



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

CHO(HR)/Policy/27/2/2011/5908

Date: 05.01.2016

**CORPORATE HR ORDER**

**NO. 01/2016**

**Subject: Implementation of Uniform Promotion Policy for Industrial Workers of SPMCIL across the Company.**

Consequent upon rationalization of Cadre Structure as communicated vide instructions No.CHO(HR)/IR/8/24/2012/6706 dated 23.12.2013 to all Mints, Presses, Paper Mill and the Corporate Office to ensure Uniformity in Levels, Designations and Grade Pay for Industrial Workers across the Company, uniform Promotion Policy for Industrial Workers is now hereby notified with the approval of the Competent Authority which shall come into force with effect from 01.01.2016.

2. Accordingly, attached please find herewith the approved Promotion Policy on the lines of the agreement dated 01.11.2014 arrived at with the representatives of the recognized Unions during 9<sup>th</sup> Bipartite Forum Meeting for diligent implementation by the Units. It is emphasized that the Units shall not draw any inference based on their interpretation of the provisions of this Promotion Policy and in case of any concern, a reference should be made to the Corporate Office for necessary clarification and guidance as Chairman and Managing Director has been authorised to interpret and effect changes as deemed fit for the purpose of smooth implementation of the Promotion Policy for Industrial Workers and to do all such acts, deeds and things considered necessary in this regard.

To

The General Managers,  
Mints, Presses & Paper Mill

*B. J. Gupta*  
(B. J. Gupta)  
Addl. GM (HR)

**Copy to:-**

- (i) OSD to CMD
- (ii) EA to Director (HR)/Sr. EA to Director (Tech.)/EA to CVO
- (iii) GM (IT)
- (iv) AGM (Fin.)/AGM (Tech. Opers.)
- (v) DGM (Print)/Chief Manager (HR)/Manager (Mint)
- (vi) Dy. CS
- (vii) HR Master Folder

## CAREER GROWTH & PROMOTION OF SPMCIL INDUSTRIAL WORKERS

### TERMS OF UNDERSTANDING

#### **1.0 APPLICABILITY:**

- 1.1 This shall be applicable to all SPMCIL employees of nine Units and Corporate Office in the categories of Industrial Workers who are on regular rolls of the Company.
- 1.2 SPMCIL Promotion Policy for Industrial Workers shall come in to force after approval of the Board and there after a formal notification shall be issued by the Corporate Office introducing the Promotion Policy.

#### **2.0 RATIONALISATION AND UNIFORMITY**

In pursuance of the decision of the Competent Authority as communicated vide letter No.CHO(HR)/IR/8/24/2012/ 6706 dated 23.12.2013, SPMCIL as a corporatized entity has rationalized cadre structure in all the Mints, Presses, Paper Mill and Corporate Office ensuring uniformity in levels, designations and grade pay for industrial workers across the Company. The rationalized levels, designations & grade pay of Industrial Workmen are as under:

<b>Level</b>	<b>Grade Pay</b>	<b>Designation</b>
W-6	4200/-	Foreman
W-5	2800/-	Sr. Operator
W-4	2400/-	Operator
W-3	2000/-	Senior Technician
W-2	1900/-	Technician
W-1*	1800/-	Junior Technician

\* Induction level for the Workers with ITI qualification.

\* The mazdoors holding the substantive post at W-1 level and not holding the ITI qualification shall be identified as Machine Attendants and likewise the mazdoors holding the substantive grade pay of Rs 1900/- shall be identified as Sr. Machine Attendants for the time being.

\* The designations in the other streams which include Control, Maintenance, etc., shall be appropriately bracketed with the above designations.

#### **3.0 PROMOTION PROCESS**

- 3.1 All promotions to the Corporate Cadre for Executive positions at E-1 level shall be the responsibility of the Corporate Office.

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- 3.2 Likewise, all promotions in the Non-Executive Cadre which include Supervisors, Secretarial & Office Staff and Industrial Workers shall be the responsibility of the concerned Unit.
- 3.3 However, the Corporate Office reserves the right to proactively intervene or pass an order in the matter of all promotions of all categories coming in the ambit of Unit Cadre.
- 3.4 The Units for Unit Cadre employees shall prepare a category wise seniority list for respective cadre on the basis of rationalized designations for their Units.
- 3.5 The thrust shall be to expose the employees to various multi skilling areas in the related field as per the operational and administrative requirements of the Units.
- 3.6 All employees shall be identified in their substantive post and level as applicable.
- 3.7 Performance Report of Industrial Workers shall be evaluated in a prescribed format to be circulated by the Corporate Office for necessary compliance.
- 3.8 Existing financial upgradation under MACPS shall be dispensed with consequent upon introduction of this Promotion Policy.
- 3.9 The benefit of pay fixation shall be allowed on promotion to the next higher level.

#### **4.0. ELIGIBILITY CRITERIA**

- 4.1 As all promotions in the Company shall be on merit cum suitability and seniority of the incumbent by holding DPC.
- 4.2 Promotions starting from W-1 upto W-6 level shall be vacancy based for which uniform criteria shall be followed in the matter of promotions depending on the vacancy in all Units. The vacancy shall be ascertained from the authorized manpower as notified by the Company in consultation with Unions.
- 4.3 As a uniform system the minimum 03 (three years) of qualifying service in the feeder cadre shall be required for consideration of promotion to the next higher level, provided the vacancy exists.
- 4.4 Employees shall be eligible for assessment after completion of specific eligibility period as on 31<sup>st</sup> December through DPC mode.
- 4.5 The employees unauthorizedly absent from duty for more than 75 (seventy five) days shall not be entitled for promotion and their promotion shall be considered in the succeeding years and again subject to attendance as prescribed.

