

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

Pragati Maidan, New Delhi  
Date: 16<sup>th</sup> August, 2016

**Office Order No. Admin/ 608 /2016**

In pursuance of the decision of the Board of Directors, in its 197<sup>th</sup> meeting held on 27.06.2016, and in supersession of office order No. Admn/1245/2008 dated 08.10.2008, the below mentioned criteria for promotion in respect of Group "A", "B" and "C" officials/officers will, henceforth, be followed with immediate effect:

1. The basis for promotion shall be exclusively on merit-cum-seniority basis in Group 'A' posts. The DPC will rank the officers in the order of merit for promotion purpose.
2. The marks for performance appraisal may be as under :

For appraisal (each year)	For Group 'A' posts other than DM	For Group 'A' Lowest rung (DM)
Outstanding	15	10
Very Good	12	08
Good	09	06
Fair / Average	06	04
Poor / Below Average	00	00

APARs for relevant years will be considered to assess performance. The overall marks will be calculated as per above table. The minimum marks required for ACRs in case of three years service length will be 36 marks and in case of four years service length the same will be 32 marks.

3. The overall marks will be as follows:

	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
<b>Total</b>	<b>100</b>	<b>100</b>

**Contd...2.....**

Higher weightage will be given to performance in interview and because of reduction in the qualifying service the overall marks for performance will be reduced appropriately. Marks for seniority and qualification will be retained except in case of promotion to the post of DM where marks for seniority will be increased by five marks. For promotion minimum 60 marks will be required out of 100 marks.

The officers who score 80 marks and above will supersede those getting marks between 60 and 79 marks. However, an officer scoring 80 marks will supersede subject to the condition that he would have atleast 5 marks more than the officer having the highest marks in the list of officers being superseded. If more than one officer score 80 marks or above, inter-se-seniority among such superseding officers in the feeder categories will be maintained.

The benchmark for promotion in the Group A posts shall be "Very Good" in all relevant years. There will not be any requirement to have Outstanding Reports to effect supersession in promotions by DPCs.

4. **Promotion to the post in Group 'B' and 'C':**

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

5. For the composition of the DPCs for all the posts one outside Expert must 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.

**Contd...3.....**

6. The prescribed Qualifying service period in the **Recruitment Rules** has been 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

DPCs will make overall assessment for making suitable recommendations for grant of promotion(s) as per amendments approved above.

The recruitment rules stand amended to the extent stated above.

*Deepak Jain*  
(D.K. Jain)

**Dy. General Manager (Admin)**

**To:** All officers and staff members.

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