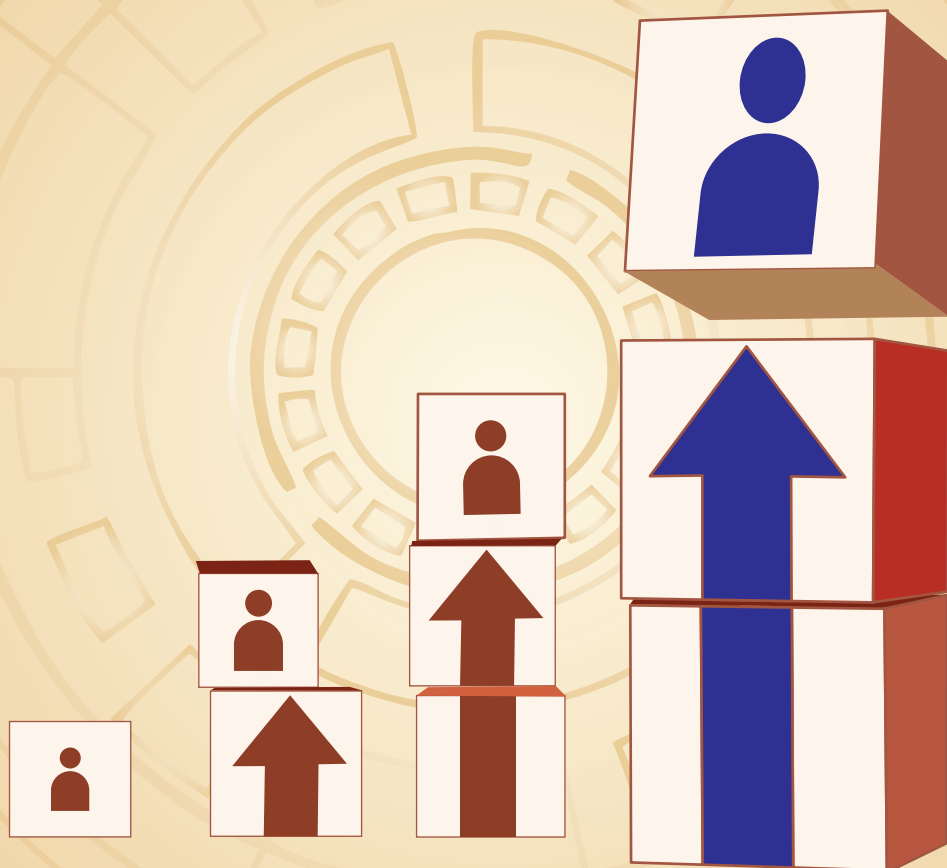


HR MANUAL BOOK 1A

PROMOTION RULES

(Updated upto 31st May 2020)



Hindustan Aeronautics Limited

Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.co.in

(for Private Circulation Only)

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ಅಧ್ಯಕ್ಷರು ಮತ್ತು ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

आर. माधवन

अध्यक्ष एवं प्रबंध निदेशक

R. MADHAVAN

Chairman & Managing Director



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ಪ್ರಧಾನ ಕಛೇರಿ

हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED

CORPORATE OFFICE



MESSAGE

Employees are the most valuable asset of a Company. The legacy of our Company and its continued success make us the most recognized name in the South East Asian Aviation Industry. The Human Resource function plays an important role in catapulting the Organization on its journey towards achieving excellence.

I am delighted to note that various HR Manuals which are compendium of HR Policies on subjects of Recruitment and Promotion Rules; Conduct, Discipline & Appeal Rules, and Terms & Conditions of Service; Performance Appraisal System, Job Rotations, Training and Sponsorship Schemes; Pay & Allowances; Travelling Allowance Rules & Leave Rules; Welfare Measures, Medical Benefits & Post Superannuation Benefits; Reservation Matters, etc. have been revised & updated.

Employees are required to be well informed about the Rules & Regulations, especially the HR Policies of the Company. The updated Manuals will help the employees to understand the Rules & Policies which helped us to reach where we are today. We strongly subscribe to the principle of transparency in all gamut of activities and the revised HR Manuals would be uploaded on the HAL Website.

My best compliments to the HR Team for being instrumental in bringing out the updated Manuals.

With Best Wishes.


(R.MADHAVAN)

Bengaluru

31st May 2020

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ನಿರ್ದೇಶಕರು (ಮಾನವ ಸಂಪನ್ಮೂಲ)

आलोक वर्मा

निदेशक (मानव संसाधन)

ALOK VERMA

Director (Human Resources)



हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE

ಹಿಂದೂಸ್ತಾನ್ ಏರೋನಾಟಿಕ್ಸ್ ಲಿಮಿಟೆಡ್

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FOREWORD

Performance of any Company largely depends on the potential of its employees. It is essential that employees are recognized and rewarded for their efforts appropriately in order to keep them motivated to perform at their full potential consistently. Each employee aspires to grow in his career over a period of time. Therefore, laying down clear career paths for all employees is one of the key tasks of the Human Resources Function.

One of the objectives of the Promotion Policy is to differentiate high performers from low performers and promote deserving personnel to higher positions. Promotion Policy also envisages identifying suitable personnel to man Critical Positions. One of the challenges in this regard is to keep the Policy un-biased. Promotion Policies of the Company have been reviewed from time to time, towards this endeavor.

The Promotion Manual incorporates various Policies and Circulars issued in respect of Promotions within the Workmen Cadre, Workmen to Officers Cadre and within the Officers Cadre. The Manual also incorporates Policies pertaining to recognition of Qualifications in various Technical & Non-Technical Disciplines, Pay Fixation methodology on Promotion, etc.

I am sure that the updated Manual will help all Officers & Workmen in general and Officers & Workmen of the HR Discipline in particular to understand & implement the Promotion Policies in HAL. My best compliments to the team which has put all out efforts in bringing out this revised and updated Manual, incorporating the Policies & Circulars issued upto 31st May 2020.

(ALOK VERMA)

Bengaluru

31st May 2020

15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಭಾರತ, 15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಭಾರತ

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CHAPTER 1

PROMOTIONS IN THE WORKMEN CADRE

PROMOTIONS IN THE WORKMEN CADRE

1.1 PROMOTION SCHEMES

1.1.1 An employee will be eligible to be considered for promotion to next Group / Scale on completion of specified number of years of Service in the existing Group / Scale and possessing requisite Educational Qualification prescribed for Promotion subject to fulfilling other prescribed conditions. For the purpose of Promotion, Workmen in the Company are segregated into two categories w.e.f 15.4.97 as follows:

- a) Those who were on the Regular Rolls of the Company as on 15th April 1997 are covered under the Time Scale Promotion (TSP) Scheme;
- b) Those who have been appointed / will be appointed as Regular Employees on or after 16th April 1997 are covered under the Career Plan Scheme (CPS).

1.2 TIME SCALE PROMOTION SCHEME (TSP)

References:

- 1. PC No.531 dt. 12-09-1984**
- 2. PC No.567 dt. 26-08-1986**
- 3. PC No. 574 dt. 20-06-1987**
- 4. HAL/P&A/27(30)/04 dt 04-02-2004**
- 5. HAL/P&A/27(30)/08 dt 10-10-2008**

1.2.1 This Scheme is applicable to all Workmen who had been appointed in the regular Pay Scales of the Company on or before 15.4.97.

1.2.2 Prior to 1985, promotions were based entirely on the availability of vacancies. Consequently, Career opportunities for Workmen differed widely from Trade to Trade and from Division to Division. In order to correct the situation and provide for career growth, Management had introduced the Time Scale Promotion Scheme for Workmen in the then existing Groups - A, B, C & D, effective from 1st January 1985. Suitability of Workmen for promotion was determined by Written Test and Interview. With the introduction of Group-F in the Workmen Cadre, the Time Scale Promotion Scheme was extended to cover Promotions from Group-E to Group-F, with effect from 1.9.86.

1.2.3 With a view to provide further promotional avenues to the existing Workmen, two new Scales were introduced in the Company i.e. Scale-5 (between Group-B & C) and Scale-10 (above Group-F) with effect from 15.4.97. Further, with the introduction of Career Plan Scheme w.e.f. 16.4.97, Vacancy Based Promotions from one Wage Group/Scale to another Wage Group/Scale was discontinued within the Workmen Cadre.

1.2.4 With effect from 1.1.2000, promotions in the Workmen Cadre are being effected only from one date in a year i.e. 1st January. Modifications in the Time Scale Promotion Scheme were made effective from 1.1.01. Written Test & Interview for promotions under the Time Scale Promotion Scheme were withdrawn w.e.f 1.1.04 and promotions are now effected without referring to vacancies by adopting the methodology indicated at para 1.20.

1.2.5 A Special Scale (SS) equivalent to Grade-I was introduced in the Workmen Cadre above Scale-10 as also further modifications in the Time Scale Promotion Scheme made, with effect from 1.3.08.

1.3 Span of Promotion

1.3.1 Workmen in Scale-2 to Scale-10 [i.e Group-B, C, D, E, F and Scale-10] covered under the TSP Scheme are eligible for Time Scale Promotion to the next higher Group / Scale on completion of specified number of years of service in each Scale of Pay as indicated below subject to fulfilling other prescribed Terms & Conditions:

UNSKILLED WORKMEN					
Promotion (from Scale to Scale)		SSLC or above		Below SSLC	
2 to 4		8		9	
4 to 5		7		7	
5 to 6		7		7	
TECHNICAL TRADES					
Promotion from Scale to Scale	Professional Qualification i.e Degree in Engg or its equivalent	Diploma in Engg. / B.Sc*	NAC / NCTVT / ITI	SSLC	Relaxed educational qualification prescribed in R&P Rules.
4 to 6 (Gp. B to C)	NA	7	8	8	9
5 to 6#	NA	6	6	6	7
6 to 7 (Gp. C to D)	5	6	6	7	8
7 to 8 (Gp. D to E)	4	5	6	6	7
8 to 9 (Gp. E to F)	4	4	4	5	6
9 to 10 (Gp.F to S-10)	4	4	4	6	NA

Promotion from Scale to Scale	Professional Qualification i.e Degree in Engg or its equivalent	Diploma in Engg. / B.Sc*	NAC / NCTVT / ITI	SSLC	Relaxed educational qualification prescribed in R&P Rules.
Scale-10 to Special Scale	4	4	4	5	NA
NON-TECHNICAL TRADES					
Promotion from Scale to Scale	Professional Qualification i.e CA / ICWA / MBA etc.	BA / B.Sc / B.Com etc	PUC / Intermediate	SSLC	Relaxed educational qualification prescribed in R&P Rules.
4 to 6 (Gp. B to C)	NA	7	8	8	9
5 to 6#	NA	6	6	6	7
6 to 7 (Gp. C to D)	5	6	7	7	8
7 to 8 (Gp. D to E)	4	5	6	6	7
8 to 9 (Gp. E to F)	4	4	5	5	6
9-10 (Gp. F to Scale-10)	4	4	5	6	NA
Scale-10 to Special Scale	4	4	4	5	NA
* Wherever prescribed for Direct Recruitment prior to 15.4.97. # Applicable only to re-mustered Workmen in Scale-5. Period reckoned from the date of re-mustering					

Notes:

- 1) In order to improve the overall Qualification profile of the Company, Workmen in the Technical Disciplines acquiring Degree in Engineering or its equivalent and in Non-Technical Disciplines acquiring 2 years Full Time or 3 years Part Time / Correspondence Professional Qualifications (viz. ICWA, CA, ACS, MBA etc.), in the relevant Discipline, while in service, are given one year relaxation in their promotion span under Time Scale Promotion Scheme, subject to a minimum span of 4 years, compared to Non PQs, as indicated in the above Table.

- 2) To derive the benefit of Professional Qualification for promotion as above, Workmen should have acquired the qualification in the Discipline in which they are working (examples: employees working in the Finance Department should acquire the qualification in the Finance Discipline; employees working in the HR Department should acquire qualification in the HR Discipline, Workmen in Technical areas should acquire Degree in Engineering, etc.).

1.4 CAREER PLAN SCHEME (CPS)

References:

1. HAL/P&A/27(30)/99/3 dt. 03-02-1999
2. HAL/P&A/27(30)/04 dt. 04-02-2004
3. HAL/P&A/27(30)/08 dt. 10-10-2008

1.4.1 A new Scheme known as Career Plan Scheme was introduced with effect from 16.4.97, to regulate the induction & career progress of newly recruited Workmen. In addition to the then existing Wage Groups / Scales of Pay, four more Pay Scales were introduced in respect of Workmen covered under this Scheme. The Pay Scales were to be known as Scales-1 to 10. The newly introduced Scales were Scale-1 (below Group-A), Scale-3 (between Group-A and Group-B), Scale-5 (between Group-B and Group-C) and Scale-10 (above Group-F). Further modifications in the Career Plan Scheme were made with effect from 1.1.01 and again w.e.f 1.3.08. The Special Scale above Scale-10 was also introduced w.e.f. 1.3.08.

1.4.2 This Scheme is applicable to all Workmen who have been / who would be appointed in the regular Pay Scales of the Company on or after 16th April 1997.

1.5 Channel / Cadre Structure

1.5.1 There are 4 Channels / Cadres in the Workmen Category under this Scheme, known as Channels A, B, C & D. Workmen are categorized into the respective Channels, based on the qualification required to be possessed for entry into each Channel, as indicated below:

Channel	Qualifications		Skill Level
	Technical Trades	Non-Technical Trades	
A	No Induction	SSLC	Un-skilled
B	ITI	PUC / Inter *	Semi-skilled
C	NAC / NCTVT / BSc~	BA/ B.Sc / B.Com* \$	Skilled
D	Diploma in Engg / MSc~	MA/M.Sc/M.Com *	Highly skilled
* With relevant Certificates of Proficiency in Typing, Stenography, PC Operations etc (Minimum of 3 months duration), as the case may be. In respect of candidates possessing the Qualification of Degree in Computer Science or			

Degree in Computer Application, the Certificate of proficiency in PC Operations need not be insisted upon.

