

RTI REQUEST DETAILS

Registration No. :	CSLTD/R/E/22/00074	Date of Receipt :	29/05/2022
Type of Receipt :	Online Receipt	Language of Request :	English
Name :		Gender :	
Address :			
State :		Country :	
Phone No. :		Mobile No. :	
Email :			
Status(Rural/Urban) :		Education Status :	
Is Requester Below Poverty Line ? :		Citizenship Status	
Amount Paid :		Mode of Payment	
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	
Information Sought :	Kindly provide following information 1. Level wise cluster Supervisors (S1)and above 2. Promotion policy for supervisor cadre and above 3. Service eligibility and CR criteria for promotion in Supervisor and executive cadre. 4. Up to which post seniority is maintained at unit level & for which seniority is maintained at corporate level.		
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Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/E/22/00074 dated May 29, 2022 and the payment of additional fee on July 14, 2022. The information sought under the said request is given below:

- (i) Level wise cluster Supervisors (S1) and above?

Answer

The grade wise split up of Supervisory cadre in Cochin Shipyard Limited (CSL) is indicated below:

Category	Grade
Supervisors	PS-1, PS-2, PS-3 & PS-4

- (ii) Promotion policy for supervisor cadre and above.

Answer

A copy of the Career Development Policy for Supervisors and Promotion Policy for Executives in CSL is placed at **Annexure I** and **II** respectively.

- (iii) Service eligibility and CR criteria for promotion in Supervisor and executive cadre?

Answer

Service eligibility and CR criteria for promotion in Supervisory cadre is as per the procedures laid down in the Career Development Policy for Supervisors and the Service eligibility and CR criteria for promotion in Executive cadre is as per the procedures laid down in the Promotion Policy for Executives. Please refer the said Policies placed at **Annexure I** and **II** respectively.

- (iv) Up to which post seniority is maintained at unit level & for which seniority is maintained at corporate level.

Answer

Seniority is maintained at corporate level.



2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Bejoy Bhasker, Director (Technical) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,



Yours faithfully,

Syamkamal N

Company Secretary & CPIO

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.P&A/18(208)/2018

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/110/2018

पर्यवेक्षकों की वृत्ति विकास नीति
CAREER DEVELOPMENT POLICY FOR SUPERVISORS

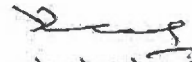
1. कृपया पर्यवेक्षकों की वृत्ति विकास नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/023/2000, दिनांक 07 अप्रैल 2003 के सं. 090, दिनांक 01 जुलाई 2004 के सं. पीईआरएल/154/2004, दिनांक 22 दिसंबर 2010 के सं. पीईआरएल/241/2010 और दिनांक 12 सितंबर 2012 के सं. पीईआरएल 233/2012 का संदर्भ लें।

Ref. Office orders No. PERL/023/2000 dated 05 Feb 2000, No. 090 dated 07 Apr 2003, No. PERL/154/2004 dated 01 July 2004, No. PERL/241/2010 dated 22 Dec 2010 and No. PERL/233/2012 dated 12 Sep 2012 regarding Career Development Policy for Supervisors.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार पर्यवेक्षकों की वृत्ति विकास नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved the amendments to Career Development Policy of Supervisors as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.


(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Supervisors : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)
PS to CMD
Secretary, CSSSA



ANNEXURE-I

(Annexure to Office Order No. PERL/110/2018)

CAREER DEVELOPMENT POLICY FOR SUPERVISORS

1. Introduction

In a labour intensive industry like Shipbuilding and Shiprepair, Supervisors play a significant role. Recognising the importance of Supervisors in Cochin Shipyard, Management has from time to time attempted to provide growth opportunities to the Supervisory personnel. Realizing the need to match career aspirations of Supervisors with organizational objectives, it has been decided to formulate a consolidated Career Development Policy for Supervisory personnel in supersession of all earlier policies on the subject.

2. Objectives

- 2.1. This Policy is designed to provide equitable opportunities for career growth of supervisory personnel.
- 2.2. To motivate Supervisors for excellence in performance.

