

SAHA INSTITUTE OF NUCLEAR PHYSICS
1/AF Bidhan Nagar, Kolkata

**Norms and Procedures for Promotion :
Administrative & Auxiliary Category of Employees**

1. GENERAL

1.1 Applicability

The employees of the Saha Institute of Nuclear Physics are subdivided into four categories :

(1) Scientific, (2) Technical, (3) Administrative and (4) Auxiliary.

The norms and procedures for promotion laid down hereinafter apply only to the employees in categories (3) and (4) who are in a salary-grade upto and including Rs.6500-200-10500 (Fifth Pay Commission). The promotion norms and procedure for employees below the salary-grade of Rs.6500-200-10500 are given in section 2.3 below and those of employees in this salary-grade are in section 2.6. The salary-grades are given in Annexure I.

1.2 Rationale and Basic Principles

1.2.1 These norms and procedures follow the guidelines of the directives of the Governing Council of the Institute, viz.,

(a) that all vacancies and new posts are to be filled up through direct advertisement;

(b) that a promotion be given after a minimum period of five years and a maximum period of fifteen years in a given salary-grade after due assessment of the employee's performance;

(c) that this promotion scheme must not be equated with the merit promotion scheme of employees in categories (1) and (2), i.e., scientific and technical staff.

1.2.2 The rationale behind this promotion scheme is to appreciate good work and offer incentive through promotion to the next higher salary-grade.

1.2.3 The promotions are to be implemented after due internal and external assessments of the employee's performance and recommendation and approval of the specific promotion by the appropriate authority.

1.2.4 The post occupied by the employee prior to his promotion gets upgraded after the promotion.

1.2.5 Once approved, a promotion is to be implemented even if a vacancy does not exist in the salary-grade to which the promotion is to be effective.

1.3 Processing of Promotion

1.3.1 For the purpose of processing the records of employees at various stages of the promotion procedure, the Director is the competent authority. It is, however, provided that the Director may appoint a Professor-in-Charge to process the records of the employees.

1.3.2 Promotion procedure, in general, is to be carried out for an employee who is physically present in the Institute. Any departure from this practice must have the approval of the appropriate authority.

1.4 Schedule of Promotion

1.4.1 The promotion procedure will be held once every year. The promotion, if approved, will be effective from the first day of April of that year.

1.5 Starting Salary

1.5.1 Promotion itself is to be treated as sufficient incentive and the salary of the promotee is to be fixed strictly according to rules of the Institute.

2. PROCEDURE FOR EVALUATION OF PROMOTION

2.1 Confidential Reports

2.1.1 The internal evaluation of each employee's records are to be done regularly once a year by two suitable assessing officers and (i) the Registrar and the Director for employees in the Administration Section, (ii) the Head of the Division/Central Facility and the Director for employees in categories (3) and (4) serving in a Division/Central Facility.

2.1.2 In general, the assessors should be senior to the employee by at least two ranks and should be fairly familiar with the work, ability and achievements of the employee.

- 2.1.3 If it is not possible to find two assessors due to the employee's seniority or the nature of his/her work or for any other special reason, then the duties of two assessors can be entrusted to one suitable assessor.
- 2.1.4 In case of gross differences between the assessors, the Registrar or Head of the Division/Central Facility, as the case may be, will initiate discussions with them to minimize the differences.
- 2.1.5 The evaluation referred to in section 2.1.1 is to be carried out in the prescribed Confidential Report (CR) forms CR-A a copy of which is given in Annexure II. The employee will be graded as :
A+ → outstanding, A1 → very good, A2 → good, B → satisfactory, C → below average, D → poor.
- 2.1.6 the CR-forms are to be completed and kept on record every year in respect of each employee irrespective of the employee's eligibility for promotion during the year.

2.2 Criteria for Processing Promotions

- 2.2.1 Eligibility for promotion will be determined by two criteria : (i) duration of service in a salary-grade and (ii) the employee's performance during this period of the work assigned to him or her.

2.2.2 Duration of Service

- 2.2.2.1 An employee in a salary-grade below Rs. 6500-200-10500 (Fifth Pay Commission) has to serve a minimum period of five years in the current grade before being eligible for consideration of promotion as discussed in section 2.3 below.
- 2.2.2.2 An employee who has reached the salary-grade of 6500-200-10500 (Fifth Pay Commission) through promotion or promotions has to serve a minimum period of ten years in the grade to be eligible for consideration of promotion as discussed in section 2.6 below.

2.3 Assessment for Promotion below the grade Rs. 6500-200-10500

- 2.3.1 An employee satisfying the criterion 2.2.2.1 will be assessed for promotion first by a Screening Committee (sec. 2.4) and then by a Selection Committee (sec.2.5) if the Director forwards the name of the employee to the Selection Committee on the recommendation of the Screening Committee.