\$ would mean Bachelors Degree in Arts / Science / Commerce / Administration / Management / Computer Applications (like BA / BSc / BCom / BCA / BBA / BBM).

~ In Trades wherever BSc / MSc is presently prescribed for Direct Recruitment

1.6 **Induction Levels**

1.6.1 The Scales of Pay to which appointments were / are made, Channel-wise, are as follows:

Channel	Pay Scales to which appointments were/are made	
	From 16.4.97 to 28.2.08	w.e.f 1.3.08
A	A1	A1
B	B3	B4
C	C4	C5
D	D5	D6

Note: No appointments would be made in lower or higher Scales of Pay, in any Channel, except in respect of experienced Ex-servicemen.

1.7 **Induction Levels for Specific Qualifications**

References:

1. HAL/P&A/27(3)/08 dt. 10-10-2008

2. HAL/HR/27(30)/2010/2 dt. 10-03-2010

1.7.1 In addition to the generic induction levels as at para 1.6.1, separate induction levels for specific qualifications are provided, as follows:

- a) Induction levels for posts in the Trades of Pharmacist, Nursing Staff and Clerical Cadre, in respect of candidates possessing specific qualifications, are as follows:

Designation	Qualification possessed	Channel and Scale of Induction
Pharmacist	PUC/Inter + Diploma in Pharmacy (D. Pharma) (2 years)	C5
	PUC/Inter + Bachelors Degree in Pharmacy (B. Pharma)	D6
Nursing Staff	PUC/Inter + Diploma in General Nursing	C5
	PUC/Inter + Bachelors Degree in Nursing	D6
Clerical Staff	SSLC + Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/ Diploma in Secretarial Practice + one year Apprenticeship. *	C5
	University Degree + Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/ Diploma in Secretarial Practice*	D6
* The Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/Diploma in Secretarial Practice should be acquired from the State Board of Technical Education		

- b) Levels of Induction in the Library Trade in respect of candidates possessing Specific Qualifications are as follows:

Sl. No	Qualification possessed	Channel and Scale of Induction
1	MA/MSc/ M Com + Qualifications in Library Science/ Library & Information Science like BLISc / BLIS / Diploma in Library & Information Science etc. (Minimum 1 year Course).	D6
2	BA/BSc/ B Com + Qualifications in Library Science/ Library & Information Science like BLISc / BLIS / Diploma in Library & Information Science etc. (Minimum 1 year Course).	C5
3	PUC / Inter + Diploma in Library & Information Science / Diploma in Library Science etc. (Minimum 1 year Course).	B4

1.7.2 In certain Technical Trades like Tool & Die Maker, Millwright etc, the ITI course is of 3 years duration, as against 2 years in generic Trades like Fitter, Miller, Turner etc. Personnel in such Trades have to learn about Trades like Fitter, Turner and Machinist etc. also. As such, such personnel could be considered as possessing qualification on par with Diploma in Engineering.

1.7.3 Considering the aspects at para-1.7.2 personnel possessing such qualifications will be inducted in the next Scale, compared to the Scale in which normal ITI or NAC/NCTVT qualified candidates are inducted.

1.7.4 Accordingly, personnel in Trades where the ITI Course is of 3 years duration (like Tool & Die Maker) will be inducted in Scales & Channels as indicated below:

Qualification possessed	Channel & Scale of induction
ITI Course of 3 years duration	B5 (as against B4 for normal ITIs)
NAC Course of 4 years duration OR ITI (3 yrs) + NCTVT	C6 (as against C5 for normal NACs/NCTVTs)

1.7.5 Policy provides for induction of Ex-Servicemen who are having relevant experience in the Discipline / Trades in which requirements arise. Based on the qualification(s) possessed, they are either appointed in higher Scales of Pay (compared to the induction levels prescribed under the Career Plan Scheme) and / or are granted Advance Increment(s), depending on the years of service put in the Armed Forces. In other words, experienced Ex-Servicemen are appointed at higher levels, compared to fresh candidates. HR Manual Book No. 7 may be referred for the details in this regard.

1.8 Grant of Service Weightage

Reference:

HAL/HR/27(30)/2020 dt. 16-01-2020

1.8.1 Consequent to the upgradation of the Induction levels in Channels B, C & D w.e.f. 1.3.2008, Service Weightage equivalent to 75% of the service put in the Scale in which the employee had been inducted (including the training period), subject to a maximum of 3 years, in units of completed years, had been granted to Workmen inducted under the Career Plan Scheme in Scales D5, C4 & B3 on or after 16.4.97 and who had been promoted to higher Scales on or before 1.1.08, for their next promotion(s), in order to eliminate seniority anomalies.

1.8.2 Workmen who were inducted in Scales- D5, C4 & B3 on or after 16.4.97 and who were continuing in these Scales as on 1.3.08 were elevated to Scales-D6, C5 & B4 respectively w.e.f 1.3.08; and were also granted Service Weightage @ 50% of the service put in the Scale in which they were inducted (including the training period), for the next promotion. This Weightage was granted in units of completed years and months, subject to a maximum of 2 years.

1.8.3 Workmen appointed in Scales-D5, C4 & B3 after 1.3.08 were re-fitted in Scales-D6, C5 & B4 respectively, depending on the qualifications possessed by them.

1.8.4 Workmen, if any, who were appointed under the Career Plan Scheme w.e.f. 1.3.08 in a Scale of Pay higher than the one in which they would normally have been appointed as per the qualifications possessed by them were not eligible for grant of Service Weightage or elevation to the next Scale of Pay.

1.8.5 In line with the MoU dated 10.12.19 on 2017 Wage Revision signed with the Unions, Service Weightage of 1 more year was granted to Workmen covered under para 3.1.2 of the Circular dated 10.10.08, who were inducted under the CPS on or after 16.4.97 and who had been promoted to higher Scales on or before 1.1.08. This additional weightage was granted to effect promotions w.e.f 1.1.20 or thereafter.

1.8.6 Further, it was also agreed that additional Service Weightage limited to 1 year would be granted to Workmen who were inducted under the CPS on or after 16.4.97 and who were continuing in the induction levels as on 1.3.08 (those covered under para 3.1.3 of the Circular dated 10.10.08), subject to the condition that the Scale Jump / elevation benefit derived by them on upgradation of the induction levels w.e.f 1.3.08 plus the Service Weightage @ 50% of the service put in the Scale in which they were inducted (including the training period) plus the 1 year additional Service Weightage would be limited to a total of 4 years. This additional Weightage, if any, was also to be granted to effect promotions w.e.f 1.1.20 or thereafter.

1.8.7 Illustrative cases of grant of additional Service Weightage as at paras 1.8.5 & 1.8.6 are indicated at **Annexures-IA and IB**.

1.9 **Promotion / Career Growth**

1.9.1 Workmen in each Channel would be eligible for Promotion to higher Scales of Pay within the same Channel, provided they have completed un-interrupted service in their respective existing Scales of Pay as indicated below, on the specified dates, subject to fulfilling all other specified conditions:

Channel	Promotion		Period of un-interrupted service to be completed in the lower scale (in years)
	From Scale	To Scale	
A (SSLC – Non Technical Trades)	1	2	6
	2	3	6
	3	4	6
	4	5	7
	5	6	7
B Technical Trades (ITI) Non-Technical Trades (PUC/Intermediate + Professional Certificates in Typing, Stenography, PC operations etc.,)	4	5	5
	5	6	6
	6	7	6
	7	8	6
	8	9	6
	9	10	6
C Technical Trades (NAC/NCTVT) Non-Technical Trades (Degree of a recognized University + Professional Certificates in Typing, Stenography, PC operations etc.,)	10	Special Scale	5
	5	6	5
	6	7	6
	7	8	6
	8	9	6
	9	10	5
D Technical Trades (Diploma in Engineering) Non-Technical Trades (PG Degree of a recognized University + Professional Certificates in Typing, Stenography, PC operations etc.,)	10	Special Scale	4
	6	7	5 (4*)
	7	8	5 (4*)
	8	9	5 (4*)
	9	10	4
* No. of years indicated in bracket in Channel-D above are applicable in respect of Professionally Qualified Workmen in the concerned Disciplines.			

Notes:

- 1) In order to improve the overall Qualification profile of the Company, Workmen in the Technical Disciplines acquiring Degree in Engineering or its equivalent and in Non-Technical Disciplines acquiring 2 years Full Time or 3 years Part Time / Correspondence Professional Qualifications (viz. ICWA, CA, ACS, MBA etc.), in the relevant Discipline, while in service, are given one year relaxation in their promotion span under Career Plan Scheme, subject to a minimum span of 4 years, compared to Non PQs, as indicated in the above Table.
- 2) To derive the benefit of Professional Qualification for promotion as above, Workmen should have acquired the qualification in the Discipline in which they are working (examples: employees working in the Finance Department should acquire the qualification in the Finance Discipline; employees working in the HR Department should acquire qualification in the HR Discipline, Workmen in Technical areas should acquire Degree in Engineering, etc.).

1.10 Conditions applicable to both Time Scale Promotion and Career Plan Schemes

1.10.1 All promotions in the Workmen Cadre under TSP / CPS would be effected only from one date in a year, i.e. 1st January.

1.10.2 Employees in the Special Scale will continue to perform the duties of Workmen.

1.10.3 Diploma Holders in Engineering or its equivalent in the Technical Trades and BA / B.Sc / B.Com Degree Holders or its equivalent in the Non-Technical Trades are eligible for promotion from Scale-10 to Grade-I (Officers' Cadre), subject to the prescribed conditions. Such employees who are not promoted to Grade-I will be elevated to the Special Scale, on completion of the specified span of service in Scale-10.

1.10.4 Employees elevated to the Special Scale and possessing the qualifications prescribed for promotion to Grade-I, will be eligible for movement to Grade-I parallelly, against vacancies notified for promotion from Scale-10 to Grade-I, along with Workmen in Scale-10. Inter-se-seniority in Scale-10 will be reckoned for deciding the eligibility for the parallel movement to Grade-I. There will not be any change in the Basic Pay on such parallel movement to Grade-I.

1.10.5 Employees who have atleast one month of service left behind for superannuation would be eligible for promotion under the Time Scale Promotion and Career Plan Scheme.

1.10.6 While effecting promotions, in case the first of the month happens to be a Sunday or Company declared Holiday, the seniority will be reckoned notionally from the first of the month though it is a Sunday/declared Holiday for the Divisions / Offices. However, Financial benefits will accrue only from the next working day following the holidays or from the actual date of assumption of charge in the higher Scale of Pay.

1.10.7 Workmen who are re-mustered or are re-categorized from Technical Trades to Non-Technical Trades or vice-versa will be eligible for Time Scale Promotion / Career Plan Scheme, taking into account their original date of Appointment / Promotion to the Group and the Qualification relevant to the re-mustered / re-categorized Trade, subject to fulfilling other stipulated conditions for effecting Promotions in respect of re-mustered / re-categorized Workmen.

1.10.8 The Rules on Reservation of Posts for SC/STs are not applicable for effecting promotion from one Scale to the next under the TSP / Career Plan Schemes, as the promotions are Time Bound.

1.10.9 Promotions under TSP/CPS are without reference to vacancies and Workmen promoted will be given the Designation of higher Group / Scale. Workmen who are promoted under the TSP Scheme / Career Plan Scheme will continue to perform the duties they were performing in the lower Group / Scale prior to their Promotion.

1.10.10 Time Scale Promotion / Career Plan Scheme Promotion will not leave/ result in vacancies in the lower Wage Group / Scale as those promoted are held supernumerary in the promoted Group / Scale.

1.10.11 Qualifying period of service should be the number of years preceding the due date for Time Scale Promotion / Career Plan Scheme.

1.10.12 In case of TSP/CPS of demoted employees, period of qualifying service in the existing Group/Scale shall include the service rendered prior to demotion.

1.11 **Physical Attendance**

1.11.1 The requirement of average Physical Attendance during the preceding two (2) years to become eligible for Promotion / Additional Increments(s) as at para 1.13 below under the Time Scale Promotion and Career Plan Scheme is 210 days and the employee should not have been on Leave Without Pay (LWP) during that period.

1.11.2 The following types of absence would be reckoned as presence for the purpose of consideration of Physical Attendance of 210 days:

- a) Special Leave for participating in Sports activities sponsored by the Company;
- b) Deputation by the Company for Training Courses, Seminars, Meetings etc.;
- c) Special Leave for family welfare operation to the extent admissible under the Rules;
- d) Maternity Leave as admissible under the Maternity Benefit Act or the ESI Scheme for the first 3 deliveries;
- e) Paternity Leave as per Rules;
- f) Leave on account of employment injury;
- g) If a Workmen attends duty for half a day and avails half a day's Casual Leave for the other half on that day, such Workmen should be treated as having been present for full day for this purpose;
- h) Special Casual Leave granted to Workmen on account of curfew / civil disturbance may be treated as Physical attendance provided Workmen had attended the duty both on the preceding day and following day of the Special Casual Leave;
- i) Additional paid holidays granted by the Company may also be treated as physical attendance provided the Workmen had attended duty both on the preceding and the following day of the holiday;
- j) Period of absence on account of hospitalization due to accident or *following the hospitalization as advised and certified by authorized Medical Officer of HAL;

The above certification from the authorized Medical Officer of Government could be considered in the following cases only:

- i) For Workmen posted at places where there is no HAL Hospital;
- ii) When a Workman is out of Headquarters on Tour or Leave.
- iii) Certification from the authorized Medical Officers of Referral Hospitals could be considered for all referred cases by HAL's authorized Medical Officer.

Reference:
HAL/HR/27(30)/2019 dt. 02-08-2019

- k) Compensatory Off availed by Workmen against the extra hours or for working on Sundays and Holidays, where OT Wages are not paid, subject to average 2 days per month, limited to 24 days in a year.