3. Definitions

- 3.1. Supervisors: Mean those employees of the Company who are not workmen as defined under the Industrial Dispute Act 1947 and who are not employed in managerial or administrative capacities but are employees in supervisory capacities.
- 3.2. Cadre: Means a group of supervisory grades put together for the purpose of consideration for advancement.
- 3.3. Career Advancement: Means upgradation from a lower grade of Supervisors to a higher grade of Supervisors.
- 3.4. Grades: Mean the four grades of Supervisors grouped according to pay scales and will be designated as PS-1, PS-2, PS-3 and PS-4.
- 3.5. Eligibility: Means fulfillment of norms laid down with respect to qualifying period of service, performance appraisal etc, as per Clause 5 for movement from a lower to a higher grade.



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- 3.6. Qualifying Period: Means the number of years of minimum service prescribed for advancement from a lower grade to a higher grade.

4. Supervisory House – Its Composition

- 4.1. Supervisors in these four grades (PS-1, PS-2, PS-3 and PS-4) collectively constitute the pooled cadre strength of Supervisors under different categories and disciplines for the purpose of determining the requirement of Supervisors for the purpose of this policy or any other policy, rules or practice followed in the Company.
- 4.2. Additions to the strength of Supervisors by way of promotions/fresh induction will be made only in PS-1 grade.
- 4.3. All appointments to PS-1 grade will be made in terms of the Recruitment Rules already in force in the Company for posts included in PS-1 grade or as may be amended/modified from time to time.
- 4.4. PS-2 grade is reserved for being filled up by Career Advancement of PS-1 grade Supervisors. PS-3 grade will be filled by Career Advancement of Supervisors in PS-2 grade. PS-4 grade will be filled by Career Advancement of Supervisors in PS-3 grade.
- 4.5. Advancements under this Policy to higher supervisory grades will be made by abolishing relevant number of posts in the lower grade and creating equal number of posts in the higher grade. Therefore, there will be no resultant vacancy or increase in the combined total strength of supervisory cadre.
- 4.6. There shall be no change in duties and responsibilities consequent on upgradation from a lower supervisory grade to a higher supervisory grade, as all the operating positions among supervisory grades are identical and interchangeable.

5. Norms concerning Career Advancement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4

- 5.1. The norms for advancement will consist of two parts:-

5.1.1. Eligibility Factors

5.1.2. Suitability Factors



5.2. Eligibility Factors

5.2.1. Qualifying Period

From	To	Qualifying Period
PS-1	PS-2	4 years
PS-2	PS-3	4 years
PS-3	PS-4	5 years
PS-4 Additional Increment		5 years

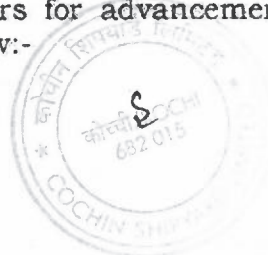
For the operation of this Policy the eligibility period will be determined with reference to 31 December and 30 June of the year in which the employee is considered.

5.2.2. Attendance: For the purpose of inclusion in the zone of consideration, Supervisors who have absented on loss of pay for 25 days in a year on an average during the immediately preceding five years will not be eligible for consideration for advancement.

5.2.3. Conduct: A Supervisor who has been punished as a result of disciplinary proceedings will not be eligible for consideration for advancement for a period of one year from the date of imposition of punishment. A Supervisor against whom disciplinary action has been initiated or contemplated shall be considered for advancement and the sealed cover procedure would be followed.

5.2.4. Performance Appraisal: Annual Performance Assessment Reports (APARs) for the previous four/five years as per the prescribed eligibility period for advancement from one grade to another higher grade will be considered.

5.3. Suitability Factors:- The suitability for movement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4 will be assessed by a Committee nominated by Head (HR)/Directors/CMD. Advancements to higher supervisory grades will be made on a merit-cum seniority basis. The DPC will grade all eligible supervisors based on their Annual Performance Assessment Reports (APARs), seniority and their own assessment of the suitability of the supervisors for advancement to the next higher grade as shown below:-



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5.3.1. 70% weightage for APARs as calculated below:-

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding four/five years as per the eligibility norms prescribed for advancement from one grade to higher supervisory grade, divided by 400/500 and multiplied by 70.