- 2.3.2 The following grades (to be finalized by the Screening Committee) will be needed for promotion of an employee at the corresponding years of service in the current salary-grade :

Minimum no. of completed years	5	6	7	8
Grade required	A+	A1	A2	B

- 2.3.3 The task of the Screening Committee will be to recommend those employees to the Director whose cases are to be presented to the Selection Committee. In finalizing its recommendation, the Screening Committee is to be guided by (i) the grades required corresponding to the number of years of service in the employee's current salary-grade as given in 2.3.2, (ii) the grades awarded in the employee's CRs for the last five years, (iii) the volume of work assigned to the employee and his or her proficiency in carrying them out and (iv) any other relevant information and knowledge of the employee's performance that the Screening Committee members may themselves have. The recommendation of the Screening Committee is to be made in the prescribed form given in Annexure III.
- 2.3.4 The final recommendation of the Selection Committee is to be based on (i) the performance of the employee in an interview and (ii) information contained in the latest five CRs of the employee. The recommendation of the Selection Committee is to be made in the prescribed form a copy of which is given in Annexure III.

2.4 Assessment for Promotion from the grade Rs.6500-200-10500

For employees in this salary-grade of Rs.6500-200-10500 promotion should be vacancy based. The vacancy should be notified internally and externally. Appointments should be made on the basis of competition. There should be written tests and interview and/or any other method to assess the suitability of the candidates for all the posts. However, there could be exceptions based on functional needs and requirements of organization or to enable a deserving employee to move to the next higher salary-grade. In the last mentioned case an employee has to serve a minimum period of ten years in the salary-grade of Rs.6500-200-10500 before he can be considered for promotion to the next higher-grade of Rs.8000-275-13500 (Fifth Pay Commission). However, for an employee who has no scope of completing 10 years in the grade prior to superannuation, the requirement of minimum period of service may be reduced to 8 years. For such promotions also the criteria of written tests and interview are to be followed as in the case of filling up of vacant positions in the grade of Rs.8000-275-13500. An employee may avail such a promotion facility only once in his/her full service at the Institute. A suitable committee is to be formed by the director to assess such cases as and when it becomes necessary.

2.5 The Screening Committee

The Screening Committee will be constituted as follows :

The Director or his nominee, not below the rank of Professor, will be the Chairman.

The Registrar of the Institute.

The Professor-in-Charge of Promotion Cell III (technical category).

Two officers, connected with the administration of the Institute, nominated by the Director.

Two senior faculty members of the Institute nominated by the Director.

2.6 The Selection Committee

The Selection Committee will be constituted as follows :

The Director or his nominee, not below the rank of Professor, will be the Chairman.

The Registrar of the Institute.

Professor-in-Charge Promotion Cell III (technical category).

Two external experts connected with the administration of two other Research Institutes or Universities.

The Head of Division/Central Facility where the employee is serving.

Annexure I

Salary-grades and designations of Auxiliary and Administrative staff of SINP

Salary-grades (V th . Pay Comm.)	Auxiliary	Administration
Rs.2550-55-2660-60-3200	Helper A Helper A (Watchman)	
Rs.2650-65-3300-70-4000	Helper B Helper B (Watchman)	
Rs.3050-75-3950-80-4590	Helper C Helper C (Watchman) Driver (I)	L.D.C.
Rs.3200-85-4900	Helper D Helper D (Watchman) Driver (II)	
Rs.4000-100-6000	Helper E Helper E (Watchman)	U.D.C.
Rs.4500-125-7000	Caretaker Caretaker (Watchman) Driver (III)	
Rs.5000-150-8000	Supervisor Security Supervisor A Driver (IV) Transport Supervisor I	Sr. Asst.
Rs. 5500-175-9000 Superintendent	Security Supervisor B Transport Supervisor II Driver V	Accountant Supdt -
Rs.6500-200-10500		Sr. Supdt. Sr. Accountant Section Officer

Annexure II

SAHA INSTITUTE OF NUCLEAR PHYSICS

CONFIDENTIAL REPORT (CR-A)

For all members of staff in the *Administrative/Auxiliary Category*
(To be filled in by the Office before sending to the employee)

Period of report: From.....to.....

Name of employee: Date of Birth:.....

Division / Central Facility:

Designation:

Grade: Date of appointment to present grade:.....

Present basic salary: Date of acquiring present salary:.....

Date of appointment in SINP and designation on that date:.....

Date of posting in the present Division / Central Facility & designation on that date:

Leave taken without prior approval:.....days.

Self-assessment of the employee (use extra sheets, if necessary) highlighting the following points.

- a) Academic and professional achievements
 - i) Before joining SINP
 - ii) After joining SINP
- b) Training courses attended in the current year
- c) Tasks assigned and work done in the current year
- d) Participation in institute/divisional activities in the current year
- e) Any other information

Date:.....

