



**NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT
NOIDA**

Circular No: PA130 111

No: NFL/Pers/1(119)/

December, 2005

Sub: Cluster based Promotion Policy for workers

The Cluster based Promotion Policy for workers was notified vide Circular No. 078 dated 19th March, 2004. Certain clarifications were also issued vide IOM No.NFL/Pers/IR/1(119)/2280 dated 18th May, 2004 and IOM No. NFL/Pers/IR/1(119) dated 20th May, 2004.

The Coordination Committee of Recognized Unions vide their letter dated 21.7.2005 has raised certain issues relating to Cluster based Promotion Policy in respect of workers. Accordingly, issues were discussed and after detailed deliberations, an MoU was signed on 12.11.2005 between the Management and representatives of Coordination Committee of Recognized Unions. Accordingly, following decisions are notified with reference to Cluster based Promotion Policy in respect of Workers :-

- i) Technician (Pathology) & Pharmacists shall be deleted from the list of posts, which have been categorized as isolated categories, as notified vide para 10 of IOM dated 18.5.2004 and qualified Pharmacists & Technicians (Pathology) will have their avenues of promotions, at par with others, under the Cluster based Promotion Policy.
- ii) Dressors, Ward Attendants, Peons, Malis, PCMs, Safai Sewaks, who are qualified i.e. Matric/Higher Secondary with Department Training Course as per the Personnel Manual, wherever applicable, shall be eligible for promotion up to W-7 as per cluster system and thereafter for stagnation scale under the existing policy up to W-9.
- iii) The employees of other disciplines, performing jobs of OT (Technician) and X-Ray Technician at Units will be considered for diversification on lateral basis to the concerned discipline on meeting the grade-to-grade specifications in the new discipline on need basis. Units will examine this issue at local level and the proposal will be sent to Corporate Office for approval before implementation.
- iv) Non-qualified employees in Group-I i.e. Safai Karamcharis, Malis, Peons, Ayas etc., falling within the isolated categories or not meeting the grade to grade specifications, will henceforth be eligible to be considered for placement in W-4 and onwards up to W-8 on completion of 7 years of service in the existing scale in line with the employees, who have already been placed in Group-II, as per Cluster based Promotion Policy notified vide Circular No. 78 dated 19.3.2004.
- v) In order to provide avenues of promotion to existing Shuntmen, it has been decided that the existing Shuntmen, on meeting the grade to grade specifications, shall be promoted to next higher scale as per the Cluster based

Promotion Policy. However, the Shuntmen, who are not meeting the grade to grade specifications shall be placed in the next higher scale on completion of 7 years service in the existing scale. Further, Units will make efforts, keeping in view the exigencies of work and operational requirement, to provide training to Shuntmen, depending upon availability of vacancy.

- vi) The Firemen working in the scale of W-6 shall be considered for promotion in the next higher scale of W-7 on completion of prescribed period as per the Cluster based Promotion Policy. Unit Management will make efforts keeping in view the exigencies of work to depute leading Firemen in a phased manner for the Sub-Officers Course at NFSC Nagpur, so that employees could become eligible for regular promotion. Such of employees who are held up at W-7 will be placed in W-8 after completion of 5 years period and further they will be considered for placement in W-9 scale on completion of 7 years service.
- vii) In terms of guidelines circulated vide IOM dated 19.8.2004, TGTs in W-7 scale are required to possess 60% marks in Post Graduation to become eligible to be considered for promotion to the level of W-9.

It has been decided that such of the existing TGTs working in the scale of W-7, but not meeting the eligibility criteria of having 60% marks in Post Graduation in concerned subject, will henceforth be eligible to be considered for promotion in W-9 (PGT) on completion of 7 years of service in the existing scale. They will also be eligible to be considered for placement up to E-1 scale prescribed for Teachers vide circular dated 19th August, 2004 on completion of further period of 7 years subject to suitability. Further, such of the existing TGTs, who are not meeting the eligibility criteria of Masters Degree in the relevant subject, shall be eligible to be considered for placement in W-8 on completion of 7 years service in the existing scale. They will also be eligible to be considered for placement in W-9 on completion of further 7 years in W-8 scale.

- viii) The existing PCMs, who are possessing the qualification of graduation, shall be considered to take Typing test for promotion as Typist-Clerk against available vacancy of Typist-Clerk/Steno-clerk, subject to approval by Corporate Office.
- ix) For the purpose of determining eligibility of workmen for promotion w.e.f. 1.1.2006 onwards, the period of service rendered by the employees in SG scale will also be considered for eligibility for promotion, as one time dispensation, to be given only once in the entire service.

Necessary action for considering the eligible employees for promotion / placement to next higher scale be taken in accordance with the above guidelines, after the temporary ban on recruitment / promotion is lifted by the Govt., for which specific communication will be issued to all Units / Offices separately.

(H.R. VARMA)
GENERAL MANAGER (HR) I/C