5.3.2. Weightage of seniority would be calculated as under:

Sl No	Factor	Weightage
a	For completion of minimum eligibility period as stipulated in clause 5.2.1	10 marks
b	For every additional year spent in the grade	1 mark
c	Maximum Marks for Seniority	15 marks

5.3.3. 15% weightage (15 marks) for assessment by DPC based on following factors.

Factor	Weightage (Max. Marks)	Remarks
DPC	15	Personal Interview-Competency based assessment.
Total	15	

5.3.4. Minimum qualifying marks for advancement for SC/ST/PwD candidates is 60% and for others 65%.

5.3.5. The DPC will prepare a list of qualifying candidates designation-wise and advancement to higher supervisory grades will be made on the approval of the Committee's recommendation by CMD.



5.4. Supervisors who had rendered excess period of service in the existing grade or in the immediately preceding lower grade i.e. at maximum one year will be eligible for weightage for excess service rendered as may be opted by the respective supervisor. This excess service will be reckoned in total for the next career advancement, as applicable for such supervisors and eligibility reckoned w.e.f. 30th June/31st December of the relevant year. All such weightage are prospective in nature w.e.f. 01 July 2012 and will not apply to all supervisors who have already retired from the rolls of the company.

5.5. A special increment at the current rate during the month of retirement will be given to those supervisors who are retiring on superannuation from the services of the company on or after 01 July 2012 after having completed 50% or more of the actual eligibility period prescribed in their existing grade. This special increment will be granted on the first of the month in which he/she is retiring from the service of the company and the same will be reckoned as part of his/her basic pay for all purposes.

6. Movement to the Executive Cadre E-1

6.1. Fifty percent of vacancies in E-1 in a calendar year shall ordinarily be filled by internal candidates subject to organizational requirements.

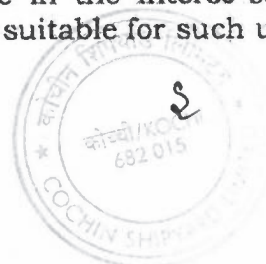
6.2. Selection of candidates to the Executive cadre E-1 will be in accordance with the procedure notified vide Office Order No.PERL/293/2007 dated 14 Dec 2007, PERL/337/12 dated 22 Dec 2012 and PERL/223/2016 dated 08 Dec 2016.

6.3. Selection to the Executive cadre from PS-1 to E-1, PS-2 to E-1 or PS-3 to E-1 will be treated as a promotion.

7. Miscellaneous

7.1. The upgradation to higher supervisory grade shall ordinarily be given effect to from 01 January /01 July of the relevant year and if it is a holiday from the next working day.

7.2. As per this Policy the existing practice in respect of inter-seniority followed during upgradation from PS-1 to PS-2 will continue. Career upgradation to higher supervisory grades will not involve any change in the inter-seniority of the concerned employees found suitable for such upgradation.



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- 7.3. There shall be no probation on advancement to higher supervisory grades.
- 7.4. The reasons for non-inclusion in the PS-2, PS-3 or PS-4 list or the grading awarded by the Committee will not be communicated to the candidates.
- 7.5. It shall be open to CMD to suspend the operation of this Policy if the organizational interest so warrants.
- 7.6. Amendment to this Policy shall be made only with the approval of Board.
- 7.7. In all matters covered by this Policy in its operation, the decision of CMD shall be final.



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED

कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.PERL/18(27)/94 Vol III

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/109/2018

कार्यपालकों की पदोन्नति नीति
PROMOTION POLICY FOR EXECUTIVES

1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/024/2000, दिनांक 07 अप्रैल 2003 के सं. 089, दिनांक 25 सितंबर 2003 के सं. पीईआरएल/233/2003 और दिनांक 18 दिसंबर 2006 के सं. पीईआरएल /292/2006 का संदर्भ लें।

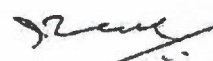
Ref. Office orders No. PERL/024/2000 dated 05 Feb 2000, No. 089 dated 07 Apr 2003, No. PERL/233/2003 dated 25 Sep 2003, No. PERL/292/2006 dated 18 Dec 2006 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार कार्यपालकों की पदोन्नति नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved amendments to the Promotion Policy for Executives as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।

This issues with the approval of C&MD.