References:
1. HAL/HR/27(30)/2019 dt. 05-11-2019
2. HAL/HR/27(30)/2019 dt. 19-12-2019

- l) In case a Workman attends duty for 4 hours or more than 4 hours but less than 8 hours in a day and does not apply for Casual Leave for the remaining half day, such days shall be treated as only half a day Physical Attendance for the purpose of calculation of Average Physical Attendance. Also, the period of absence on such days shall be treated as ½ day Leave Without Pay for the purpose of calculation of Leave Without Pay for effecting Promotions under TSP/CPS.
- m) The days on which the Workman attends duty for 8 hours (i.e. normal Working hours) would only be treated as full day Physical Attendance.
- n) The instructions as at (l) above will be applicable for processing promotions under TSP/ CPS, Channel Change and Grant of Additional Increments, w.e.f. 1.1.21 onwards. Accordingly, attendance for the period from 1.1.19 to 31.12.20 (2 years) will be reckoned in the manner prescribed in the Circular dated 5.11.19 to process promotions under TSP/ CPS w.e.f. 1.1.21 and so on.
- o) Systems prevalent at the time of issuance of the Circular dated 5.11.19 for regulating attendance in the Attendance Recording System (eg: *“in case of non-supervisory personnel, half an hour late coming or early going once a month or in units of 15 minutes twice a month is condoned”* prevalent at BC/DC/HC), in accordance with the Standing Orders or any other specific Rules / Provisions notified, will continue to be applicable. In other words, while calculating the number of LWP / Physical Attendance for the purpose of promotion under TSP / CPS, Channel Change & grant of Additional Increments w.e.f. 1.1.21 and onwards, the instructions applicable in accordance with the notified Rules will continue and any late coming/ early going beyond the existing applicable relaxations are only to be reckoned.

- p) The methodology as at (l), (n) & (o) above will also be applicable for calculation of LWP, during the extended period, in respect of Workmen whose promotion gets extended due to not meeting the Physical Attendance / LWP criteria and who are being considered for promotion on completion of such extended period(s), w.e.f. 1.1.21 onwards.

1.11.3 Employees who apply for LWP on Medical Grounds need to enclose required supporting documents along with the Leave Application. Further, the application should be submitted at the earliest opportunity. In this regard, employees need to submit applications for availing / regularizing already availed LWP on medical grounds, within a maximum period of 1 month from the date of joining back for duty.

1.11.4 In case of average LWP (per annum) above nineteen days and upto thirty eight days, promotion / grant of additional increment(s) will get deferred by six months and beyond that period by one year. For being eligible for said promotion / grant of additional increment there should be no LWP during the extended period otherwise the promotion gets further shifted by six months and so on.

1.11.5 Once the promotion is deferred on account of not meeting the condition of average 210 days of Physical attendance (on account of LWP) during the preceding two years, the promotion can be effected in subsequent year, provided there was no LWP during the extended period, without further checking whether the employee fulfills the condition of average 210 days of Physical attendance during the preceding two years with reference to revised date of reckoning.

1.12 **Promotion of Workmen against whom Criminal Prosecution is Pending**

Reference: HAL/HR/27(30)/2018 dt. 21.3.18

1.12.1 Following are the guidelines to be followed with regard to Workmen against whom Criminal Prosecution is pending:

- a) If the Pending Criminal Case is related to HAL/Service in HAL, such Workmen will not be considered for promotion (under TSP/CPS/ Promotion to Grade-I), till the final disposal of the case by the Competent Authority.

- b) If the prosecution for the criminal charge is pending in a matter not related to HAL/Service in HAL, and has arisen out of a private complaint / petition filed by a Third Party, the Authority competent to effect the promotion can review the matter, pending closure of the criminal proceedings, and decide to consider the concerned Workman for Promotion, after ascertaining the nature / type of the case and process the matter further.
- c) If the private Complaint is filed in a matter, which has already been decided in favour of employee by a Competent Authority, it will have no impact on promotion.
- d) If the pending criminal proceedings are initiated by the State, though the matter may not be related to HAL / Service in HAL, the concerned Workmen will not be considered for Promotion till the completion of the proceedings.
- e) Workmen who are exonerated from pending Criminal Charges will be considered for Promotion from the original due date with ante-dated seniority and financial benefits, subject to meeting all other prescribed conditions.

1.13 **Grant of Additional Increment to Workmen in Scale-10, Scale-9 and Senior Pre-Fixed in Scale-6 covered under TSP**

References:

- 1. HAL/P&A/27(30)/04 dt. 04.02.2004
- 2. HAL/P&A/27(30)/08 dt. 10.10.2008

1.13.1 **Workmen in Scale-10**

- a) Workmen having the Qualification of SSLC / equivalent & above with unblemished service in Scale-10 will be granted one Additional Increment on completion of eligibility period of 4 years of uninterrupted service in Scale-10.
- b) The rate of Additional Increment will be the rate of the next Increment due to the concerned employee and this additional increment will be reckoned as Basic Pay for all purposes.
- c) The following conditions need to be fulfilled by the Workmen in Scale-10 with qualification of SSLC & above for getting the Additional Increment:

- i) The Workmen should have met the Average Physical Attendance criterion as enumerated at para 1.11;
- ii) If any Workmen has been awarded minor or major punishment during the reckoning period then the grant of Increment will be postponed by six months and one year for each minor and major punishment respectively.

1.13.2 **Workmen in Scale-9**

- a) Workmen in Scale-9 with less than SSLC Qualification and with unblemished service in Scale-9 will be granted 2 Additional Increments, the first Additional Increment on completion of 6 years of un-blemished & un-interrupted service in Scale-9 and the second Additional Increment on completion of 11 years of un-blemished & un-interrupted service in Scale-9.
- b) The rate of Additional Increment will be the rate of the next Increment due to the concerned employee and this Additional Increment will be reckoned as Basic Pay for all purposes.
- c) The following conditions need to be fulfilled by Workmen in Scale-9 with less than SSLC qualification for getting the Additional Increment:
 - i) The Workmen should have met the Average Physical Attendance criteria as enumerated at para 1.11;
 - ii) If any Workmen has been awarded minor or major punishment during the reckoning period then the grant of Increment will be postponed by six months and one year for each minor and major punishment respectively.

1.13.3 **Senior Pre-Fixed Workmen in Scale-6**

- a) Senior pre-fixed Workmen in Scale-6 will be granted one Additional Increment on completion of 5 years of un-blemished & uninterrupted service in Scale-6.
- b) The Terms and Conditions for grant of Additional Increments to Workmen in Scale-9 with less than SSLC qualification (who are not eligible for promotion to Scale-10) will be applicable for the grant of Additional Increment to Workmen in Scale-6.

Reference:
HAL/HR/27(30)/2018 dt. 29.08.2018

1.13.4 In cases where Disciplinary Proceedings are pending on the actual due date for grant of the Additional Increment and Punishment is imposed on a subsequent date, the Additional Increment would be granted after closure of the case, from the next available & eligible date for grant of the Additional Increment, also reckoning the postponement of grant of Additional Increment to be effected based on the Punishment imposed.

Illustrative Examples:

Case-1

Date of Seniority in Scale—10	:	01.01.2012
Due date of grant of Additional Increment	:	01.01.2016 (completion of 4 Years Service in Scale-10)
Date of Issuance of Charge Sheet	:	30.07.2015
Status of Disciplinary Proceedings As on 01.01.2016	:	Pending
Date of Issuance of major Punishment	:	20.06.2016
Revised Date of Eligibility for grant of Additional Increment	:	01.01.2017

Case-2

Date of Seniority in Scale—10	:	01.01.2012
Due date of grant of Additional Increment	:	01.01.2016 (completion of 4 Years Service in Scale-10)
Date of Issuance of Charge Sheet	:	30.07.2015
Status of Disciplinary Proceedings As on 01.01.2016	:	Pending
Date of Issuance of major Punishment	:	20.06.2017
Revised Date of Eligibility for grant of Additional Increment	:	01.01.2018

1.13.5 The system quoted as at para-1.13.4 above will be followed for grant of Additional Increment in cases of Workmen in Scale-9 with less than SSLC Qualification also, if any.

1.14 **Promotion of Re-Mustered Workmen under TSP to Higher Scales**

References:

1. HAL/P&A/27(30)/04 dt. 04.02.2004

2. HAL/P&A/27(30)/08 dt. 10.10.2008

1.14.1 The Scheme for re-mustering of Unskilled Workmen to Semi-skilled Trades in the same Scale was discontinued from the year 2003 / 2004.

1.14.2 Workmen who were re-mustered from Un-skilled Trades to Semi-skilled Trades, in Scale-4/5, are eligible for promotion to Scale-6, on completion of un-interrupted service in Scale - 4/5 from the date of re-mustering, as provided in the Rules.

1.14.3 50% of the service put in by Workmen who are re-mustered from Un-Skilled Trades to Semi-Skilled Trades and who are continuing in the same Scale, in the Un-Skilled Trade in the re-mustered Scale, in units of completed years, will be reckoned as Service Weightage for the purpose of their TSP to the next Scale. In respect of Workmen who have already been promoted to higher Scale(s) from the re-mustered Scale, the period of Service Weightage so arrived at will be reckoned for the purpose of their subsequent promotion.

- a) Service Weightage for their next promotion will be arrived at with reference to the total service in the Un-skilled Trades in Scale-4 & 5 put together. The Service weightage would be 50% of the Total service in the Un-skilled Trades in Scales-4 & 5 put together, in units of completed years.
- b) In order to avoid the occurrence of anomalous situation, if a junior Un-skilled Workman in Scale-5 in the Division/Office is promoted to Scale-6 under the TSP Scheme, Senior Workmen in Scale-5 in the Division/Office who have been re-mustered to Semi-skilled Trades in Scale-5 could be granted TSP to Scale-6 w.e.f. the date on which the junior Unskilled Workman has been promoted to Scale-6, irrespective of the number of years of service completed by the Senior Workman in the re-mustered Trade in Scale-5.

1.15 **Dead-End Trades**

Reference:

HAL/P&A/18(59)/84 Dt. 18.12.84

1.15.1 Workmen in the Dead-end Trades under TSP are also eligible for promotion to the next higher Group. On promotion, they will continue to have the Designation of the respective Dead-end Trade in the higher Group also indicating the Group to which the employee belongs within brackets Eg: Chief Cook (Group-C) on promotion to Group-D will be designated as Chief Cook (Group-D). The prescribed qualification and designation for posts in various Dead End Trades are indicated at **Annexure-II**.

1.16 **Career Growth from One Channel to another under CPS**

References:

1. HAL/P&A/27(30)/04 dt. 04.02.2004

2. HAL/P&A/27(30)/08 dt. 10.10.2008

1.16.1 Workmen under CPS are eligible for movement from one Channel to the next Channel (like Channel B to C or Channel C to D) on acquiring higher qualification in the Discipline prescribed for entry into the next Channel, while in service, relevant to Divisional requirement, without any linkage to vacancies. The following criteria need to be fulfilled for such movement to next higher Channel:

- a) Workmen should possess qualifications prescribed for entry into the concerned higher Channel;
- b) Movement from one Channel to next would be in the same Scale of Pay only (eg: B5 to C5, C6 to D6 etc.);
- c) The Management will be free to decide the posting of such employees on their elevation to the higher Channel;
- d) Criteria for movement from one Channel to the next would be merit. Suitability of Workmen would be assessed by the duly constituted Selection Committee based on Test & Interview and past performances as reflected in the Confidential Reports for the last 3 years;
- e) The Workmen should have met the Average Physical Attendance criterion as enumerated at para 1.11.
- f) If any Workmen has been imposed with minor or major punishment during the reckoning period, his movement from one Channel to another in the same Scale of Pay gets postponed by six months and one year for each minor and major punishment respectively.

- g) When Workmen move from one channel to another in the same scale of pay (eg: B5 to C5, B6 to C6, C6 to D6) there would not be any change in the pay drawn.

1.17 **Other aspects Pertaining to Modified TSP/CPS w.e.f. 1.3.08-Seniority Anamolies**

Reference: HAL/P&A/27(30)/08 dt. 10.10.2008

1.17.1 Consequent to the up-gradation of the induction levels under the Career Plan Scheme as at Para 1.6.1 and grant of Service Weightage as at Paras-1.8, seniority anomalies could have arisen between Workmen possessing qualification of NAC / NCTVT inducted in Scale 4 under the Time Scale Promotion (TSP) Scheme on or before 15th April 1997 and Workmen possessing the same qualification inducted after 15th April 1997 in Channel C under the Career Plan Scheme (CPS). No seniority anomalies were expected in respect of employees possessing other qualifications.

1.17.2 The total span for reaching Scale 10 under the TSP Scheme in respect of Workmen possessing NAC / NCTVT qualification inducted in Scale 4, with the span for promotion as indicated at Para-1.3, will be 28 years. The total span for reaching Scale 10 under the CPS, after upgradation of the induction levels, in respect of Workmen with NAC/NCTVT qualification, would also be 28 years. In respect of Workmen with NAC / NCTVT qualification inducted under the CPS in Scale 4 who have already been promoted to a higher Scale, the total span for reaching Scale 10, with the benefit of 3 years Service Weightage as at Para-1.8 would be 30 years.

1.17.3 The procedure as at Paras-1.17.4 to 1.17.7 was followed for settling seniority anomalies, if any, which would have occurred between Workmen referred at Para-1.17.2 inducted under the TSP Scheme on or before 15th April 1997 and those inducted under the CPS after 15.4.97 who have got the benefit of Service Weightage.

1.17.4 As indicated at Para-1.17.2, the total span required in respect of a Workman with NAC/NCTVT qualification under the TSP Scheme, to reach Scale 10, from Scale 4, would be 28 years vis-à-vis 30 years required by a Workman possessing the same qualification inducted in Scale 4 under the CPS who will derive the benefit of 3 years Service Weightage. Considering this aspect, no changes would be made in respect of the employees under the TSP Scheme. In other words, the case will not be considered as a seniority anomaly;

1.17.5 Alternatively, in case a Workman under the CPS who is eligible for Service Weightage becomes eligible for promotion to the next higher Scale earlier to a senior Workman under the TSP Scheme, the senior Workman under the TSP Scheme will also be eligible for promotion to the next higher Scale, on the same date as the Workman under the CPS. In this case, further promotions of the Senior Workman who is presently under the TSP Scheme, will be under the CPS only.

