

Annexure to I MOS dated 27.02.2009

Promotion Policy and Procedure for Non - Management staff

1. It is the policy of the Company to ensure that employees are adequately rewarded for their efforts both by way of monetary compensation and career opportunities.
2. It is the policy of the Company to provide employees opportunities for growth within the Company in an equitable manner based on their performance and suitability for higher positions, and to ensure that employees are provided with opportunities for equipping themselves for higher responsibilities through training and development.

PROCEDURE FOR PROMOTION OF EMPLOYEES

1. Objective

- 1.1 To provide equitable career opportunities for employees in the grade of TS1/JM1 and below in conformity with the policy of the Company.
- 1.2 To ensure timely replacement to positions that may fall vacant because of retirement, resignations and any other reasons.

2. Coverage

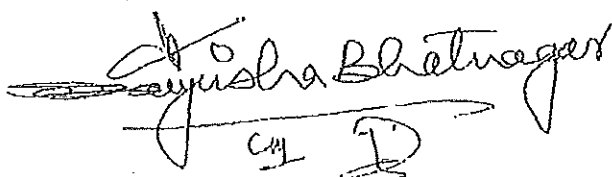
This procedure will cover all permanent employees of the company in the grades TS1/JM1 and below, and promotions to all positions upto E1 grade.

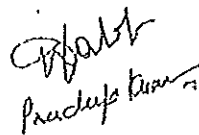
3. Eligibility for Promotion

The eligibility for promotion from different grades will be as per Enclosure I

4. Criteria for Promotion

- 4.1 The predominant criterion for promotion of an employee will be his performance and clean service records. Suitability for the higher post would also be considered. Service in the grade and qualification will be given due weightage. The weightage for each of these factors will be as follows:


Jayshra Bhetnager
C.M. I


Pradip Kumar

Performance - Average of the *qualifying* years : 60 points
Service in the grade: 15 points
Qualification : 10 points
Higher Qualification 5 points
Suitability : 10 points

4.2 **Performance:** Performance will be evaluated annually as per the procedure laid down in that behalf separately. Performance rating of less than 45 points will not qualify an employee for promotion. Points for performance will be given by taking the average of the previous 3 years performance rating as follows:

A (Excellent)	60
B (Good)	45
C (Average)	30
D (Below Average)	20
E (Poor)	0

4.3 **Service:** Weightage will be allotted by assigning 1.25 points for every quarter's service in the grade beyond the qualifying period of service as provided in Enclosure I, subject to a maximum of 15 points. This will be applicable for promotions upto grade E1.

4.4 **Qualification:** Marks for qualification will be assigned as follows:

(i) Points subject to a maximum of 10 will be given for professional qualification as per Enclosure II. Such a qualification must be relevant to the area of work.

(ii) A maximum of 5 additional points may be given for relevant additional professional qualification acquired/ possessed by the employee for first promotion and for subsequent promotions, one additional mark would be given. For each subsequent additional relevant qualification, not more than 1 mark will be given upto grade E1.

(iii) Employees without Matriculate qualification will not be entitled to get promoted to E1 grade.

(iv) Employees with Matriculate qualification are allowed to be promoted only upto E1 grade.

4.5 **Suitability:** Marks for suitability will be assigned by the Departmental Promotion Committee taking into account the potential of the candidate and his suitability for the higher position.

4.6 Promotions will be timebound upto TS1 /JM1, subject to securing minimum

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eligibility marks and service criterion.

5 Promotion to E1 (M8) grade:

Promotions to E1 grade will be based on vacancies arising in the grade including those occurring due to retirement, death, resignation and new sanctions. Of the total available vacancies, max 10% will be filled by granting accelerated promotions to those employees who have acquired / possess higher qualification and appear for a written examination and an interview and are either in TSI/JMI or who have completed 8 years of service in the Company, whichever is earlier. The balance E1 vacancies will be filled in the ratio of 50:50 i.e. direct recruitment and promotion from Staff category.

6. Selection for Promotion

6.1 Selection for promotion will be made by Departmental-Promotion Committee as indicated below :-

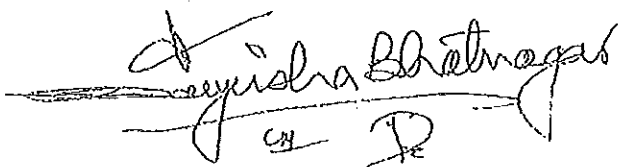
Executive Director of the concerned department or in his absence GGM or in his absence GM Incharge of the concerned department	Chairman of DPC
Head of HR	Member
One GM of the concerned Dept.	Member

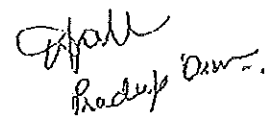
In respect of DPC of HR dept., MD will nominate GM of any other dept.

