

No.5-ITPO(1)/E-I/2014
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
Date : 18th October, 2016

Office Order No. Admn. / 759 / 2016

In supersession of office order No. Admn./608/2016 dated 16th August, 2016, the criteria for promotion in respect of Group "A", "B" and "C" officials/officers will, henceforth, be as under :

1. The prescribed Qualifying service period for the promotion is amended as under :

S. No.	Posts	Existing Qualifying service period revised in 2001	Amended Qualifying service period
1	SGM, GM, DGM, SM, Mgr. & equivalent	5 Years	3 Years
2	DM, PS, Executive, PA, Sr. Asstt., Sr. Steno & equivalent	4 and 5 Years	4 Years
3	DM (Works & Arch), Executive (Fin.), Asstt. & Equivalent in GC, Jr. Asstt. & Equivalent in Security cadre	7 and 8 Years	6 Years
4	Jr. Asstt. & Equivalent in GC	5 Years subject to clearing typing test	4 Years subject to clearing typing test

Promotion to the posts in Group 'A'

- 2.1 The basis for promotion shall be 'Merit-cum-Seniority' for Group 'A' posts. The DPC will rank the officers in the order of merit for promotion purposes. The merit list shall be prepared based upon the scores obtained by the officers, all inclusive. The officers fulfilling the bench mark and placed in the higher rank will be recommended by DPC for promotion depending upon the availability of vacancy.

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- 2.2 The overall marks keeping in view all criterion and the bench mark shall be as under :

	For Group 'A' posts other than DM	For Group 'A' Lowest rung (DM)
Performance Appraisal	45	40
Interview	35	35
Qualifications	10	10
Seniority	10	15
Total	100	100

For promotion minimum 65 marks will be required out of 100 marks in case of Group A posts.

- 2.3 The marks prescribed for performance appraisal are as under :

Overall marks for appraisal	For Group 'A' posts above DM	For Group 'A' DM level post
Outstanding	45	40
Very Good	35	30
Good	30	25

For performance appraisal, DPC will take into consideration last five years APARs / ACRs (except where only three / four years APARs/ACRs are available) and assign marks on pro-rata basis for each year.

- 2.4 The officer with grading below "Good" in the ACRs in any of the assessment years considered by DPC shall not be eligible for promotion in case of Group A posts.

- 2.5 The marks prescribed for qualifications are as under :

QUALIFICATION	Proposed for Group 'A' posts other than DM (maximum 10 marks)	Proposed for Group 'A' Lowest rung (DM) (maximum 10 marks)
Graduation	06	06
Masters level / Post Graduation	08	08
Professional level	10 CA, Law Degree, ICWA, CS, MCA, Engg., MBA and other specialized P.G. courses relevant for promotion	10 CA, Law Degree, ICWA, CS, MCA, Engg., MBA and other specialized P.G. courses relevant for promotion

No marks will be assigned for qualification below Graduation.

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2.6 Marks prescribed for seniority are as under :

For Seniority in the Grade (each year)	For Group 'A' posts above DM (maximum 10 marks)
3 years and above upto 4 years	06
More than 4 years upto 5 years	08
Exceeding 5 years	10

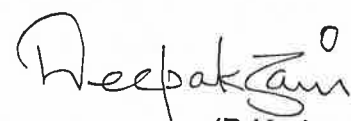
For Seniority (each year)	For Group 'A' DM level post (maximum 15 marks)
4 years and above upto 5 years	09
More than 5 years upto 6 years	12
Exceeding 6 years	15

3. **Promotion to the posts in Group 'B' and 'C':**

For promotion to the posts of Group 'B' & Group 'C', benchmark will be 'Good'.

4. For the composition of the DPCs for all the posts one outside Expert will be co-opted in the Departmental Promotion Committee for promotion to the posts in Group A. There is no change proposed where composition of DPC requires two outside experts.

The recruitment rules stand amended to the extent stated above.



(D.K. Jain)

Dy. General Manager (Admin)

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