

No. CWC CO-PD/5/2022-PERSONNEL

Dated: 26.10.2022

Circular

Sub: Procedures to be observed by the Departmental Promotional Committees for the Selection posts in the Corporation.

Ref: Corrigendum No. CWC CO-PD/ 5/ 2022- PERSONNEL dated 09.08.2022.

1. The Corporation issued detailed guidelines regarding procedures to be adopted by the Departmental Promotions Committees vide above cited reference.
2. As per guidelines, the DPCs shall determine the merit of those being assessed for promotion with reference to the prescribed bench mark and accordingly grade the employees as 'fit' or 'unfit' only. While doing so, DPCs are required to ensure the following:
 - a. For promotion to the post of Group General Manager (E-8), prescribed benchmark gradings is required to be met in all APARs of five years under consideration, for the officers to be assessed as 'fit' for promotion.
 - b. For promotion to the post of Senior Assistant Manager/ Equivalent (E-2), up to the post of General Manager (E-7), prescribed benchmark gradings is required to be met in at least four out of five APARs under consideration, for the officers to be assessed as 'fit' for promotion.
 - c. For rest of the selection posts, prescribed benchmark grading is required to be met in majority of APARs/ ACRs under consideration, for the officers/officials to be assessed as 'fit' for promotion.

These instructions are issued with the approval of the Competent Authority.

(Anil Manik Rao)
Group General Manager (Personnel)

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. AGM (Estt)/AGM (Promotions)/ Manager (IR)/ Manager (Liaison), CWC, CO, New Delhi.
3. All Regional Managers, CWC, Regional Offices.
4. PS to MD /PS to Dir (Pers.)/ PS to Dir (MCP)/PA to Dir(F&A), CWC, CO, New Delhi.