(रमेश के जे)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)

CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Executives : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)

PS to CMD

Secretary, CSOA



ANNEXURE-I

(Annexure to Office Order No. PERL/109/2018)

PROMOTION POLICY AND RULES FOR EXECUTIVE CADRES

1. The Policy and Rules notified hereunder will apply to promotion of Executives Below Board level (E-1 to E-2, E-2 to E-3, E-3 to E-4, E-4 to E-5, E-5 to E-6 and E-6 to E-7).
2. These Rules aim at providing reasonable opportunity for growth and career advancement consistent with the needs of the Company and the qualifications and performance of Executives in the organisation.
3. Promotions shall mean movement from one post to another post in the immediately higher grade in the direct line of advancement i.e. in posts within the group to which the individual belongs.
4. Level jumping will be treated as Direct Recruitment and such posts shall be open to Executives who fulfill the job specifications laid down for Direct Recruitment.
5. For the purpose of these Rules Executives in different departments will be grouped as under:-
 - (a) Finance Department
 - (b) Civil Engineering
 - (c) Secretariat and Personnel
 - (d) All the remaining Departments

Executives eligible for promotion shall be considered for appointment to the vacancies in the group to which they belong.

6.
 - (a) For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
 - (b) Where there is no eligible candidate within the Organisation for promotion to any of the vacancies, which may arise as a result of the operation of these Rules or due to other reasons, such posts may be filled up by Direct Recruitment or by deputation from other sources.



7. (a) Promotions from E-1 to E-2, E-2 to E-3, E-3 to E-4 grades under the scheme shall normally be considered twice a year on 01 January and 01 July, the qualifying period being determined with reference to 31 December and 30 June of the year respectively.
- (b) Depending upon Organisational requirements and availability of vacancies, promotions from E-4 to E-5, E-5 to E-6 and E-6 to E-7 under the scheme shall normally be considered once in a year.

8. **Eligibility**

- (a) **Qualifying Period:** For all groups mentioned in Para 5 the qualifying period for consideration for advancement to higher Executive Grade is as given below:-

Sl. No.	Category	Eligibility Period (Years)					
		E1-E2	E2-E3	E3-E4	E4-E5	E5-E6	E6-E7
(i)	Category A	3	3	4	3	3	2
(ii)	Category B	3	4	5	4	4	-
(iii)	Category C	3	5	6	5	-	-

- (b) Depending upon the qualifications possessed by the Executives, they will be divided into three categories viz. Category A, Category B and Category C. Equivalent or suitable qualifications can be included in the above categories by the Company.
- (c) **Qualification:** For the purposes of regulating Career Advancement/Promotion under the Scheme, a list of qualifications applicable and that are essential requirements for discharge of duties in the respective groups/categories are given below. The qualifications/ certificates issued should be from recognized Colleges / University/ Approved Professional bodies.
- (i) **Category A - Qualification**
- (i) Graduate in Engineering (any discipline) or equivalent.
- (ii) Graduate in Medicine.
- (iii) Graduate with Membership in Professional bodies like ICA of India/ ICWA of India/ICS of India.



- (iv) Graduate with Masters' Degree qualification in Business Administration, Social Work with specialization in Labour Welfare and Industrial Relations, Personnel Management, Computer Applications, Computer Science, Information Technology, Industrial Safety and Hygiene.
- (v) LLB Graduate/B.L (5 years).

(ii) Category B - Qualification

- (i) Master's Degree in Arts, Science or Commerce as applicable to the nature of job.
- (ii) Diploma Holders in Engineering (any discipline).
- (iii) Graduate with SAS or equivalent, (pass in the examination conducted by Shipyard for Accountants).
- (iv) Graduate with Degree/ Diploma of minimum one year duration in specific discipline in Computer Applications/ Data Processing/ System Analysis/Management/Library Science/ Industrial Safety and Hygiene/Public Relations as applicable to job.

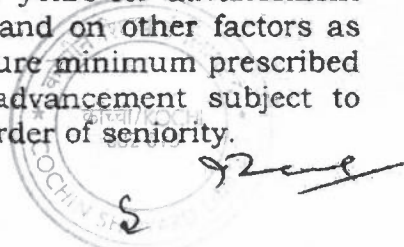
(iii) Category C

Those who possess qualifications not covered under Category A or Category B.