1.17.6 Concerned senior Workmen under the TSP Scheme had to choose between the options at paras-1.17.4 or 1.17.5.

1.17.7 Comparison as at para-1.17.5 was to be made within the same Division / Office only.

1.18 **Extension of Date of Promotion**

1.18.1 In cases where the prescribed training / contract period is extended on account of unsatisfactory performance / non-completion of training satisfactorily, the Service Eligibility for promotion to the next higher Scale will be increased by the period by which the training / contract period is extended, in units of minimum 6 months or 1 year, as the case may be, as given below:

Scale of Induction	Normal service eligibility for promotion to the next higher scale under the Career Plan Scheme	Service eligibility for promotion to the next higher Scale when the training / contract period is extended	
		Extension upto 6 Months	Extension between 6 months & 1 year
Scale 4	5 years	5 ½ years*	6 years
Scale 5	5 years	5 ½ years*	6 years
Scale 6	5 years	5 ½ years*	6 years

1.18.2 The eligibility for promotion to the next Scale, in cases where the probation period is extended due to unsatisfactory performance in the Scale in which they are initially appointed, will be deferred as indicated below:

Extension of probation period	Extension of Service eligibility for promotion
Upto 6 months	6 months#
6 months to 1 year	1 year
More than 1 year	2 Years

*, # As promotions are effected only from 1st January of the year, the promotion will be effected 1st January of the year; with financial benefits of the higher scale only from the date from which the employee completes the specified period of postponement.

1.19 **Deferment of Promotion of Workmen on whom Penalties are imposed**

References: 1. PC No. 531 dt 12-09-1984 2. HAL/HR/27(1)/2014 dt. 26-03-2014

1.19.1 Time Scale Promotion / Promotion under the Career Plan Scheme in respect of Workmen on whom punishments are imposed and / or who commit acts of misconduct during the qualifying period of service and on whom punishment is imposed subsequent to the date on which the Promotion was normally due will be deferred to the extent indicated below:

Punishment	Deferment
(a) Fine; (b) Suspension not exceeding four days; (c) Postponement of Increment without cumulative effect.	Six months
(a) Postponement of Increment with cumulative effect; (b) Suspension for more than four days; (c) Reduction to a lower stage in the Time Scale of pay; and (d) Demotion	One year

Notes:

1) The deferment indicated above would be for each punishment imposed. If more than one punishment is imposed, the period of deferment would be cumulative, with respect to the number of punishments imposed;

2) Deferment of promotion will be one year or six months from the date it is normally due.

1.19.2 The concept of currency of punishment is not applicable to these promotions.

1.19.3 Workmen who are demoted to lower Group / Scale as a measure of punishment will be eligible for Time Scale Promotion and Career Plan Scheme from the Group / Scale to which they were demoted to the next higher Group / Scale only after they complete the qualifying service in the lower Group / Scale (including the service put in the higher Group / Scale before demotion) plus one additional year on account of punishment of demotion.

1.19.4 Employees who are reinstated in service with full back Wages and deemed as having continued in service, will also be eligible for promotion under TSP Scheme subject to their fulfilling other conditions.

1.19.5 A Workman who is reverted during the probation period can be considered for TSP/CPS subject to his satisfying the other conditions stipulated in the scheme only after he has completed one year of service from the date of reversion to the lower group.

1.19.6 Promotion of Workmen who are suspended pending enquiry or against whom disciplinary proceedings are in progress or against whom CBI enquiry is pending will not be effected till conclusion of such proceedings. If they are found guilty of the charges, the promotion which is withheld will be deferred to the extent indicated above. However, if the Workman is exonerated of the charges, the effective date of promotion would be the date on which they normally would have been promoted with ante-dated seniority and financial benefit, subject to their fulfilling the other conditions prescribed for promotion.

1.20 **Methodology of Assessing Suitability for Promotion under the Time Scale Promotion & Career Plan Schemes**

1.20.1 There would not be any Trade / Written Test and / or Interview for Promotion from one Group / Scale to the next. Suitability for such promotions would be assessed by an Assessment Method which would consist of 'Average Performance Index' and 'Committee Evaluation' and Marks would be awarded as follows:

	Maximum Marks
Average Performance Index (API)	: 70
Committee Evaluation	: 30

	100

Marks for API would be awarded as follows:

Total of CR Gradations / PAR Marks for last 3 yrs. X 70

100 (Highest possible CR Gradations or PAR Marks) X 3

For this purpose, conversion of CR Gradations to be reckoned for the concerned years would be quantified as indicated below:

Overall Gradation	Equivalent Marks
Outstanding	100
Very Good	80
Good	60
Fair	40
Poor	20

1.20.2 Minimum qualifying marks to become eligible for promotion would be 45% each in API and Committee Evaluation as well as in aggregate. In respect of Workmen belonging to SC/ST Category, qualifying Marks will be 10% less.

1.20.3 For the purpose of Evaluation, the Committee will consider factors such as Job Knowledge, Skills possessed, Efficiency, Discipline, Achievements, Specialized exposure etc. Pay on promotion will be fixed in accordance with the normal Rules.

1.20.4 Workmen who have not been found suitable by the duly constituted Selection Committee for promotion w.e.f. 1st January of a year will be eligible for consideration for promotion w.e.f. 1st January of the next year.

1.20.5 Workmen promoted will be on probation for a period of Six Months.

1.20.6 The Marking System to be followed by the Committee is at **Ann-III**.

1.20.7 With the approval of ED / GM, the Assessment Committee for promotion under TSP / CPS consisting of the following Officers will be constituted:

LEVELS / GRADE	COMMITTEE
Head of the Department (not below Grade-II)	Chairman
Three / Four Members including SC/ST representative (wherever applicable)	Members
Officer from HR Dept.	Member / Secretary

1.21 **Designation Structure**

References: 1. HAL/P&A/27(30)/2009 dt. 18-11-2009 2. HAL/HR/27(30)/2015 dt. 06-03-2015

1.21.1 The Designation Structure of Workmen is at **Annexure-IV**.

1.22 **Re-Categorization**

Reference: PC No. 155 dt. 13-04-1970

1.22.1 An employee who wishes to be re-categorized into a different Trade in the same Scale, may be permitted to do so, provided:

- a) There is a vacancy in the Trade to which re-categorization is sought;
- b) The employee so requesting for the re-categorization has the requisite educational qualification and experience for the new Trade; and
- c) He passes the prescribed Trade / Written Test and Interview.

1.22.2 Conversion / re-categorization of Direct Workmen as Indirect Workmen or assigning to do indirect Jobs is not permitted.

1.23 **Fixation of Pay on Promotion**

1.23.1 The pay of an employee promoted from a lower post to a higher post will be fixed in the Scale of Pay of the higher post:

- a) At the minimum; or
- b) One notional increment @ 3% of the basic Pay in the pre-promoted Scale will be added to the Basic Pay drawn in the pre-promoted Scale as on the date of promotion. The resultant amount will be rounded up to the next multiple of Rs.10/- and it will be the Basic Pay in the promoted scale. In case amount so arrived at is less than the minimum of the promoted scale, the pay will be fixed at the minimum of the promoted scale.

1.24 **Fixation of Pay on Reversion and Subsequent Promotion**

1.24.1 The pay of such an employee directly recruited to the higher Grade / Group shall, on demotion, be fixed in the lower Group as if he was appointed to the lower Group with effect from the date of their original appointment to the higher Grade / Group. In the case of an employee who had been promoted / appointed from the lower Grade / Group to which he has been demoted subsequently, the pay shall be fixed as if they had continued in the lower Grade / Group during the period of their appointment in the higher Grade / Group.

1.24.2 If such a demoted employee is subsequently promoted / appointed to the Grade / Group from which he was demoted, his pay shall be fixed at the same stage of the scale of pay at which he was drawing his pay prior to reversion or as per the rules regarding fixation of pay on promotion by taking the actual pay drawn in the lower Grade / Group at the time of his promotion / appointment into account whichever is more beneficial to the employee.

1.25 **Relaxations**

1.25.1 The Directors, CEOs, Executive Directors and General Managers have the powers to make appointments to posts in relaxation of the minimum standard prescribed to the extent indicated below:-

Relaxation	Posts for which applicable
Educational qualifications prescribed for Direct Recruitment may be relaxed to the standards indicated in the rules for promotion to the post in question, provided the individual has the corresponding length of experience. Prescribed period of experience may be relaxed by not more than two years for effecting promotion	Grade-I & below
Minimum experience prescribed may be relaxed up to two years, subject to the condition that no one without experience is appointed except in posts for which recruitment of individuals without experience is authorized under the rules.	Grade-III & below
Upper age limit prescribed in the rules may be relaxed up to two years.	Grade-III & below

These powers will be exercised by the Executive Directors / General Managers only if candidates with the qualifications and experience prescribed in the rules are not available, and ED/GMs are satisfied that the relaxations will not adversely affect efficiency.

The Directors/CEOs are authorized to make relaxations in Age, Educational Qualifications and Experience, to the extent necessary, for appointment to post below Grade-IV, whether the appointment is to be made by Direct Recruitment or by Promotion.

Notes:

- 1) Cases of individuals appointed to posts below Grade – IV by Direct Recruitment or by Promotion in relaxation of the prescribed standards are to be reported to the CMD every month indicating precisely:
 - a) The relaxation granted;
 - b) The reasons for doing so;
 - c) Whether the relaxation was approved by the GM / ED / CEO / Director

Appointments made by ED / GM in relaxation of the rules should likewise be reported to the concerned CEO / Director.

- 2) These powers to relax the minimum standards of educational qualification and / or experience are not applicable in case of

promotions under the Time Scale Promotion Scheme / Career Plan Scheme;

- 3) Relaxation of qualification for Promotion in the Company is to be granted only once in the career of an employee at the level of CEOs / Directors for posts upto Gr.III. Only exceptional cases deserving relaxation of qualification for the second time are to be referred to Corporate Office for obtaining specific approval of the CMD.

1.26 **Vigilance Clearance**

Reference: HAL/HR/27(1)/Policy/2019 dt. 25-04-2019

1.26.1 There should not be any Disciplinary case pending / contemplated against the Workmen who are being considered for promotion. Vigilance Clearance needs to be obtained in respect of the Workmen who are being considered for promotion;

1.26.2 The practice of obtaining Vigilance Clearance in respect of Selection Committee Members for Vacancy Based and Time Bound promotions in respect of Workmen is discontinued;

1. 26.3 HR Dept. should ensure that (Members) being nominated as Selection Committee Members for promotion (Vacancy Based & Time Bound) in respect of Workmen have not been issued any Advisory / Punishment in Recruitment / Promotion cases during the preceding three years, reckoning the date of the Selection Committee Meeting;

1. 26.4 Officers as at para 1.26.3 above will not be nominated as Selection Committee Members;

1. 26.5 Divisions / Offices will put a system in place to ensure compliance of the provisions at paras 1.26.3 & 1.26.4 above;

1.27 **Removal of Salary Disparities – Workmen**

1. 27.1 Adjustment of pay of a Senior employee if a Junior employee in the lower Group promoted subsequently receives higher pay than that of the Senior.

1. 27.2 The disparity in pay between the Junior and the Senior employee should have been the direct result of application of the normal rules regarding fixation of pay on Promotion;

1. 27.3 Both the Senior and the Junior employee should belong to the same Wage Group in the same Division / Office.

1. 27.4 On the date of Promotion of the Senior employee from the lower Group, he should have been receiving equal or higher pay as compared to that of the Junior employee, who was promoted subsequently.

1. 27.5 The subsequent date of increment of the Senior employee would be reckoned with effect from the date on which his pay was stepped up to equal with that of the Junior employee. This would, however, not alter their inter-se-seniority in the higher Group which would be reckoned only with reference to their respective dates of appointment to the higher Group;

1. 27.6 The disparity in pay of the Junior and the Senior employee in question should not have been the result of any advance increments granted to the Junior employee at the time of their appointment, or stoppage or with-holding of increments of the senior employee as a measure of punishment.

1. 27.7 This rule would not apply to the cases of disparity if any arising between the promoted employees and the employees appointed through open selection and cases of disparity, if any, arising as a result of fixation of pay on account of wage revision in the revised scales of pay.

1. 27.8 Adjustment of pay is to be effected on the basis of representations, if any, made in this behalf by the concerned employee within a period of one year from the date of such disparity in pay has occurred. This does not, however, prevent the Management from correcting such disparities on its own, if (a) such disparities are patent (b) fulfill the prescribed conditions and (c) come to light at the time of effecting promotions or soon thereafter but in any case not exceeding one year from the date of such disparity.

1.28 Increments for Workmen

1. 28.1 Increments will be granted on the first of the month in which the individual completes one year of service after appointment / promotion.

1. 28.2 The date of Annual Increment in the subsequent year will be rescheduled to 1st January. Annual Increment will be granted @ 3% of the revised running Basic Pay. The resultant amount will be rounded up to the next Rs.10. Items which are considered as Basic Pay for different purposes will not be reckoned for grant of the Annual Increment.

1. 28.3 Annual Increments in the respective Time Scales of pay will accrue to the employees automatically, unless it is withheld or postponed in the following circumstances:-

a) A penalty imposed in accordance with the Certified Standing Orders, as a punishment.

b) As a result of leave without pay exceeding 15 days in a year reckoned from the date of last increment.

1. 28.4 In the case of Workmen who are covered by the HAL Leave Rules 1988 notified vide PC 582 Dt. 15.07.1988, the deferment will be only for that

particular year. The deferment of increment on account of absence will not have cumulative effect for the purpose of deriving subsequent increment.

1. 28.5 Where penalty is imposed, the orders imposing penalty are to indicate the period for which the increment is postponed and whether it is to have cumulative effect or not.