4.6 Promotion for the Industrial Workers shall be vacancy based and assessment for promotion will be made on completion of eligibility period and attainment of satisfactory standards of performance, conduct and vigilance clearance.

4.7 The Promotion to immediate next higher level post shall be from the lower level post.

4.8 For all vacancy based promotion i.e from W-1 to W-6, the Annual Performance rating for qualifying service will be "Good" for the preceding years.

### 5.0. UPGRADATION TO NEXT HIGHER GRADE PAY

5.1 To ensure that industrial workers are not stagnated at one level because of vacancy not existing they shall be considered for financial upgradation to the next immediate higher level and grade pay on the following norms:

Level From - To	Grade Pay From - To	Grant of next higher Grade Pay, if no vacancy
W-5 - W-6	2800 - 4200	3 years
W-4 - W-5	2400 - 2800	4 years
W-3 - W-4	2000 - 2400	5 years
W-2 - W-3	1900 - 2000	5 years
W-1 - W-2	1800 - 1900	6 years

a. If an employee has been promoted to the next immediate higher level and grade pay because of availability of vacancy then the financial upgradation shall be counted from date of the level to which employee was promoted. However, if the employee gets the financial upgradation before his promotion in the same grade pay, the qualifying service for the next financial upgradation will be counted from the date of previous financial upgradation.

b. The financial upgradation will be given in the next immediate grade pay above the substantive level and post, subject to fulfilling the other criteria as stipulated for promotion.

c. Once clear-cut vacancy arises in the immediate high level, the promotion shall be given effect with designation, level, responsibility and accountability.

d. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion in such cases.

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## 6.0 GENERAL CONDITIONS

- 6.1 Employees possessing ITI Certificate shall be eligible for career progression maximum upto S-2 level.
- 6.2 Employees not possessing Graduation Degree shall be eligible for career progression maximum upto S-2 level.
- 6.3 Employees undergoing punishment arising out of disciplinary action shall not be considered for promotion during the operation of punishment.
- 6.4 For all vacancy based promotions, DPC/interview will be conducted to assess the suitability depending on the assessment and attainment of satisfactory standards of performance and conduct.
- 6.5 It has been agreed to strictly follow pyramid structure and hierarchy which shall be firmed up after notification of standard manpower of the Company.
- 6.6 The distribution of the standard manpower shall be as such that the handholding of senior workers with junior workers at the lower level is not a hindrance for the shop floor working.
- 6.7 For inculcating better working culture the employees shall carry out any work assigned in their respective functional area depending on operational requirements.
- 6.8 Isolated category of employees working as Mazdoors in Stores Section of presses shall be taken up separately by a duly constituted committee depending upon the merit of the case.

## 7.0 FIXATION METHOD

- 7.1 On promotion to a higher post, the pay will be fixed by adding 3% of the Band Pay + Grade Pay to the existing pay in the lower post and Grade Pay of the higher post will be allowed.
- 7.2 If minimum of the new Pay Band is more than the basic pay arrived at by adding 3% as above, such minimum of the higher post will be allowed in addition to Grade Pay of the higher post as per the rules.



**8.0 COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE**

The following shall be the composition for DPC in respect of the employees coming under the Unit Cadre for which the Units are Competent to plan and proceed with the promotions.

Sr. No.	Composition	W-1 to W-6 Member	Competent Authority
1	DGM	Chairman	General Manager
2	HR Head of Unit	Member	
3	Finance Head of the Unit	Member	
4	Concerned Department Executive not below E-2 level.	Member	

- SC / ST Liaison Officer may be associated if not covered under composition.

**9.0 INDUCTION LEVELS**

In conformity with standard manpower, there shall be 100% induction in Industrial Workmen Category at W-1 level through Direct Recruitment from the open market in the Grade pay of Rs. 1800/-.

**10.0. EFFECTIVE DATE OF PROMOTION**

The effective date of promotion and the financial benefits shall be applicable from the date of assumption of charge of promoted post and accordingly seniority shall be reckoned.

**11.0. VIGILANCE CASES / DISCIPLINARY PROCEEDINGS / CRIMINAL PROSECUTION**

DPC shall assess the suitability of such employees coming within the purview of eligibility criteria along with other eligible candidates. The assessment and the recommendations of DPC shall be kept in a sealed cover. On the conclusion of Disciplinary Proceedings / Criminal Prosecution which results in dropping of allegations against the employee, the sealed cover shall be opened. In case of exoneration, effective date of promotion of the employee shall be determined with reference to the position assigned to him in the panel recommended by DPC. If, however, any penalty is imposed as a result of the Disciplinary Proceedings or on being found guilty in the Criminal Prosecution, findings in the sealed cover shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course having regard to the penalty imposed on him.

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**12.0 INTERPRETATION, RELAXATION AND AMENDMENTS**

- 12.1 In case of any ambiguity and interpretation arising out of the implementation of the provisions of this Promotion Policy, the Units are not free to interpret and shall refer to Corporate Office.
- 12.2 The Company may, at any time, depending upon requirement, modify/amend or alter any of the rules/provisions of this Promotion Policy in the larger interest of the Company, in consultation with the Unions, if required.
- 12.3 Bipartite Forum unanimously agreed that after introduction of the Promotion Policy for Industrial Workers all efforts will be made to increase production / productivity in the interest of the Organization.

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A handwritten signature in black ink, appearing to be 'P. R.', with a long horizontal line extending to the right.