- (d) Executives who possess qualifications as stipulated under Clause 8(c)(i) and 8(c)(ii) will only be eligible for selection to E6 grade after the completion of stipulated eligibility as indicated at Clause 8(a).
- (e) Executives who possess qualifications as stipulated under Clause 8(c)(i) will only be eligible for selection to E7 grade after the completion of stipulated eligibility as indicated at Clause 8(a).

9. Norms for Promotion/Career Advancement

- (a) Advancement from E-1 to E-2, E-2 to E-3, and E-3 to E-4 will be made on merit-cum-seniority basis. The Departmental Promotion Committee (DPC) nominated by Head (HR)/Directors/CMD will grade all eligible Executives based on their Annual Performance Assessment Reports (APARs) for the previous three years for advancement from E1 to E2, E2 to E3 grade and four years for advancement from E3 to E4 grades respectively and on other factors as detailed below. Only those who secure minimum prescribed marks will be eligible for career advancement subject to availability of vacancies and in the order of seniority.



- (b) For advancements from E1 to E2 the DPC will consider the suitability of Executives for advancement to the next higher grade based on the following factors and marks apportioned as under:

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 70
Work Diary	5	Diary pertaining to the immediate preceding year of consideration for career advancement
Power Point presentation	5	Presentation on major assignments carried out and achievements
DPC	20	Personal interview-based Competency assessment.
Total	100	

- (c) In the case of executives in E2 and E3 grades suitability for advancement will be decided based on APARs, Seniority and overall assessment by the DPC as shown below:-

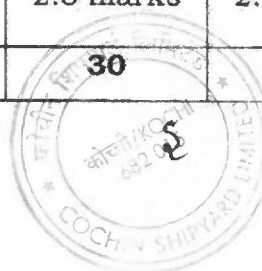
(i) Weightage for APARs

Weightage for APAR will be calculated by adding the marks of APAR for the prescribed eligibility period immediately preceding the date of consideration for career advancement and converting into marks corresponding to the weightage percentage as applicable.

Weightage (Max. Marks)	
E2 to E3	E3 to E4
50	50

- (ii) Weightage of seniority would be calculated as under:

Factor	Weightage (Max.Marks)	
	E2 to E3	E3 to E4
For completion of minimum eligibility period as stipulated for each category in clause 8	20 marks	20 marks
For every additional year spent in the grade	2.5 marks	2.5 marks
Maximum Marks	30	25



(iii) DPC assessment will be based on following factors:-

Factor	Weightage (Max. Marks)		Remarks
	E2 to E3	E3 to E4	
Assessment	5	5	Assessment of the efforts taken for acquiring additional Qualification/Training related to Job and Exposure by Job Rotation.
Power point Presentation	5	5	Presentation on major assignments carried out and achievements
Personal Interview	10	15	Personal interview-Competency based assessment.
Total	20	25	

(iv) Minimum qualifying marks would be as under:

Minimum Qualifying Marks			
Category	E1 to E2	E2 to E3	E3 to E4
SC/ST/PwD	60	65	70
Others	65	70	75

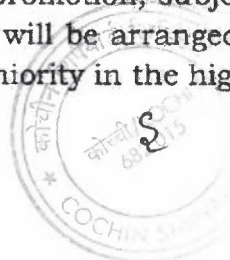
- (d) Promotions from E4 to E5, E5 to E6 and E6 to E7 grades will be on "Merit-cum-Seniority" basis, seniority being relevant only to determine the eligibility for consideration in terms of the period set out in the Policy. To be eligible for consideration for promotion from E4 to E5, E5 to E6 and E6 to E7, Executives should secure "Very Good" grading or above in their Annual Performance Assessment Reports (APARs) consecutively during the immediately preceding 3, 3 and 2 years respectively. The candidates will be required to appear before a Selection Committee (DPC), nominated by CMD for a personal interview. The DPC nominated will assess candidates based on factors as detailed below:-



(i) Promotion from E4 to E5 and E5 to E6

Factor	Max. Marks	Remarks
Qualification	10	Marks for entry level qualification as possessed: 5 marks. Marks for additional post graduate qualification in the relevant discipline/ function: 5 marks.
Seniority	10	For completion of prescribed eligibility period : 5 marks Additional one mark for each year thereafter
APAR	50	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 50
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview- Competency based assessment.
Total	100	

Only those who secure at least 75 marks (70 marks for SC/ST/PWD) in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.