Signature of the employee

Assessors are required to give the appropriate grading* depending on their careful evaluation.

*Explanation: A+ => Outstanding, A1 => Very Good, A2 => Good, B => Average
C => Below Average, D => Poor

1. **Attendance:** Consolidated grading to be given on the basis of the employee's regularity, punctuality and availability in the office during working hours.

	<u>Assessor I</u>	<u>Assessor II</u>
	-----	-----
2. Professional skill	:	
	<u>Assessor I</u>	<u>Assessor II</u>
(a) Knowledge of Rules, Codes, Manuals, Instructions & Procedures	:-----	-----
(b) Professional knowledge	:-----	-----
(c) Work output	:-----	-----
(d) Strict maintenance of normal working hours	:-----	-----
(e) Innovative/Driving(for drivers) skill	:-----	-----
(f) For Officers only		
(i) Management of personnel	:-----	-----
(ii) Power of expression (written/oral)	:-----	-----
(iii) Administrative judgement	:-----	-----
(iv) Personality	:-----	-----
		-----3.
Personal qualities	:	
	<u>Assessor I</u>	<u>Assessor II</u>
(a) Sincerity, dependability and willingness to co-operate	:-----	-----
(b) Initiative and willingness to take additional responsibilities	:-----	-----
Overall Grading by Assessor I:.....	Overall Grading by Assessor II:.....	
Comments of Assessor I (if any):	Comments of Assessor II (if any)	
.....	
(Signature of Assessor I)	(Signature of Assessor II)	
Name:	Name:	
Designation:	Designation:	

Overall Grading by the Head of the Division (#)/Registrar:.....

Comments of the Head of the Division/Registrar, if any:

.....
Signature of the Head of the Division/Registrar

(#) Division stands for Division / Central Facility

Comments of the Head of the Group, if any:

.....
Signature of the Head of the Group
(not applicable for employees of Administration)

Comments of the Director (if required):

.....
(Signature of the Director)

FORM A1

This form has to be filled up by the Head of the Division (#)/Registrar for a candidate being recommended for promotion in the A+ or A1 category. The Head, may, however, consult senior members of the Division before his/her recommendation.

Name of the candidate: _____

Recommended for promotion from _____
to _____ in the A+ or A1 category.

- (a) Is the candidate available in the work place during office hours most of the time?
- (b) Do you consider the employee to be exceptionally sincere and co-operative in executing the assigned jobs?
- © Have you received any complaint against the candidate in this regard from any employee or users of the facility with which the candidate is associated?
- (d) If a job is to be done on an emergency basis, or if an excellent quality work is to be performed, would the candidate be your natural choice?
- (e) Any other special reason.

.....
(Signature of the Head of the Division/Registrar)

(#) Division stands for Division / Central Facility

.....
(Signature of the Head of the Group)
(not applicable for employees of Administration)

Annexure III

SAHA INSTITUTE OF NUCLEAR PHYSICS
ASSESSMENT FORM (A)
For all members of staff in the Administrative/Auxiliary Category

PART I*(To be filled in by the office)*

1.1 Name of employee:.....

Date of Birth:..... Designation:.....

Division / Central Facility:.....Present basic salary:.....

Present grade:.....
 (give complete grade structure)

Date of next increment:.....

1.2 Up-do-date promotion and pay records

	1 st appt.	1 st promotion	2 nd promotion	3 rd promotion	4 th promotion	5 th promotion
Grade (symbols only, e.g. C,B etc.)						
Starting pay						
Date						

1.3 Provide details of

(a) Disciplinary action contemplated/
 pending, if any :.....

(b) Penalty imposed, if any :.....

© Whether promotion from the present grade was considered earlier but the employee failed to obtain the recommendation of the Screening Committee/ Selection Committee.

If so, which year and at what stage (i.e. Screening Committee, Selection Committee or Appointing Authority):.....

SAHA INSTITUTE OF NUCLEAR PHYSICS

**Sector-1, Block-AF, Bidhannagar
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No. SINP/R/C&O/7/2004.

23rd July, 2004.

C I R C U L A R

**Sub : Amendment to the Norms and Procedure for Promotion
of Administrative & Auxiliary category of employees.**

Following amendments have been made in the Norms and Procedure for Promotion in respect of Administrative & Auxiliary category of employees (2004). Kindly rectify the same in your book which had been circulated on 19.3.2004.

Clause 2.1.5 "C→ below average" to be read as "C→ below satisfactory"

Annexure II,
2nd page "B→ average" to be read as "B→ Satisfactory"
 "C→ Below Average" to be read as "C→ Below Satisfactory"


(V V Mallikarjuna Rao)
Registrar

To
All Heads of the Groups/Divisions/Sections
& Chairpersons of different Committees,
Saha Institute of Nuclear Physics,
Kolkata.