The recommendation of the Departmental Promotion Committee will be perused by the concerned Director and the Managing Director will be the final approving Authority. The Departmental Promotion Committee will meet once in a year in the month of Feb-March and promotions announced subsequently, to be effective from 1st April. Employees would be required to join their new positions within 30 days from the date of date of promotion order failing which the promotion order will stand withdrawn unless the extension is approved by the concerned Director/MD.

6.2 The following basis will be followed by the Committee while recommending candidates for Promotion:

Promotion to E1 grade will be purely vacancy based. Promotions in categories 1,2,3,4 & 5 of the Enclosure 1 will be timebound subject to fulfillment of the conditions as stipulated herein. Promotions in category 6 will be timebound upto


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MD


Pradeep Datta

grade III (TS3/JM3) and thereafter subject to vacancies and acquiring higher qualification/skill after appropriate Training. Candidates scoring less than 45 points for Promotion upto TS1/JM1 grade and 60 points for promotion to E1 grade will not be recommended for Promotion.

6.3

Streams of Promotion

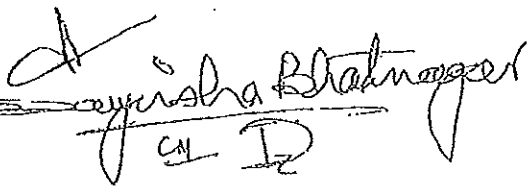
The following departments or groups of departments will be treated as separate streams of promotion upto TS3/JM3 grade and vacancies will not be interchangeable between the streams of promotions. Within streams of promotions vacancies are interchangeable.

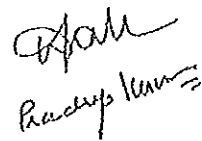
Streams of Promotion	Departments
Operations	Operations & Project
Maintenance	Mechanical/Electrical/ Instrumentation/Civil
Technical Services	Tech. Services/Lab/Inspection
Commercial	Finance, Internal Audit and Secretarial Purchase & Materials Persl. & Admn & Liaison All JM staff posted in any department
Others	R&D Fire & Safety Security Documentation Marketing Corporate Communication Information System

6.4 In respect of promotion to E1 grade, points will be assigned as per weightages mentioned at para 4 above. Employees scoring 60 points and above will be listed in the order of merit. Promotion to the available vacancies, subject to condition stipulated in para 5 will be given as per the order of merit.

7. Promotion of fresh Diploma Trainees/BSc. Trainees/ Graduates in Commercial deptt from Grade V (W2) and equivalent grades to W1/JM4:

Fresh Diploma holders and fresh BSc. / Commercial Graduates will be recruited as trainees. After satisfactory completion of training, henceforth they will be


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CA I


Rakesh Kumar

placed in Grade V (W2/JM5) and after completion of 3 years they will be assessed for promotion to JM4/W1 grade.

In respect of qualified commercial staff who had joined in JM5 grade prior to July 99, as a one time measure, it has been agreed to grant one year benefit to JM2 employees with 2 years experience and above thereby meaning that those JM2 grade employees who have served in the grade for two years will be upgraded to JM1. Similarly, JM2 employees with 3 years in that grade will be upgraded to JM1 with addition of 1 years service in JM1 and so on. While in respect of JM1 employees, it has been agreed to grant 3 years benefit thereby meaning that all such JM1 employees will be eligible for promotion to E1 grade. Further, the details as regards to employees who will be benefited by virtue of this agreement will be as per Enclosure III.

8 General:

- 8.1 The promotion of the employees in whose cases the disciplinary proceedings are pending or being contemplated, the findings of the DPC shall be kept in a sealed cover in line with the procedure to be followed as per the DOP&T, GOI instructions issued from time to time on the subject.
 - 8.2 The management may, at its discretion fill up any vacancy by direct recruitment depending on exigencies of operations/work and the need for experienced personnel at different levels.
 - 8.3 Management, at its discretion may amend, modify or abrogate these procedures taking into consideration the provisions of ID Act.
9. Tenure: These procedures will come into effect from April 2008. The promotion will be effective from 1st April every year. In case of employees who are eligible for October promotion & whose date of joining is upto 30th of June, such cases will be considered for promotion in the cut off date of 1st April i.e. a relaxation of three months for all category of employees for 1 cycle without giving its effect to future employees i.e. those joining on or after 01.04.2008.