(ii) Promotion from E6 to E7

Factor	Max. Marks	Remarks
APAR	70	Total APAR marks secured for the preceding two years divided by 200 and multiplied by 70
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal Competency interview-based assessment.
Total	100	-

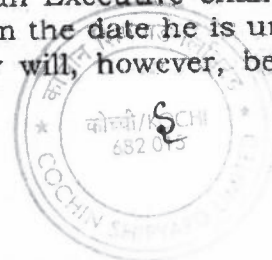
Only those who secure at least 75 marks in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.

10. For promotions from E1 to E2, E2 to E3 and E3 to E4 grades, the final grading/rank awarded by the DPC will form the basis for determining seniority in the respective grades.

11. Head (HR)/Directors/CMD shall nominate appropriate Departmental Promotion Committee and Selection Committee to consider and make recommendations for promotion.

12. Qualifying period fixed will only determine the eligibility of the Executives for consideration for promotion to existing vacancies and completion of such period will not confer any right for automatic promotion.

13. Any Executive against whom disciplinary proceedings have been initiated or who is under suspension shall not be debarred from consideration for promotion, but such an Executive shall be promoted where found otherwise suitable only from the date he is unconditionally reinstated or exonerated. His seniority will, however, be governed by



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Clause 9/10 as the case may be. Further an Executive who has been punished as a result of disciplinary proceedings will not be eligible for consideration for promotion for a period of one year from the date of imposition of the penalty.

14. Appeal, if any, against supersession may be made to a Committee of the Board of Directors within two calendar months from the date of promotion order. The Committee will consider the appeal and their decision will be communicated within two months of receipt of such an appeal. The decision of the Committee shall be final. Reasons for supersession will not be communicated in writing to the Officer concerned.

15. Probation:-

- a) Executives in the grades of E-4, E-5 and E-6 on promotion to the respective higher grades will be on probation for a period of one year w.e.f. the date of the Promotion order/assumption of charge of the Post in the higher scale of pay.
- b) During the period of probation the performance of the Executives will be assessed on a half yearly basis. On satisfactory completion of Probation the Executive will be confirmed in the higher scale of Pay. Probation may be extended if the work and conduct during the period of probation is not satisfactory. In such cases if an Executive is not confirmed he may be informed of the position in writing within one months' time.
- c) Probation may be extended, not more than once by a period not exceeding six months. The decision to extend the probation shall be communicated within one month of the expiry of the probation period.
- d) In the event of the probation being extended the Executive concerned shall not earn his normal increment either during the original probation period or during the extended period and his date of increment shall be postponed by the period for which the probation is extended. If he is confirmed in the scale of pay on satisfactory completion of the extended period of probation he shall draw his increment from the date of completion of the extended period of probation.
- e) If the performance of an executive promoted is not found satisfactory even during the extended period of probation the promotion effected will be treated as cancelled and be withdrawn and he shall be placed in the scale from which he was promoted. He will be considered for promotion next only after completing one year in that scale.



16. The Chairman and Managing Director may, at his discretion relax these Rules to meet organizational requirements or special circumstances.

17. Amendment to this Policy shall be made only with the approval of the Board.

18. Pay Grades:- The Executive grades below the Board level covered by this Promotion Policy and their pay scales are as under:-

E-1	-	₹ 40000-140000
E-2	-	₹ 50000-160000
E-3	-	₹ 60000-180000
E-4	-	₹ 70000-200000
E-5	-	₹ 80000-220000
E-6	-	₹ 90000-240000
E-7	-	₹ 100000-260000



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं. पीईआरएल/No.PERL/18(27)/94/खंड/ Vol III

17 अगस्त /Aug 2019

कार्यालय आदेश सं. पीईआरएल/ OFFICE ORDER NO.PERL/127/2019

कार्यपालकों की पदोन्नति नीति - संशोधन संबंधी
PROMOTION POLICY FOR EXECUTIVES - AMENDMENT REG.

