

Bengal State Electricity Board
Bidyut Bhavan : Bidhannagar
Kolkata - 700 091

Office Order No. P/71

Date 4 April, 2002

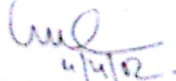
Sub:- Detailed guidelines for operationalising Assured Promotion Scheme containing procedural and functional details.

The Board has already introduced a scheme for Assured Promotion vide Office Order No. 5882 dated 25 April, 2001. The Board has also issued guidelines for assessment of suitability for promotion under Assured Promotion Scheme vide Office Order No. S/1396 dated 8 October, 2001. Now the Board has decided to prescribe the following guidelines for operation of the scheme containing other procedural and functional details in continuation of O.O.No. S/1396 dt. 8.10.2001

1. The entire process of selection and recommendation of candidates for promotion will vest with the appropriate Standing Selection Committees. It has been decided to clear the present large scale concentration of candidates for promotion under APS by the activities concurrently by SSC-II at all the Distribution Zones.
 2. SSC-I will arrange for evaluation of attendance, PARs and holding of suitability test at Corporate Office in respect of all categories of Class-I Officers as well as non-technical Class-II Officers as per prevailing practice.
 3. With the object of clearing of backlog of eligible candidates generated upto 24th April, 2001 i.e. employees found eligible for 1st, 2nd and 3rd level APS (other than those who obtained 1st/2nd APS on 25.4.2001 with abolition of suffix 'A' with their designation) as on 25.4.2001. SSC-II will constitute seven nos of Selection panel comprising competent official of relevant wings. The area of jurisdiction of each of the panels will be as under.
 - A) For all offices/establishment including transmission (excluding Hydel and Bidyut Bhavan) within geographical area of each Zone, there will be one selector's panel. Specifically for all the establishment there will be 5(five) panels.
 - B) There will be two different panels of Hydel Head Qtrs./Units and Vidyut Bhavan including office of the Resident Commissioner, New Delhi and employees on deputation to any other organisation.
- There shall be a Chairman in each panel not below the rank of Dy.Chief Engineer / Dy.General Manager. Member from different Wing / Streams will be included in the panel with concurrence of Chief Personnel Manager. One official of the concerned area not below the rank of Manager (P&A) will be the Member-Secretary of the Selectors' panel. Member-Secretary will maintain liaison with SSC-II / Chief Personnel Manager on all policy matters. All the Committees are to be constituted within 15(fifteen) days from the date of issue of this order.
4. After preparation of list of eligible candidates under APS, their attendance during the immediately preceding calendar year shall be obtained and evaluation thereof shall be made as per guideline contained in paragraph-B of office order no. S/1396 dt. 8 October, 2001. St.Manager / Manager (P&A) of the Zone / Hydel Wing will act as Nodal Officer for the above purpose.
 5. Job experience of the candidates as per record of his deployment in duty will be taken into consideration for preparation of the list of eligible candidates of common cadres for 2nd & 3rd level promotion as per Clause No.11 of O.O.No.5882 dt. 25.4.2001. Suitability of the candidates in the respective stream should be indicated in the same list.

6. P.A.Rs for the last three complete financial years in respect of all eligible candidates shall also be obtained by the Sr.Manager(P&A) ~~or~~ Manager(P&A) of the respective Distribution Zone and evaluated as per norms set out by the Board together with guideline as contained in O.O.No. S/1396 dt. 8 October,2001.
 7. Similar activities shall be conducted by the head of the Personnel Department of Hydel Wing.
 8. The evaluated attendance and P.A.Rs together with list of eligible candidates shall be submitted to the Zonal Manager of the respective Zone and to the head of the Hydel Wing, as the case may be. This information shall subsequently be made available to SSC-I/ II respectively for further necessary action.
 9. The above evaluation of P.A.Rs and assessment of attendance shall be completed within 45 days from the date of issue of this order.
 10. After completion of suitability test and interview, SSC-II will prepare the panel. If an employee, contrary to the findings of SSC-II can establish with documents, evidence that he appeared at the written test either at the time of 1st appointment or subsequent promotion, he shall not be required to appear at the written test for promotion under APS.
 11. Suitability test for the candidates, who became eligible for promotion under APS between 25.4.2001 and 31.12.2001 will be conducted by the SSC-II before May 2002. Subsequently, the suitability test shall be held once in a year, i.e in January each year for employees becoming eligible for promotion during the immediate preceding calendar year and such arrangement for the decentralized conduct of suitability test shall be discontinued from 2003. SSC-I and SSC-II shall prepare calendars exclusively for conducting suitability test for promotion under APS within the month of September each year so that suitability test can be completed within 31st January and orders of promotion issued within the last working day of February of the following year.
 12. If an employee becoming eligible for promotion under APS retires on superannuation before appearing at the suitability test, he shall be considered for promotion under APS on the basis of PARs for last three consecutive years.
 13. The whole task of suitability test for employees becoming entitled to promotion to higher post under APS as on 31.12.2001 shall be completed by 31st May,2002 and orders of promotion issued within 30th June,2002.
 14. Irrespective of the date of holding suitability test or issue of promotion order the date of effect of promotion under APS together with monetary benefits shall be given retrospectively from 25.4.2001 in case the entitlement to promotion falls due from a date prior to 25th April,2001 or from respective date the entitlement falling due after 25th April 2001. This is applicable for successful candidate only.
 15. As regards unsuccessful candidates, if an employee does not secure 70 % marks in attendance but secures 60 % marks in aggregate, his attendance for the next one year i.e 12 months immediately preceding the month of next examination shall be considered and if he can secure 70% marks in the said 12 (twelve) month's attendance, he shall be promoted under APS by deferring the entitled date of promotion by one year. Successive failures shall be dealt with in the same manner.
- If an employee fails to secure 60% marks in aggregate, he shall be given the opportunity to appear next suitability test and if secures in such tests 60% marks in aggregate together with 70% marks in attendance during immediately preceding one year i.e 12 months as above period, he shall be promoted under APS by deferring the entitled date of promotion by one year. Successive failures shall be dealt with in the same manner.

Memo.No. PD/614(APS)/2002/620 dt. 04.04.2002
 Distribution :


 (C.M. Bachhawat)

Member (P&A) & Secretary