Enclosed: Enclosure I, II & III

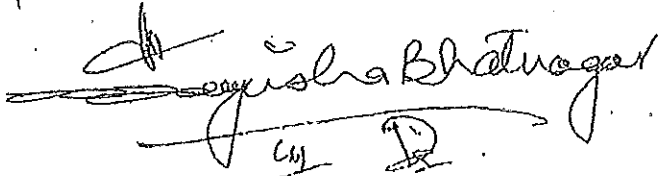
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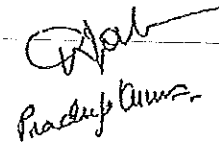
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Enclosure I

Category	Qualification	W3/JM0	W2/JM5	W1/JM4	TS3/JM3	TS2/JM2	TS1/JM1
1	Diploma * (3Yrs course)/B.Sc		3	2	4	3	3
2	B.Sc in Lab *		2	3	4	3	3
3	Graduates Commercial Depts		3	3	3	3	3
4	ITI /Eq		6	6	4	4	4
5	SSLC/Non-SSLC with Special skills	6	8	6	6	5	6
6	Non-SSLC without special skills	7	7	7	7	5	

* In case of new joiners i.e. on or after 1/4/08, it will be 3-3-3-3-3


Anusha Bhattacharya


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Enclosure II

Weightage for educational qualifications for promotion for Non-Management staff

I. Technical department

- B.Sc./Diploma in Engineering or its equivalent 10*
- HSC in Science or its equivalent/ Matriculation with ITI Certificate / PUC(Second) 6
- Matriculation/Higher Secondary in other faculty 2

II Refinery Laboratory

- B.Sc. 10
- I.Sc / HSC (Science) / PUC(Second) 6
- Matriculation 2

III Finance Department

- Bachelor's Degree in Commerce / Intermediate CA/PCC 10
- Intermediate in Commerce or its equivalent / Graduation in any other faculty 6
- Higher Secondary / Matriculation / PUC(Second) 2

IV Secretarial Department

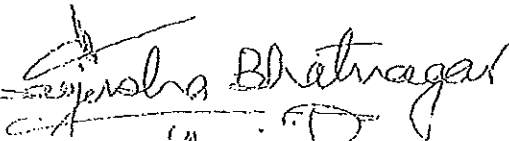
- Graduate 10
- Intermediate/ PUC(Second) 6
- Higher Secondary / Matriculation 2

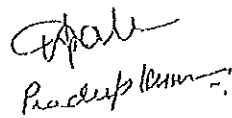
V. HR Department

- BBM/Graduate/Diploma (Three years course) 10
- Higher Secondary (10+2 Course) / PUC(Second) 6
- Matriculation 2

VI. Material Department

- Graduate with Diploma in Materials Management/Three years Diploma in Materials Management/Diploma in Engineering with Diploma in Materials Management. / Graduation 10
- Intermediate/ Higher Secondary/ PUC(Second) 6
- Matriculation 2


Sushma Bhattacharya


Pradeep Kumar

VII. Fire & safety

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|---|------|
| ➤ Diploma in Engineering with Diploma of NFSC, Nagpur or its equivalent / Degree with Diploma of NFSC or its equivalent | 10** |
| ➤ Diploma in Engineering /B.Sc. | 8** |
| ➤ Graduation | 6 |
| ➤ Higher Secondary / PUC(Second) | 2 |

VIII. Systems / Computer Department

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|--|----|
| ➤ Graduate with Maths or Operational Research or Statistics / Physics/ Applied Science with Diploma in Computer Science (minimum one year) from recognised University /Institute | 10 |
| ➤ Graduate, with Maths/Operational Research / Statistics / Physics/Applied Science or three year Diploma in Computer Science | 8 |
| ➤ Graduation in any faculty | 6 |
| ➤ Higher Secondary / PUC(Second) | 2 |

XI. Corporate Communication

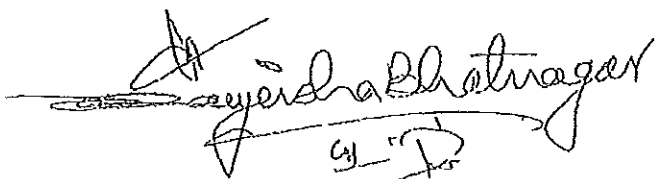
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|---|----|
| ➤ Graduate with Diploma in Journalism/ PR /Advertising of one year or Graduation in Communication / Journalism. | 10 |
| ➤ Graduate in any subject | 8 |
| ➤ HSC/ PUC(Second) | 2 |

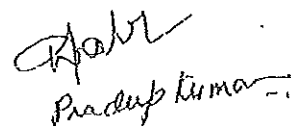
XII. Marketing Department

- | | |
|----------------------------------|----|
| ➤ Graduation in any faculty | 10 |
| ➤ Inter / Plus Two / PUC(Second) | 6 |
| ➤ High School / Matriculation | 2 |

* 2 Additional marks for BOE & Electrical Supervisor course for ITI.