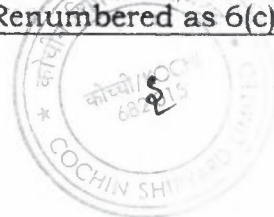
1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 03 दिसंबर 2018 के कार्यालय आदेश सं. पीईआरएल/109/2018 का संदर्भ लें।

Ref. Office orders No. PERL/109/2018 dated 03 Dec 2018 regarding Promotion Policy for Executives.


2. निदेशक मंडल ने दिनांक 29 जुलाई 2019 को आयोजित अपनी 249 वीं बैठक में कार्यपालकों की पदोन्नति नीति के अनुबंध -6 में निम्नलिखित संशोधनों को अनुमोदित किया है। यही दिनांक 29 जुलाई 2019 से लागू होगा।

The Board of Directors in their 249th meeting held on 29 July 2019 have approved the following amendments to Clause 6 of the Promotion Policy for Executives. The same will come into force with effect from 29 July 2019,

खंड Clause	मौजूदा Existing	अनुमोदित संशोधन Amendment approved
6 (a)	For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection	For promotion to the grades E5 & E6, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
New Clause (numbered as 6(b))		Creation and filling up of posts in E7 grade would be based on organizational requirements. Executives in E6 grade meeting eligibility requirements to the post/posts only shall be shortlisted for consideration for selection.
Clause 6(b)		Renumbered as 6(c)



3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.


(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में / To

सभी कार्यपालक / All Executives : इंटरनेट के द्वारा / Thro' Intranet

प्रतिलिपि/Copy to:-

नि.(प्र.)/नि.(तक.)/नि.(वि.)/D(O)/D(T)/ D(F)

अ.व.प्र.नि.के नि.स./ PS to CMD

सचिव, सीएसओए / Secretary, CSOA



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं. पीईआरएल/No.PERL/18(27)/94 खड/ Vol III

15 मई/May 2020

कार्यालय आदेश सं. पीईआरएल / OFFICE ORDER NO.PERL/041/2020

कार्यपालकों के लिए पदोन्नति नीति - सीएसएल सहायक कंपनियों में चयन पदों
को भरने हेतु पात्रता अवधि में संशोधन संबंधी
PROMOTION POLICY FOR EXECUTIVES - AMENDMENT TO ELIGIBILITY
PERIOD FOR FILLING UP OF SELECTION POSTS IN
CSL SUBSIDIARIES REG.

1. कार्यपालकों के लिए पदोन्नति नीति और संशोधन के सूचनार्थ कार्यालय आदेशों सं. पीईआरएल/109/2018 दिनांक 03 दिसंबर 2018 और सं. पीईआरएल/127/2019 दिनांक 17 अगस्त 2019 का संदर्भ लें।

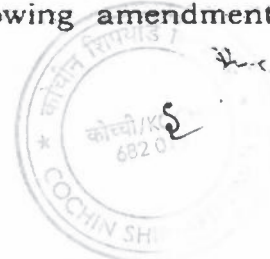
Ref. Office orders No. PERL/109/2018 dated 03 Dec 2018 and No. PERL/127/2019 dated 17 Aug 2019 notifying Promotion Policy for Executives and amendments thereto.

2. जैसा कि सभी कार्यपालकगण अवगत है, कोलकाता में सीएसएल सहायक कंपनी एचसीएसएल वर्ष 2020 की समाप्ति तक परिचालन शुरू करने की ओर अग्रसर है। आगे एनसीएलटी चेन्नई ने टेबमा शिपयार्ड लिमिटेड को संभालने हेतु आईबीसी के तहत सीएसएल संकल्प योजना को अनुमोदन देने का आदेश जारी किया है।

As all Executives are aware, the CSL subsidiary HCSL at Kolkata is poised for commencing operations by end 2020. Further NCLT Chennai has passed orders approving CSL resolution plan under IBC for taking over TEBMA Shipyard Ltd.

3. इन दोनों परियोजनाओं का संचालन और भार ग्रहण सीएसएल के लिए बहुत बड़ा अवसर है। इस संबंध में, उपरोक्त सहायक कंपनियों में मुख्य पदों के लिए प्रतिभाओं की वृद्धि के हिस्से के रूप में, निदेशक मंडल ने मार्च 2020 में परिचालन द्वारा, अन्य बातों के साथ-साथ कार्यपालकों के लिए पदोन्नति नीति में निम्नलिखित संशोधन के लिए अनुमोदन दिया है।

The operation and taking over of both these projects are a huge opportunity for CSL. In this regard, as part of augmentation of talent to man key positions in the above subsidiaries, the Board of Directors in March 2020 by circulation, inter-alia have approved the following amendment to the Promotion Policy for Executives.