1. 28.6 The first spell of leave without pay, taken by an employee shall not result in postponement of his increment. Any further leave without pay availed by the employee will result in postponement of his increment.

1. 28.7 In cases where the annual increment in any year is deferred on account of leave without pay / unauthorized absence, the due date of the next increment will be determined notionally by reckoning a period equal to the period of leave without pay from the date on which the increment would otherwise become due. If this happens to fall between 1st to 15th of the month, the increment will be allowed on the 1st of the month. Otherwise, the increment will be allowed on the 1st of the following month.

1. 28.8 In the case of employees covered under the ESI Scheme, the period of absence not exceeding 91 days in a year on account of sickness, certified by ESI Doctors, during which employee has received sickness benefit from the Corporation but no wages from the Company shall not be treated as leave without pay and shall not postpone increment.

1. 28.9 In the case of employees not covered under ESI Scheme, leave without pay sanctioned to cover absence on account of sickness, certified by the Competent Medical Authority according to the rules shall not postpone increment provided the duration of such leave does not exceed 91 days in a year.

Reference: PC No. 230 dt. 06-01-1973

1. 28.10 Leave without pay sanctioned to the employees not covered under the ESI Scheme to cover the absence on account of diseases and employment injuries mentioned below will be considered for not postponing the increment on merits of each case.

References: 1. PC No. 230 dt. 06-01-1973 2. HAL/P&A/10(3)-C/89 dt. 21-11-1989

1. 28.11 Periods of sickness on account of diseases mentioned below during which employees receive extended sickness benefit from the ESIC shall not postpone increment. Similarly, periods of absence on account of employment injuries shall also not postpone increment of the employees, if the employees concerned received periodical payments during that period from ESIC.

List of diseases for which extended sickness benefit is allowed by ESIC:

- a) Tuberculosis;
- b) Leprosy;
- c) Mental diseases;
- d) Malignant diseases;
- e) Paraplegia;
- f) Hemiplegia;
- g) Chronic Congestive heart failure;
- h) Bronchiectasis and lung abscess;
- i) Immature cataract with vision 6/60 or less in the affected eye
- j) Myocardial infraction;
- k) Parkinsons's disease;
- l) Dislocation and Prolapse of inter-vertebrat disc;
- m) Aplastic Anaemia;
- n) Cirrhosis of Liver with ascitis;
- o) Fracture of lower extremity;
- p) Detachment of Retina;
- q) Non-union or delayed union of fracture;
- r) Intra cranial Space occupying lesion;
- s) Spinal cord compression;
- t) Emyyema;
- u) Chronic (simple) primary glaucoma;
- v) Monoplegia;
- w) Spasmodia Torticuis.

1. 28.12 Maternity Leave availed of by Women employees of the Company, shall not postpone the normal service increment.

1.29 With the object of reducing the number of surplus Direct Workmen in certain Trades, a scheme for payment of Cash Incentive of Rs. 2000 /- to the surplus Direct Workmen volunteering for re-training and accepting transfer to another Direct Trade in which additional personnel are required is in operation. Seniority of the re-trained surplus employees in Direct Trade vis-à-vis the employees in the Direct Trades to which the re-trained employees are transferred will be reckoned as follows:-

- a) The seniority of existing Workmen in the Direct Trade and seniority of the retrained/transferred Direct Workmen will not be dovetailed. The seniority list of Workmen retrained/transferred will be kept as a separate block;
- b) If a vacancy in the higher Group in the concerned Direct Trade to which surplus personnel were (retrained) transferred is notified for filling up by promotion, eligible retrained/ transferred Workmen may also apply and will be considered for promotion, if found suitable;

- c) If the notified post is filled by Promotion of existing Workmen junior to the retrained/transferred Workmen, the latter will be promoted to the higher Group as supernumerary, if he is also cleared for promotion to the higher Group;
- d) The resultant vacancy in the lower Group will be kept unfilled so long as the retrained/transferred employee is holding the supernumerary post;
- e) Re-trained /transferred Workmen who are thus held supernumerary in the higher Group will be adjusted against Direct Recruitment quota or regular vacancies in that Trade/Group as and when occurring.

CHAPTER 2

PROMOTIONS FROM THE WORKMEN CADRE TO THE EXECUTIVE CADRE

PROMOTIONS FROM THE WORKMEN CADRE TO THE EXECUTIVE CADRE

References:

- 1. HAL/P&A/27(30)/04/280 dt. 05-06-2004**
- 2. HAL/P&A/DM(N)/27(1)/97/284 dt. 14-06-2004**
- 3. HAL/P&A/DM(N)/27(1)/97/300 dt. 22-06-2004**
- 4. HAL/P&A/DM(N)/27(1)/97/623 dt. 18-11-2004**
- 5. HAL/P&A/DM(N)/27(1)/06/01/ dt. 29-05-2006**

2 MODES OF PROMOTION

2.1 Promotion of Workmen to Grade-I is effected under the following Modes:

- a) Normal Promotions (Non PQ)
- b) Under the Professionally Qualified Stream (PQ)

2.2 Normal Promotions (Non PQ)

Reference:

HAL/P&A/27(30)/08 dt. 10-10-2008

2.2.1 Workmen in Technical Trades possessing minimum qualification of Diploma in Engineering or its equivalent and those in Non-Technical Trades possessing minimum qualification of BA/B.Sc/B.Com or its equivalent would only be eligible to be considered for promotion to Grade-I (Officer Cadre) against notified vacancies;

2.2.2 Workmen with other qualifications (i.e. SSLC, ITI, NAC, NCTVT, PUC / INTER or equivalent) will not be eligible for promotion to Grade-I;

2.2.3 Workmen who are covered under the Time Scale Promotion Scheme and who possess the qualification of Diploma in Engineering or its equivalent in the Technical Disciplines and University Degree or its equivalent in the Non-Technical Discipline should have put in a minimum uninterrupted service of 3 years in Scale-10 for becoming eligible for promotion to Grade-I;

2.2.4 In case adequate number of Workmen belonging to SC/ST categories with Diploma in Engineering or its equivalent (in the Technical Trades) OR University Degree or its equivalent (in the Non-Technical Trades) qualification, with 3 years service in Scale-10, are not available for promotion to posts in Grade-I, against reserved vacancies, then the eligibility period of 3 years for promotion to Grade-I can be computed by taking into account the service in Scales-9 & 10 put together.

2.3 Under the Professionally Qualified Stream (PQ)

2.3.1 Workmen possessing qualification of Degree in Engineering or its equivalent in the Technical Disciplines and University Degree plus Professional Qualifications such as CA / ICWA / ACS or MBA / PG Degree / PG Diploma (2 years Full Time OR 3 years Part Time / Correspondence Course) in the concerned Disciplines, in the Non-Technical Trades will become eligible for promotion to posts in Grade-I under the Professionally Qualified quota irrespective of the Scale of Pay, subject to completion of 5 years service (including the Training period as Diploma / Technician Trainees and Contract period of 2 years in respect of Ex-servicemen) in the Company.

Reference:
HAL/HR/27(30)/2013/01 dt. 09-01-2013

2.3.2 In case Workmen acquire Professional Qualification in a Trade / Discipline other than in the Trade / Discipline in which they are working, they can be considered by the Division / Office for lateral transfer / re-categorization to the said Trade / Discipline, in accordance with the Rules / guidelines for such movement (wherever re-categorization from one category to another is not permitted, it will not be done), depending on requirement & availability of vacancies in the new Discipline / Trade and separability from the existing Discipline / Trade. The Workmen, however, will not have any right to seek the transfer / re-categorization;

2.3.3 Workmen as at para 2.3.2 above should have completed atleast 3 years service in the transferred Trade / Discipline, to become eligible for consideration for elevation to Grade I under the Professionally Qualified stream. In other words, Workmen in one Trade / Discipline will not be eligible for elevation to Grade I in another Discipline directly (eg : Workmen in a Technical Discipline will not be eligible for direct elevation to Grade I in HR Discipline, on acquiring Professional Qualification in HR)

2.3.4 The above instructions are applicable uniformly in respect of Workmen belonging to all categories (UR/SC/ST/OBC).

2.4 Professional Qualifications for the purpose of Promotion in the Technical and Non-Technical Disciplines

References:
1. HAL/P&A/27(1)/MPA/PF/235/661 dt. 23-06-2006
2. HAL/P&A/DM (N)/27(1)/ dt. 11-8-2006
3. HAL/P&A/DM(N)/27(1)/ dt. 24-05-2007
4. HAL/P&A/DM(N)/27(1)/12 dt. 26-12-2012
5. HAL/HR/27(30)/2013/01 dt. 09-01-2013
6. HAL/HR/DM(N)/27(1)/13 dt. 27-03-2013

2.4.1 Workmen possessing the qualifications of University Degree + PG Degree / Diploma in the concerned Discipline (of atleast one year duration acquired from a recognized University / Institution before 23.06.2006) will be eligible for consideration for promotion against the vacancies earmarked for

Professionally Qualified Workmen, subject to completion of 5 years' service in the Company, in the concerned Non-Technical Discipline.

2.4.2 Workmen possessing directly acquired PG Qualifications under the Open University system from a recognized University on or before 23.06.06 plus PG Diploma in the concerned Discipline (of atleast one year duration acquired from a recognized University / Institution before 23.06.2006) will be eligible for consideration for promotion to Grade-I against the vacancies earmarked for Professionally Qualified Workmen, on completion of 5 years' service in the Company, in the concerned Non-Technical Discipline.

2.4.3 **Special Provisions pertaining to the IMM Discipline:**

References:

1. HAL/P&A/27(1)/MPA/PF/235 dt. 23-06-2006
2. HAL/P&A/DM (N)/27(1) dt. 11-08-2006
3. HAL/HR/27(30)/2013 dt. 07-11-2013
4. HAL/HR/27(30)/2014/1 dt. 05-05-2014
5. HAL/HR/27(30)/2019 dt. 25-07-2019

- a) Workmen possessing the qualifications of University Degree / Diploma in Engg + GDMM (GDMM should have been acquired before 23.6.06) would be eligible for consideration for promotion in the IMM Discipline (Purchase & Stores Depts.), against vacancies earmarked for Professionally Qualified Workmen, on completion of 5 years' service in the Company;
- b) Workmen possessing the qualifications of University Degree / Diploma in Engg + GDMM (2 years Full / Part Time) + PGDMM (one year Part Time / Correspondence) acquired before 7.11.13 would be eligible for consideration for promotion in the IMM Discipline (Purchase & Stores Depts.), against vacancies earmarked for Professionally Qualified Workmen, on completion of 5 years' service in the Company;
- c) University Degree / Diploma in Engg + 3 years integrated PGDMM possessed by Workmen in the IMM Discipline will be considered for extending the benefit of One year relaxation in Channel-D irrespective of the date of acquisition of the said Qualification.
- d) PGDMM awarded by the IIMM (i.e. 2 Years GDMM + 1 Year PGDMM) can be considered for Channel Change from C to D in Scale 6 or higher; and thereafter for promotions in Channel D. However, Workmen who acquired the said Qualification after 7.11.13 are not eligible for 1 year relaxation in Channel D as applicable for PQ candidates and also not eligible to be considered for promotion to Grade-I under PQ Scheme. In other Words, University Degree / Diploma in Engg. + 2 years GDMM + 1 year PGDMM acquired by workmen before 7.11.13 (i.e. before issuance of Corporate Office letter dated 7.11.13) will continue to be

considered as Professional Qualification for extending the benefit of One year relaxation in Channel-D.

2.4.4 Workmen possessing University Degree + 2 years Part Time / Correspondence MA Degree in Hindi acquired before 23.06.2006 + PG Diploma in Translation (Hindi to English and vice-versa) of atleast one year duration acquired from a recognized University / Institution or an equivalent qualification will be eligible for promotion to Grade-I under the Professionally Qualified quota of posts, in the concerned Discipline, irrespective of their Scale of Pay, subject to completion of 5 years service (including the Training period) in the Workmen Cadre;

Reference:
HAL/P&A/27(1)/2008 dt. 25-08-2008

2.4.5 Workmen possessing University Degree + 2 years Part Time / Correspondence MA Degree in Hindi acquired before 23.06.2006 are eligible for promotion to posts in Grade-I under the Professionally Qualified Quota in concerned Discipline on completion of 5 years' service in the Company.

2.4.6 Employees possessing the qualification of University Degree with B.Lib & Information Science (1 year) and M.Lib & Information Science (1 year) can be considered as possessing Professional Qualification for the purpose of promotion to Grade-I under the PQ quota in the Library Discipline.

2.4.7 The following will be considered as Professional Qualifications in the Security & Vigilance Disciplines:

References:
HAL/P&A/27(30)/85 dt. 13-11-1985
HAL/P&A/27(30)/(iv)/86/1450 dt. 08-12-1986
HAL/P&A/27(30)/89 dt. 28-02-1989
HAL/P&A/27(30)/05 dt. 03-05-2005
HAL/P&A/27(30)/05 dt. 26-05-2005
HAL/P&A/27(30)/2008 dt. 15-04-2008
HAL/P&A/27(30)/08 dt. 04-06-2008
HAL/P&A/27(30)/08 dt. 27-06-2008
HAL/HR/27(30)/2010 dt. 23-04-2010
HAL/HR/27(1)/MRR/2016 dt. 28-06-2016

- a) Successful completion of ten months pre-Commission training course from the Officers' Training School, Madras or from any other equivalent Institution under the Defence Forces; OR
- b) Successful completion of one to one and a half years course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; OR

- c) Successful completion of one year training course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; OR
- d) Successful completion of Training conducted by the central government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one year training conducted by Home Ministry, Government of India, for SI in CBI; OR
- e) 52 weeks training course of Instructions for IAF Police in the rank of Sergeant, Junior Warrant Officer, Warrant Officer and Master Warrant Officer; OR
- f) Two years PG Degree (M Sc) in Forensic Science & Criminology acquired after (10+2+3); OR
- g) Two years PG Degree (MA) in the following Subjects, acquired after Graduation (10+2+3):-

MA – Sociology/ Economics/ Psychology/ Public Administration/ Criminology/ Political Science/ Anthropology/ Human Rights/ Media Studies/ Social Policy/ Public Policy; OR
- h) Bachelor's Degree with 2 years Full Time or 3 years Part Time / Correspondence PG Degree / PG Diploma / MBA / MSW / MA (10+2+3/4+2) with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate statutory authorities.