** 2 Additional marks for duly recognised Diploma in Industrial Safety.


Anjeisha Bhatnagar


Pradeep Kumar

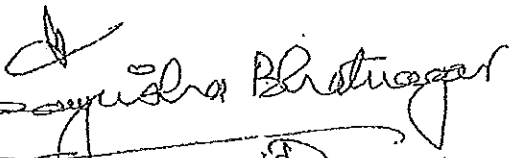
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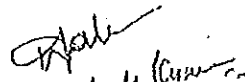
In respect of qualification below matriculation, the marks would be '0'.

In respect of rotation to other department the employee will retain the qualification marks pertaining to his core area.

The qualification having 10 marks will be the induction level qualification on implementation of this Promotion Policy.

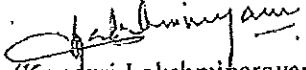
This is full and final settlement in respect of the pending dispute and no individual & / or case of a group will be reopened on account of any anomaly that may arise consequent to the implementation of this settlement.

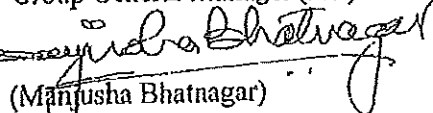

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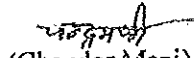

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Additional benefit in no of years implies, adding the years in the residency period for eligibility to higher grade

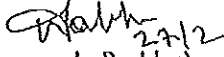
Employee from Sr. no 1 to 5 are eligible for promotion to E1 grade and it can be granted if they meet Min eligibility criterion along with existence of Vacancy in E1 grade.

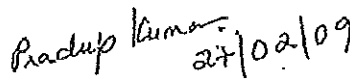

(Konduri Lakshminarayana)
Group General Manager (HR)

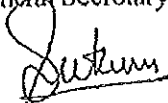

(Manjusha Bhatnagar)
General Manager (HR)

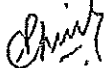

(Chander Mani)
Chief Manager (Personnel)



(Peeush Upadhyay)
Dy. Manager (HR)

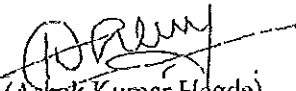

(G Dayananda Prabhu)
President

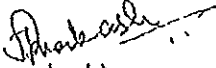

(Pradeep Kumar)
General Secretary


(Sukumar Bhandary)
Vice President


(Anil Pinto)
Vice President


(Roshan J Rodrigues)
Joint Secretary


(Ashok Kumar Hegde)
Joint Secretary


(Jayaprakash)
Treasurer

Modification as per MOU arrived on 06/01/2011 between MEU and HRPL in the matter of Long Term Settlement effective 01/04/2007.

5.0 Promotion Policy:

5.1 In furtherance of and by virtue of this settlement, it has been mutually decided by both the parties to revisit the clause no 3 to be read with Enclosure- I of the tripartite settlement dated 27 / 02/ 2009 entered into between the Company and the Union pertaining to promotion policy. Accordingly, the above clause shall be revised as under:

Quote:

"Clause no: 3. Eligibility for Promotion.

The eligibility for promotion from different grades will be as per Enclosure - I.

Enclosure-I (Figures in years)

Category	Qualification	W3 /JM 6	W2/ JM5	W1/J M4	TS3/J M3	TS2/J M2	TS1/J M1
1	Diploma (3Yrs course)/B.Sc		4	4	4	4	4
2	B.Sc in Lab		4	4	4	4	4
3	Graduates - Commercial Depts.		4	4	4	4	4
4	ITI/Eq		6	5	4	4	4
5	SSLC/Non-SSLC with Special skills	6	6	5	5	5	5
6	Non-SSLC without special skills	7	7	7	7	5	-

Unquote

Rajiv Mehta
6/1/2011

Deep

H. K. ...

H. S. ...
6/1/2011

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All other paras in the existing promotion policy pertaining to residency period in various grades stands modified in accordance with the Enclosure-I as above.

The amendment in the existing Promotion policy will be effective from the date of signing of MOU.

However, Management will examine in giving a one time benefit to those employees working in TS2/JM2 & below grades and who are otherwise eligible for promotion as per the existing promotion policy as on cut-off date of 31/3/11 vis-à-vis new amended promotion policy.