do that, in the present Gradation List for these posts, clear identification will have to be done and incorporated on verification of record so as to ascertain as to which employees are eligible for exemption from appearing in written test.
3. All categories of employees borne in the class IV establishment may be exempted from appearing in the written test for promotion up to the posts carrying revised scale no.5.
4. All categories of employees who appeared and passed in the written test either at the time of their induction in the Board's service or at the time of promotion to a higher post shall be exempted from appearing in the written test.
5. The assessment for promotion from Scale No. 5 to 11, in respect of employees of Class-III technical posts shall only include interview/viva-voce test and practical on the job test as may be decided by the Selection Committee, but they shall be exempted from taking any written test.
6. The suitability test shall therefore be either :
 1. Viva-voce test having maximum 50 marks. Or

- 2. Written Test / on the job test and Viva-Voce Test having 35 and 15 marks respectively.
- 7. The written part of the suitability test shall consist of objective type questions only.
- 8. The questions shall be mainly designed for assessing on job expertise and experience.
- 9. The questionnaire will have to be answered and submitted by an employee just before he walks in for interview.
- 10. Different questionnaire shall be framed for different categories of employees taking into account their nature of responsibility in the present assignment as well as likely responsibility in the proposed promotional assignment.
- 11. An employee shall be required to undertake such written test only at the time of first promotion under APS other than promotion in terms of clause 5.3 of O.O.No. 5882 dtd. 25 April, 2001.

Other detailed guidelines for operationalising the scheme containing other procedural and functional details are being separately issued.

This Order shall come into force with immediate effect.


 (Rajeev Dube)
Secretary:WBSEB

Memo. No. : 1S-5R-12/APS/437/1(400)

Dated : 08. 10. 2001.