2.4.8 Qualifications acquired by employees in the Non-Technical disciplines after 23.06.2006 under the 10+2+3+2 system are only recognized for the purpose of determining the eligibility for promotions in the Company.

2.5 **General Conditions Applicable for Promotion to Grade-I**

2.5.1 Vacancies for effecting promotion of Workmen to Grade-I will be released / sanctioned by Corporate Office. Notification for promotion under NPQ / Professionally Qualified Stream will be issued by concerned Division/Office inviting applications from the eligible and willing Workmen. The applications received will be screened by the HR Department in consultation with Departmental Head or an Officer authorized by him. Suitability for promotion is to be determined on the basis of a Written Test followed by Interview. Accordingly, eligible employees will be administered Written Test and particulars of the employees who are qualified in the Written Test will be submitted to the Selection Committee together with complete service particulars and Performance Appraisal Reports of the employees concerned. The composition of Selection Committee is as under:

Promotion to Grade	Committee
I	AGM / DGM - Chairman Concerned Departmental Heads - Members SC / ST Representative (wherever applicable) - Member Concerned HR Head - Member / Secretary

2.5.2 Employees will have the option to answer the questions in English / Hindi / Regional Language in the written test as well as interview. The availability of the above option should be clearly indicated in the test / interview call letter sent to the candidates for appearing for written test / interview for promotion.

Reference:
PC No. 545 dt. 29-05-1985

2.5.3 Written Tests should be conducted for all posts in Grade-I filled by promotion of Workmen. The question paper will be in two parts, one relating to functional aspects of work and the other relating to organizational and administrative aspects of work as given below:

Part-I

- a) Two questions relating to the specific area or areas of the Specialization / Trade concerned (20 marks each);
- b) One question relating to basic supervisory functions / responsibilities of Supervisors (20 marks).

Part-II

- a) One question relating to HAL's Organization structure, its Divisions and Products (10 Marks);
- b) One question relating to basic HAL Rules such as Leave Rules, Standing Orders including procedure for taking disciplinary action (15 Marks);
- c) One question relating to the provisions of the Factories Act and Safety Regulations that supervisors should be familiar with (15 marks).

Note: Question papers for all Written test held in connection with Promotion may be set in English / Hindi / bilingually and / or

trilingual by including official language of the State (Regional Language) in which the unit of HAL is located.

2.5.4 Only candidates who secure 50% and above Marks in the Written Test are to be called for interview.

2.5.5 The Marking system to be followed by the Departmental Promotion Committee is at **Annexure-V**.

2.5.6 In order to qualify for promotion, an employee should secure 50% Marks in the Written Test and 12 out of 25 Marks in the Interview and 50% of the Total Marks in the Aggregate.

2.5.7 The names of the employees (i.e Workmen in Scale-10 / Special Scale) who qualify for Promotion on the above basis are then to be arranged in the order of their inter-se-seniority and promotions are to be effected in that order subject to suitability. In respect of Workmen being considered for promotion to Grade-I under the Professionally Qualified Stream, Promotion would be effected purely based on Merit and list of selected Workmen would be prepared in the order of Merit.

2.5.8 Presidential Directives on Reservation Policy for SC/ST on Promotion shall be applicable for both modes of Promotions.

2.5.9 It is envisaged that this Scheme will encourage Workmen to acquire Diploma in Engineering or equivalent in the Technical Trades and University Degree or its equivalent in the Non-Technical Trades, thereby improving the overall qualification profile of the Company.

2.5.10 The conditions relating to Physical Attendance would be the same as applicable for promotions within the Workmen cadre.

Reference: HAL/HR/27(1)/13/2017 dt. 20-03-2017

2.5.11 The procedure for considering Workmen for promotion to Grade-I in respect of those who have been imposed with punishments will be the same as applicable to promotion of Officers with the modification that the effect will be 6 months for minor penalties and one year for major penalties as under:

- a) Vacancy Based Promotions in case of Workmen on whom punishments are imposed during the preceding 3 years are to be considered from the date arrived at by increasing the Service Eligibility period in the Group / Scale by 6 months & 1 year for each Minor & Major Punishment respectively. Further, the Workmen will be eligible for Promotion, after the Punishment is imposed, from the next available eligibility date only;
- b) If any other punishment is imposed during the extended / deferred period, the system / procedure at (a) above to be followed again.

- c) Further, if the punishment imposed is still under implementation [e.g.: postponement of Annual Increment with cumulative effect for 4 years] i.e during the period of currency of punishment, the Workmen will not be eligible for promotion during the period.
- d) The term 'currency of punishment' will be applicable only to punishments which are implemented over a period of time, like Postponement of Increments.

2.6 **Promotion of Workmen to Grade - I against whom Criminal Prosecution is Pending**

2.6.1 The guidelines for effecting Promotions of Workmen to Grade-I against whom Criminal Prosecution is pending are the same as given at Para - 1.12 above.

2.7 **Effect of Punishments on Promotions**

2.7.1 System as at para 3.25.1 will be applicable for promotion from the Workmen Cadre to posts in Grade I, with the modification that the effect will be 6 months for minor penalties and 1 year for major penalties.

2.8 **Incorporation of Qualification**

2.8.1 Professional Qualifications acquired by employees after joining the Company (by obtaining NOC) will be incorporated in the personal records. In respect of employees who had indicated in the Application for Employment, Undertaking submitted etc at the time of selection that they were pursuing higher studies, qualifications acquired subsequently will be incorporated in the personal records. However, this would be done after verification / cross checking all the relevant particulars, on a case to case basis. Details of such employees will be forwarded by the Divisions / Offices to the Corporate Office, in the Format as at **Annexure-VI**, before extending any benefit.

2.8.2 Workmen who had indicated in the Application for employment or who had submitted undertaking before appointment, that they were not pursuing any higher qualification at the time of selection / appointment, will not be eligible for incorporation of the higher qualification in the personal records, in case they were pursuing the higher qualification at the time of selection / appointment and submit requests for incorporation of the qualification subsequently.

2.8.3 There was no practice of obtaining an Undertaking / Declaration from the candidates as to whether they were pursuing any higher qualification or not, at the time of induction, before 2011. The qualification acquired by such Workmen after joining the Company would be incorporated in the personal records, subject to the following conditions:

- a) In case it was indicated by the Workman that he was not pursuing any higher qualification (in the Application for Employment, any letter, undertaking, Declaration, Verification Forms etc submitted before appointment or after joining the Company) at the time of

selection / appointment, but was actually pursuing the qualification, the qualification acquired after joining the Company will not be incorporated in the personal records.

- b) Incorporation of higher qualification in the personal records in eligible cases would be done after verification/cross checking all the relevant particulars, including re-confirming the position as at (a) above, on a case to case basis.
- c) Details of such employees will be forwarded by the Division / Office to the Corporate Office, before extending any benefit.

CHAPTER 3

PROMOTIONS IN THE EXECUTIVE CADRE

PROMOTIONS IN THE EXECUTIVE CADRE

References:

1. P C No. 654 dt. 20-06-2001 (as amended)
2. PC No. 667 dt. 30-07-2005 (as amended)
3. HAL/P&A/27(1)/07 dt. 14-05-2007
4. HAL/P&A/27(1)/08 dt. 03-06-2008
5. HAL/HR/27(1)/2013 dt. 25-07-2013
6. HAL/HR/27(1)/2018 dt. 22-05-2018
7. HAL/HR/27(1)/2019 dt. 23-05-2019

3.1 An Officer will be eligible to be considered for Promotion to the next higher Grade on completion of specified number of years of Service in the existing Grade and possessing requisite Educational Qualification prescribed for Promotion subject to Assessment and fulfilling other prescribed conditions.

3.2 **MODES OF PROMOTION**

3.2.1 **Vacancy Based Promotions**

a) Departmental Promotion Committee (DPC)

Applicable for promotions upto and including Grade-VIII

b) Internal Merit Selection (IMS)

Applicable for promotion upto and including Grade-VI

Note: The Career Plan Promotion Scheme has been discontinued w.e.f. 1st January 2020.

3.3 **Effective date of Promotion**

3.3.1 Promotions within the Executive Cadre are effected once in a year, i.e. 1st July of the year.

3.4 **Span of Service**

3.4.1 The Qualification and Minimum Span of Service required to be possessed by Officers in the lower Grade to become eligible for promotions are as under:

Sl.No	Grade	Qualification Possessed			
		Degree in Engineering (Technical Disciplines) / University Degree with Professional Qualification in the concerned Discipline (Non-Technical Disciplines)		Diploma in Engineering (Technical Disciplines) / University Degree (Non-Technical Disciplines)	
		DPC	IMS	DPC	IMS
1	I to II	4	3	6	5
2	II to III	4	3	6	5
3	III to IV	4	3	6	5
4	IV to V	4	3	6	5
5	V to VI	4	3	6	5
6	VI to VII	4	NA	NA	NA
7	VII to VIII	4	NA	NA	NA
8	VIII to IX	3		NA	NA
9	IX to X	3		NA	NA

Notes:

Reference:

HAL/HR/37(2)/2017 dt. 13-12-2017

- 1) Promotion of Flight Test Engineers (FTEs) / Flight Test Instrumentation Engineers (FTIEs) in the Discipline will be restricted upto & including Grade-VIII only.
- 2) The minimum span of Service required to be completed in the lower Grade by Test Pilots / FTEs / FTIEs to become eligible for promotion to the next higher Grade under DPC, upto & including Gr-VIII will be 5 years and for promotion to Grades-IX & X (only Pilots) will be 4 years.

3.5 Method of Selection

Reference:
HAL/HR/27(1)/2019 dated 23.05.2019

3.5.1 Method of Selection for Promotions under DPC / IMS are as under:

Promotion to Grade	Method of Selection	
	DPC	IMS
II, III, IV, V & VI	PAR Marks, Written Test* & Interview	PAR Marks, Written Test* & Interview
VII & VIII	PAR Marks & Interview	-
IX & X	PAR Marks & Interview	

Note: Written Test Marks are being considered only as a Qualifying Criteria w.e.f. 1.7.2019.

3.6 PAR Criteria

3.6.1 The minimum PAR eligibility criteria to be met by the Officers in the lower Grade to become eligible for promotions are as under:

Sl. No	Grade	PAR Eligibility Criteria	
		DPC	IMS
1	I to II	Officers should have scored "50 Marks" or above in the PAR of the immediate last year. Further, the Average PAR Marks of the last 3 years should also be "50 or above"	Officers should have obtained PAR Marks of '80' or above (out of 100) in each of the previous three years out of which it should be '85' or above for at least 2 years.
2	II to III		
3	III to IV		
4	IV to V		
5	V to VI		
6	VI to VII	Officers should have secured a minimum cumulative PAR Marks of '201' during the preceding 3 years.	Not Applicable
7	VII to VIII		
8	VIII to IX	Officers should have obtained Average PAR Marks of '80 or above' during the preceding five years.	
9	IX to X		

3.7 **Vacancy Based Promotions - Internal Merit Selection (IMS)**

3.7.1 Degree Holders in Engineering or its equivalent in the Technical Disciplines and University Degree Holders with relevant Professional Qualifications (viz CA/ICWA/ACS/MBA/PG Degree / PG Diploma (2 years Full Time or 3 years Part Time / Correspondence course) in the Non-Technical Disciplines are eligible. PARs of the previous 3 years are to be reckoned for the purpose of deciding the eligibility for promotion. Accordingly, the PARs to be reckoned for effecting Promotions from 1st July of the year will be preceding 3 years (eg: for effecting promotion from 1st July 2020, the PARs to be reckoned will be - 2017-18, 2018-19, 2019-20);

3.7.2 Keeping in view the fact that the IMS Scheme is meant to give accelerated promotion to high fliers, consideration for promotion under IMS would be restricted to Officers who have completed service eligibility of 3 years in the existing Grade as on 1st July of the year of selection (including training period in respect of Management / Design / Executive Trainees) and who fulfill all the other laid down criteria only. In other words, Officers who have completed service eligibility of 4 years or more as on 1st July of the year of selection will not be eligible for consideration under IMS and they will be considered under DPC only;

3.7.3 The period of training undergone by Management / Design Trainees and Executive Trainees, who are absorbed in Gr-II and Gr-I respectively, on successful completion of the Training, would be reckoned as Service in Gr-II and Gr-I for the purpose of determining their Service Eligibility in Gr-II and Gr-I respectively for promotion to higher Grade (under IMS/DPC). In view of the fact that the service eligibility for promotion under IMS is 3 years, PAR Marks and Management Review Categorization would be available only for 2 years in respect of such candidates before they are considered for promotion under IMS to Grades III & II respectively. Candidates who have secured cumulative PAR Marks of 167 during the last 2 years will be eligible for consideration under IMS, subject to the condition that the Marks in one year will not be less than '80' and during the other year not less than '85'. Management Review Categorization in both the years should be 'A' also. The Marks for API in such cases would be arrived at based on the PAR Marks of 2 years, instead of 3 years as in normal cases;

3.7.4 Officers in the Non-Technical Discipline possessing the Qualification of PG Degree (of 1 year duration) will not be eligible to be considered for Promotion under IMS.

3.7.5 **MRC (Management Review Categorization)**

3.7.5.1 Officers should have been rated as 'A' in the MRC (having high degree of potential for advancement) in the PARs for the previous three years;

3.7.6 Number of Vacancies-Promotions to Grades II to VI

3.7.6.1 Number of Vacancies for promotion to Posts in Grades-II to VI will be released by Corporate Office every year on percentage basis.