- a) सहायक महाप्रबंधक/उप महाप्रबंधक/ महाप्रबंधक के पदों की भर्ती
Filling up of the post of AGM/DGM/GM

उपरोक्त पदनामों में पदों को भरने के लिए नई सहायक कंपनियां एचसीएसएल और टेबमा शिपयार्ड में संगठनात्मक आवश्यकताओं के आधार पर, निम्नानुसार, कार्यपालकों के फीडर वर्गों में एक वर्ष तक पात्रता अवधि में छूट पर विचार करने का निर्णय लिया गया है।

Depending upon organizational requirements in the new subsidiaries HCSL and Tebma Shipyard for filling up of posts in the above designations, it has been decided to consider reduction in eligibility period by one year to those in the feeder categories of Executives as indicated below:-

क्रम.सं. Sl.No.	वर्ग / Category	पात्रता अवधि (वर्ष) Eligibility period (years)	
		E4-E5	E5-E6
(i)	वर्ग क / Category A	2	2
(ii)	वर्ग ख / Category B	3	3
(iii)	वर्ग ग / Category C	4	-

- b) जहां तक महाप्रबंधक के वर्ग में रिक्त पदों का सवाल है, महाप्रबंधक के कुल पदों की संख्या में, बोर्ड / सरकार द्वारा दिए गए अनुमोदन के आधार पर ई 7 ग्रेड सख्ती से संचालित की जाएगी। हालांकि, जब कभी इस वर्ग में रिक्ति निकलती है और सहायक कंपनी में इस तरह के पदों को भरने के लिए संगठनात्मक आवश्यकता होती है, तब आंतरिक उम्मीदवारों के लिए पात्रता अवधि भी वर्तमान दो वर्ष से घटाकर एक वर्ष कर दी जाएगी।

As far as vacancies in the grade of General Manager are concerned, the total number of posts in the General Manager, E7 grade would continue to be operated strictly as approved by the Board/Government. However, as and when vacancies arise in this grade and subject to organizational requirement for filling up of such posts in the subsidiary company, the eligibility period would also be reduced from the present two years to one year for internal candidates.

- c) पदोन्नति नीति के खंड 5,6 और खंड 8 (क) के तहत निर्धारित पात्रता अवधि आंतरिक स्रोतों से उपरोक्त सहायक कंपनियों में सहायक महाप्रबंधक/उप महाप्रबंधक/ महाप्रबंधक के चयन पदों के संबंध में उपरोक्त सीमा तक संशोधित होगी।



Clause 5, 6 and the qualifying eligibility period prescribed under Clause 8(a) of the Promotion Policy will stand amended to the above extant in respect of selection posts of AGM/DGM/GM in the above subsidiaries from internal sources.

4. बोर्ड ने यह भी अनुमोदन दिया है कि इस प्रकार चुने गए कार्यपालकों को प्रतिनियुक्ति के तहत सहायक कंपनियों में तैनात किया जाएगा, जहाँ उन्हें तीन साल की न्यूनतम अवधि के लिए सेवा प्रदान करनी होगी।

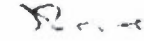
The Board has also approved that Executives thus selected will be posted in the subsidiaries under Deputation where they will have to serve for a minimum period of three years.

5. उपरोक्त संशोधन तत्काल प्रभाव से लागू होता है।

The above amendments come into force with immediate effect.

6. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।

This issues with the approval of C&MD.



(के जे रमेश)

(K J Ramesh)

मुख्य महाप्रबंधक (मा.सं. एवं. प्रशि)

CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

सभी कार्यपालक / All Executives : इंटरनेट के द्वारा / Thro' Intranet

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नि.(प्र.)/नि.(तक.)/नि.(वि.)/D(O)/D(T)/ D(F)

मु.स.अ./CVO

अ.व प्र. नि. का कार्यपालक सहायक/ EA to CMD

सचिव, सीएसओए / Secretary, CSOA