3.7.7 Composition of Selection Committees

Reference:
HAL/HR/27(1)/2018 dt. 22-05-2018

3.7.7.1 The Selection Committee for effecting Promotions under IMS would be constituted at the Divisional / Complex / Corporate Level as follows:

To Grade/ Post	Headed by	Other Internal Members	External Member(s)
II & III	ED / GM	Departmental Heads; HR Head of the Division.	Member of appropriate level from other DPSUs/ PSUs/Govt. Organisations.
IV, V & VI	Director/CEO	EDs/GMs/COP/CD of Divisions/ Offices; HR Head of the Complex	Expert in the Field/ Officers from other DPSUs/ PSUs/ Govt. Organisations.

Further, SC/ST representatives would also be nominated, wherever required, in accordance with the prevailing Rules.

3.7.8 Assessment method for effecting Promotions under IMS upto & including Grade VI

3.7.8.1 Selection of Officers would be based on Marks scored in the PARs for the previous 3 years (API) & Interview. The Minimum Qualifying Marks of 60% in the Online Written Test shall be considered as the Qualifying Criteria, to attend the Interview. Marks would be awarded in the Assessment as under:

Criteria	Maximum Marks
Average Performance Index (API)	85
Interview	15
Total	100

Minimum Qualifying Marks would be as follows

Criteria	Minimum Qualifying Marks
Interview (75%)	11.25 (out of 15)
Total [API + Interview]	85 (out of 100)

3.7.9 Officers who are left with less than 1 year of service before their Superannuation as on 1st July of the year of selection will not be eligible for Vacancy Based Promotions;

3.7.10 Officers who would be considered eligible for promotion under IMS would be of exemplary conduct and should not have been involved in any Disciplinary Proceedings;

3.7.11 Processing & Effecting promotions would be done as indicated at para 3.10. While promotions under IMS upto & including Gr VI will be processed at Divisional / Complex level, approval of Corporate Office will be obtained before effecting the promotions.

3.7.12 The period of Training of one year as Management / Design Trainees will be reckoned as service in Grade I for the purpose of Promotion to Grade II where Trainee was absorbed in Grade I immediately on completion of 52 weeks of Training as they did not qualify for absorption in Grade II. In cases where the Training period was extended by six months and then absorbed in Grade I or where the Trainee was absorbed after an extended period based on a review, the original period of one year training will only be reckoned as service in Grade I for the purpose of Promotion to Grade II.

3.7.13 **Notification of Promotions**

3.7.13.1 Promotions under IMS to each Grade would be effected based on Merit as reflected in the Assessment. List of selected Officers would be prepared in the order of Merit, separately for each Grade. Promotions would be effected from the merit list, depending on the sanctioned number of vacancies available under IMS for each Grade in the Division / Office / Complex / Company-

3.8 **Vacancy Based Promotions – Departmental Promotion Committee (DPC)**

3.8.1 Instructions at paras 3.7.1 to 3.7.3 would be applicable for promotions under DPC also. All Officers who meet the eligibility criteria of Qualification, PAR Marks, minimum service in the lower Grade and other stipulated conditions in the Rules would be called for Interview to assess their suitability for promotion. No notification will be issued.

3.8.2 **Assessment method for effecting Promotions under DPC**

Reference: HAL/HR/27(1)/2018 dt. 22-05-2018

3.8.2.1 Interviews for the purpose of effecting Promotions upto & including Grade-V under DPC are discontinued. A system of Committee Evaluation is introduced instead of Interview.

3.8.2.2 Selection of Officers will be considered based on the Average Performance Index (API) (Marks scored in PARs for the previous 3 years) & Committee Evaluation. The Marks scored in the Online Written Test will be reckoned only as a Qualifying Criteria.

3.8.2.3 The Minimum Qualifying Marks of 40% in the Online Written Test to become eligible for DPC shall be considered as the Qualifying Criteria, for Committee Evaluation.

3.8.2.4 Marks would be awarded as follows:

a) Assessment Criteria for Promotions upto & including Gr-V

Criteria	Maximum Marks
Average Performance Index (API)	85
Committee Evaluation	15
Total	100

Marks for API would be awarded as follows:

Total of "Overall PAR Marks" for the preceding 3 years X 85
Highest possible Overall Marks in the Appraisal System X 3

Minimum Qualifying Marks would be as follows

Criteria	Minimum Qualifying Marks
Committee Evaluation (60%)	9 (out of 15)
Total [API + Committee Evaluation]	60 (out of 100)

b) Assessment Criteria for Promotion to Gr-VI

Criteria	Maximum Marks
Average Performance Index (API)	85
Interview	15
Total	100

Marks for API would be awarded as follows:

Total of "Overall PAR Marks" for the preceding 3 years X 85
Highest possible Overall Marks in the Appraisal System X 3

Minimum Qualifying Marks would be as follows

Criteria	Minimum Qualifying Marks
Interview (60%)	9 (out of-15)
Total [API + Interview]	60 (out of 100)

c) Assessment Criteria for Promotions to Grades VII & VIII

Criteria	Maximum Marks
Average Performance Index (API)	85
Interview	15
Total	100

The minimum qualifying criteria in API is Cumulative Marks of '201' out of '300' during the preceding 3 years in the PARs.

Minimum Qualifying Marks would be as follows:

Criteria	Minimum Qualifying Marks
Interview (60%)	9 (out of 15)
Total [API + Interview]	60 (out of 100)

3.9 **Notification of Promotions:**

3.9.1 Promotions to posts in Grades-II & above would be effected based on Merit and list of selected Officers would be prepared in the order of Merit, separately for each post and promotions effected accordingly;

3.9.2 Officers who are left with less than 1 year of service before their superannuation as on 1st July of the year of selection will not be considered eligible for promotion.

3.10 **Processing & Effecting Promotions**

3.10.1 Promotions to different Grades under the existing systems including IMS stream would continue to be processed & effected is as under:

Promotion to Grade	Effected at
II & III	Divisional Level
IV, V & VI	Complex Level
VII & above	Corporate Level

3.11 **Composition of Selection Committees**

Reference: HAL/HR/27(1)/2018 dt. 22-05-2018

3.11.1 The Selection Committee for effecting Promotions under DPC would be constituted at the Divisional / Complex / Corporate Level as follows:

To Grade/ Post	Headed by	Other Internal Members	External Member(s)
Upto & including Grade V	<p>No Interview. Constitution of Committees for Committee Evaluation would be made as at present, as indicated below:</p> <p><u>Promotion to Gr-II & III:</u></p> <p>ED / GM : Chairman AGM / DGM (Heads of Departments) : Members Officer from HR Department (Gr-IV & above): Member / Secretary</p> <p><u>Promotion to Gr-IV & V</u></p> <p>CEO/ Director : Chairman EDs / GMs of the Divisions / Offices : Members HR Head of the Complex: Member / Secretary</p>		
VI	Director / CEO	EDs/GMs/COP/CD of Divisions/ Offices; HR Head of the Complex	Expert in the Field/ Independent Director/ Government Nominee Director/ Officer from other DPSUs/ PSUs/ Govt. Organisations.
VII		Atleast 1 / 2 Directors/ CEOs; HR Representative from Corporate Office/Complex	
VIII	CMD	All Full Time Directors & CEOs	Expert in the Field/ Independent Director/ Government Nominee Director

3.11.2 SC/ST representatives would also be nominated, wherever required, in accordance with the prevailing Rules. With regard to Promotions to Officers deputed to NAeL, CEO (NAeL) will be co-opted as a Member in the Selection Committees (Interview/Committee Evaluation) for effecting Promotions to Posts in Grade-II to VI under DPC/IMS.

3.12 Sample Assessment Sheet for Promotion of Officers under DPC / IMS is at **Annexure-VII**.

3.13 **Written Test for effecting Promotions upto & including Grade-VI (for both DPC / IMS)**

Reference:

HAL/HR/27(1)/2019 dt. 23-05-2019

3.13.1 As per the Policy on promotion of Executives, assessment of candidates for effecting promotions upto and including Grade VI (both under DPC & IMS) will be made based on the Marks scored in the PARs & Committee Evaluation / Interview. The Marks scored in the Online Written Test will be reckoned only as a Qualifying Criteria. The Minimum Qualifying Marks of 40% in the Online Written Test to become eligible for DPC shall be considered as the Qualifying Criteria for Committee Evaluation; and Minimum Qualifying Marks of 60% in the Online Written Test to become eligible for IMS shall be considered as the Qualifying Criteria for Interview.

3.13.2 The system of administering the Written Test for effecting promotions to Grades-II, III, IV, V & VI was introduced in the Company w.e.f. 1.7.06; and the system had undergone changes from time to time.

3.13.3 Written Test is being conducted once in a year during May / June for the Officers in Grades I to V who are due for promotion to higher posts under IMS & DPC wef 1st July of the year;

3.13.4 The Written Test will be administered centrally by Corporate Office, with the help of external Agencies / Specialists. The Test will be conducted in each Division / Office. The Written Test will be common under both the streams, i.e for effecting Vacancy Based Promotions to Grades II, III, IV, V & VI under DPC & for effecting promotions under IMS upto & including Gr VI;

3.13.5 The Written Test will be Objective Type (multiple choice questions) with 100 questions of one Mark each. There will be no negative Marks. The syllabus for the Test will comprise of:

3.13.5.1 **Officers appearing in Technical Disciplines**

a) **Section A (20 Marks):**

Part-I (10 Marks)

- History of HAL, Divisions and its Products.
- Global Aerospace Industries & Rank of HAL.
- Financial Performance Parameters of HAL – Sales / Profit/ Growth.
- Current Projects.
- Categorization of PSUs –Miniratna / Navaratna / Maharatna.

Part-II (10 Marks)

- SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats).
- Developments in Aeronautical Industry.
- New & Future Projects.
- Export Projects.
- Statutory & Regulatory Requirement/ Legal implications.
- Incentive Schemes of HAL.
- Factories Act & Workmen Compensation Act, etc.
- Environmental Management System (EMS) & ISO 14001.
- Indigenization & Outsourcing.
- Customer Service.
- Modernization.

b) **Section B (40 Marks):**

Part-I (30 Marks):

- Theoretical Questions pertaining to the Branch of Engineering and Management in respect of Technical Disciplines.
- General Engineering Concepts & Applications.
- Technology/ Processes / Tooling.

Part-II (10 Marks)

- Management Concepts & Practices like Lean Concepts, 6 Sigma, Kaizen, 5 S, House Keeping, Poka Yoke, Just in Time, TWI, Virtual Factory, TACK Time.
- Group Technology & Cellular Manufacturing.
- Flexible Manufacturing Systems (FMS).
- Learning Curve Concepts & Reduction of through-put time.
- Computer Aided Design/ Computer Aided Manufacturing.
- Internet of Things (IOT) & Factory 4.0.
- Quality Management Systems, ISO-AS 9100 D & NADCAP.
- Special Processes & Process Qualification.

- SPC & SQC, DOE.
- Advancements & Latest Developments in Technology in the concerned Disciplines.

c) **Section C (40 Marks)**

Technical (Direct):

- Practical and application oriented Questions specific to the concerned Disciplines and functional areas of the Divisions and its Products.
- Problems towards Project Management, project delays, cost over-run, time over-run & solutions.
- Knowledge / Awareness of the Technical & Quality problems in the concerned Areas pertaining to projects & the solutions. Implementation of SPC & SQC projects.
- Important contributions & achievements in the concerned areas.
- Projects undertaken in Lean, Kaizen, 6 Sigma quality, process review, 5S, House-keeping, TPM, Machine utilization, improvement of Labour productivity, reduction of Cycle-time, cost reduction.
- Customer Service, AOG & Rotable Repairs TurnaroundTime, Fleet Serviceability.
- Proficiency in particular Skill Cluster, multi-skilling & the efforts in Skill Development for self & the sub-ordinates through TWI Coaching & Mentoring.

OR

Technical (Indirect):

- Practical and application oriented Questions specific to the concerned Disciplines and functional areas of the Divisions and its products.
- Problems towards Project Management, project delays, cost over-run, time over-run & solutions.
- Knowledge on specific problems in the concerned area.
- Important contributions & achievements in the concerned areas.

- Customer Service, AOG & Rotable Repairs Turnaround Time, Fleet Serviceability.

3.13.5.2 **Officers appearing in Non-Technical Disciplines**

a) **Section A (20 Marks):**

Part-I (20 Marks)

- History of HAL, Divisions and its Products.
- Global Aerospace Industries & Rank of HAL.
- Financial Performance Parameters of HAL – Sales / Profit/ Growth.
- Current Projects.
- Categorization of PSUs –Miniratna / Navaratna / Maharatna

b) **Section B (40 Marks):**

Part-I (30 Marks):

- Theoretical Questions pertaining to the relevant Professional Discipline / Management Discipline.

Part-II (10 Marks)

- General Management Concepts & Practices.
- Technology/ Techniques/ Processes.
- Advancements & latest Developments in the concerned Disciplines/ Functional Areas.

c) **Section C (40 Marks)**

- Practical and application oriented questions specific to the concerned area.

3.13.5.3 **Officers appearing in Design Disciplines**

a) **Section A (20 Marks):**

Part-I (10 Marks)

- History of HAL, Divisions and its products.

- Global Aerospace Industries & Rank of HAL.
- Financial Performance Parameters of HAL – Sales / Profit/ Growth.
- Current Projects.
- Categorization of PSUs –Miniratna / Navaratna / Maharatna

Part-II (10 Marks)

- SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats).
- Developments in Aeronautical Industry.
- Future Projects.
- Export Projects.
- Statutory & Regulatory requirement/ Legal implications.
- Incentive Schemes of HAL.
- Factories Act & Workmen Compensation Act, etc.
- Environmental Management System (EMS) & ISO 14001.
- Indigenization & Outsourcing.
- Customer Service.
- Modernization.

b) **Section B (40 Marks):**

Part-I (30 Marks):

- Theoretical Questions pertaining to the Branch of Engineering and Management in respect of Technical/ Design Disciplines.
- General Engineering Concepts & Applications
- Technology/ Processes / Tooling.

Part-II (10 Marks):

- Management Concepts & Practices like Lean Concepts, 6 Sigma, Kaizen, 5S, House Keeping, Poka Yoke, Just in Time, TWI, Virtual Factory, TACK Time.
- Group Technology & Cellular Manufacturing.
- Flexible Manufacturing Systems (FMS)
- Learning Curve Concepts & Reduction of through-put time.

- Computer Aided Design/ Computer Aided Manufacturing.
- Internet of Things (IOT) & Factory 4.0.
- Quality Management Systems, ISO-AS 9100 D & NADCAP.
- Special Processes & Process Qualification.
- SPC & SQC, DOE.
- Advancements & Latest Developments in Technology in the concerned Disciplines.

c) **Section C (40 Marks)**

- Practical and application Oriented Questions specific to the concerned Design Disciplines and functional areas of different Design Centers, their Programmes / Projects.
- Certification of Design Process.
- Conversant with application of Project Management Techniques for various ongoing / future Programmes / Projects.
- Knowledge on development Programmes
- Rapid Prototyping
- Patenting

3.13.6 The Test will be conducted based on 3 difficulty levels for all the Technical, Non Technical & Design Disciplines, as follows:

- | | | | |
|----|--------------------|---|-------------------------------------------|
| a) | Difficulty Level 1 | : | Representing the lowest difficulty level; |
| b) | Difficulty Level 2 | : | Representing Medium / Moderate level; |
| c) | Difficulty Level 3 | : | Representing High difficulty level. |

3.14 **Validity of the Written Test Marks**

References:

1. HAL/HR/27(1)/2016 dt. 22-02-2016
2. HAL/HR/27(1)/2016 dt. 10-03-2016

3.14.1 Marks scored in the Written Test for the first time in a Grade will be valid till the Officer gets promotions to the next Grade. In other words, officers who take up the Test in one Grade either under IMS or DPC and qualified the same, will not be required to take up the Test again in the same Grade till his promotion to the next Grade;

3.14.2 Officers who have not qualified in the Written Test are required to appear for the Written Test again in the next year;

3.14.3 Officers who have not qualified in the Written Test for promotion under IMS during the current year but meets the qualifying criteria in the Written

Test for promotion under DPC in the subsequent year(s), need not appear for the Written Test again for DPC in the same Grade;

3.14.4 Officers who wish to improve their Written Test Marks for consideration for promotion in the subsequent year can be permitted to write the exam again. In such cases, Marks obtained during the 2nd Test will only be reckoned;

3.14.5 The above system is implemented for effecting promotions w.e.f 1.7.16 and onwards.

3.15 EFFECTING PROMOTIONS TO POSTS IN GRADES-IX & X

References: 1. HAL/HR/27(1)/2015 dt. 04-09-2015 2. HAL/HR/27(1)/2015 dt. 02-11-2015 3. HAL/HR/27(1)/2018 dt. 22-05-2018

3.15.1 Minimum Requirements are as follows:

Eligibility	Technical Disciplines	Non-Technical Disciplines
Qualification	Degree in Engineering or its equivalent	University Degree with Professional Qualifications such as CA / ICWA / ACS or MBA / PG Degree / PG Diploma (2 years Full Time or 3 years Part Time / Correspondence Course) from a recognized University / Institute, in the concerned Discipline
Minimum Service in the lower Grade	Officers who have completed 3 years service in the immediate lower Grade as on 1 st July of the concerned year would only be eligible	
PAR Marks	Officers should have obtained Average PAR Marks of '80 or above' during the preceding Five years to become eligible to be considered.	

3.15.2 Officers who meet the eligibility criteria of Qualification, PAR Marks, minimum service in the lower Grade and other stipulated conditions in the Rules would be called for Interview to assess their suitability for promotion to higher Grades. No notification will be issued;

3.15.3 Interviews, selection of candidates and notification of promotions would be done by the Corporate Office;

3.15.4 **Assessment Method**

Selection of Officers would be based on Marks scored in the PARs for the previous 5 years and Interview. Marks would be awarded in the Assessment as follows:

Criteria	Maximum Marks
Average Performance Index (API)	85
Committee's Evaluation	15
Total	100

Marks for API would be awarded as follows:

Total of "Overall PAR Marks" for the preceding 5 years X 85
Highest possible Overall Marks in the Appraisal System X 5

3.15.5 **Qualifying Marks**

Minimum qualifying marks in the Interview would be as follows:

Criteria	Minimum Qualifying Marks
Interview (65%)	9.75 (out of 15)
Overall (75%)	75 (out of 100)

3.15.6 **Composition of Selection Committee**

The Selection Committee would consist of CMD, all Full Time Directors, all CEOs and One Independent Director and / or one Expert from an external Agency. Further, SC/ST representative would be co-opted, wherever required, in accordance with the prevailing Rules.

3.15.7 **Notification of Promotions**

Promotions to posts in Grade-IX & X (appointments) would be effected purely based on merit as arrived at in the Selection, and after approval by the Board.

3.15.8 **Effective Date of Promotion**

Promotions will be effected w.e.f. 1st July of the concerned year only.

3.16 **General**

- a) Officers who are left with less than 1 year of service before their superannuation as on 1st July of the year of selection will also be considered eligible for promotion. However, such officers should be left with more than 1 month of service, from 1st July of the year of selection OR from the date of Interview, whichever is later, to be considered eligible for promotion to posts in Grade IX/X.
- b) All other Terms & conditions prescribed for effecting vacancy based Promotions as under existing Rules would continue to be applicable for effecting promotions to posts in Grades IX & X.

3.17 **POLICY FOR APPOINTMENT TO POSTS OF CHIEF EXECUTIVE OFFICERS**

References:

1. HAL/HR/46(2)/2015 dt. 29-01-2015
2. HAL/HR/27(1)/2018 dt. 22-05-2018

3.17.1 **Pay Scale, Perks and Benefits**

3.17.1.1 Same as for Board level (Functional Director) incumbents (Pay Scale of Rs.180000 – 340000).

3.17.2 **Eligibility**

a) **Qualification**

Degree in Engineering / Technology or its equivalent.

b) **Minimum Service in the Lower Grade**

Officers who have completed 2 years of service in HAL in Grade IX as on the date of occurrence of the vacancy would only be eligible. Officers in Grade X are also eligible for the post of Chief Executive Officers, irrespective of the service in Grade-X, as long as the criteria of 2 years of service is put in by the Officer in Grade-IX.

c) **Balance Service before Superannuation**

Officers who are left with less than 2 years of service before their superannuation as on the date of occurrence of the vacancy will not be eligible for appointments.

d) **PAR Marks**

Officers should have obtained Average PAR Grading / Marks of '80' or above, out of '100', in Grade VIII / IX / X, in the preceding 5 years, to become eligible to be considered.

3.17.3 **Interview**

3.17.3.1 The post of Chief Executive Officer will be notified internally, specifying the qualification requirement and job description / specifications. Interviews, selection of candidates and notification of appointments would be done by Corporate Office.

3.17.4 **Assessment Method**

3.17.4.1 Selection of Officers would be based on Grading / Marks scored in the PARs for the preceding 5 years in Grade VIII / IX / X and Interview. Weightage of Marks in the Assessment would be as follows:

Criteria	Weightage
Average Performance Index (API)	85
Interview	15

Marks for API would be awarded as follows:

Total 'Overall PAR Marks' of preceding 5 years in Gr. VIII/IX/X * 85
Highest possible Overall Marks in the Appraisal System * 5

Note:

In case PAR Marks are available for less than 5 years (like in cases of lateral appointments in Grade IX), Marks for 5 years would be arrived at by extrapolating the available Marks to 5 years.

3.17.5 **Qualifying Marks**

Minimum Qualifying Marks would be as follows:

Criteria	Minimum Qualifying Marks
Interview (65%)	9.75 (out of 15)
Overall (75%)	75 (out of 100)

3.17.6 **Composition of Selection Committee**

3.17.6.1 The Selection Committee would consist of CMD, one Independent Director, One Government Director and all Whole Time Directors. Director (HR) would also be the Member / Secretary. Further, SC / ST Representative [at the level of Director in HAL or equivalent, from HAL or other Organizations / Agencies] would be co-opted, wherever required.

3.17.7 **Notification of Appointment**

3.17.7.1 Appointment of Chief Executive Officers would be effected purely based on Merit as arrived at in the selection and after approval by the Board.

3.17.8 **Other Terms & Conditions**

3.17.8.1 All other Terms & Conditions prescribed for effecting Vacancy Based Promotions to posts in Grades IX & X as under the existing Rules would continue to be applicable for effecting promotions to posts of Chief Executive Officers.

3.17.9 **Effective Date of Appointment**

3.17.9.1 Appointment will be effected w.e.f. the date of occurrence of the vacancy or the date of assumption of charge, whichever is later.

3.18 **EFFECTING PROMOTIONS UNDER IMS/DPC IN RESPECT OF R&D CENTRES LOCATED OUTSIDE BANGALORE**

Reference:
HAL/HR/46(2)/2016 dt. 07-01-2016

3.18.1 The following instructions are applicable for effecting promotions in the Executive Cadre under DPC/IMS in respect of the R&D Centres located outside Bangalore:

- a) Respective R&D Centre (i.e. ASERDC-Lucknow & Korwa, TARDC-Kanpur, SLRDC-Hyderabad, AURDC-Nasik & GTRDC-Koraput) will effect the promotions under IMS/DPC. The HR Head of the R&D Center / the co-located Division will co-ordinate & process the promotions;
- b) Selection Committees for promotion from Grade-III to IV in respect of the R&D Centers would be constituted with the approval of Director (Engg and R&D). He would be the Competent Authority to approve promotions from Grade-III to IV. HR Head of Design Complex would issue the orders for promotion to Grade-IV;
- c) As regards promotions from Grade-I to II and II to III, the concerned R&D Center Head would be the Competent Authority for effecting the promotions. Approval of Director (Engg & R&D) would be obtained for constitution of Committees & effecting promotions in cases where the R&D Center Head does not have the powers of GM;
- d) The concerned R&D Center / Divisional HR Head or his representative (OR) HR Head of Design Complex or his representative will be co-opted as Member in the Selection Committee;
- e) Promotion Orders would be issued by the concerned R&D Center / Divisional HR Head upto Grade-III;
- f) Promotion to posts in Grades-V & VI will be processed by the Design Complex Office;
- g) Necessary co-ordination with the Divisional / R&D Center HR Heads for effecting the promotions would be done by the HR Head of Design Complex.

3.19 **GENERAL CONDITIONS APPLICABLE FOR DPC / IMS FOR ALL THE GRADES**

3.19.1 Zones of promotion for various Disciplines will be as under:

Reference:
HAL/P&A/46(9)/89 dt. 28-07-1989

For Grade-IV to V	For Grade-VI & VII
Technical General (Manufacturing, Production Engineering, Quality Control, Management Services, Customer Services, Marketing & Plant Maintenance)	Technical General (Manufacturing, Production Engineering, Quality Control, Management Services, Customer Services, Marketing, Plant Maintenance and Lab & Process)
Lab & Process	
IMM	IMM
Information Technology	Information Technology*
Design Engg. & Design Liaison	Design Engg. & Design Liaison
Medical	Medical
For Grade-IV to V	For Grade-VI & VII
Human Resources	Human Resources
IMM	IMM
Finance & Accounts	Finance & Accounts
Training	Training
Flight Operations	Flight Operations
Aerodrome Operations	Aerodrome Operations
Security	Security
Vigilance	Vigilance
Secretariat	Secretariat
Works Engineering	Works Engineering

* Degree Holders in Engineering are only eligible

3.19.2 Officers transferred either on promotion or on as-is-basis should comply with the orders of the Management.

3.20 **PROFESSIONAL QUALIFICATIONS FOR THE PURPOSE OF PROMOTION IN THE TECHNICAL AND NON-TECHNICAL DISCIPLINES WITHIN THE EXECUTIVE CADRE**

Discipline	Qualification (from recognized University)
Technical	BE / B.Tech / B.Sc (Engineering) / AMIE / Grad IETE / Grad IIIE / AM.Ae.S.I / AMIIM or its equivalent
Doctors	MBBS / MS / MD / BDS / MDS
Finance & Accounts	Pass in Final Examination of Institute of Cost and Works Accountants, Calcutta / London; Pass in Final Examination for membership of the Institute of Chartered Accountants of India / England; Pass in SAS Examination conducted by the Comptroller and Auditor General of India; MBA Degree with specialization in Finance awarded by recognized Universities;

Discipline	Qualification (from recognized University)
	Post Graduate Degree / Diploma in Business Administration with specialization in Finance from recognized Universities / Institutes.
Secretariat	Pass in Associate Membership Examination of the Institute of Company Secretaries of India, New Delhi
Human Resource	<p>PG Degree / PG Diploma in Social Welfare / Personnel Management / HR / Social Science / Industrial Relations awarded by recognized Universities / Institutions recognized by Government.</p> <p>Post Graduate Diploma of one year duration in PM & IR etc. from recognized Universities etc., However, the qualification should have been acquired prior to 23.06.2006 [DPC].</p>
Public Relations	<p>MA in Journalism and Communication from recognized Indian Universities</p> <p>Post Graduate Diploma of one year duration in Journalism, Public Relations and Advertising awarded by the Indian Universities or recognized Institutions like Indian Institute of Mass Communication, etc., However, the qualification should have been acquired prior to 23.06.2006.</p>
Legal	<p>Regular LLB Qualification</p> <p>Should be working in separate Legal Cell</p>
Security / Vigilance	<p>i) Successful completion of ten months pre-Commission training course from the Officers' Training School, Madras or from any other equivalent Institution under the Defence Forces;</p> <p>ii) Successful completion of one to one and a half years course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force;</p> <p>iii) Successful completion of one year training course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing;</p> <p>iv) Successful completion of Training conducted by the central government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one year training conducted by Home Ministry, Government of India, for SI in CBI;</p>

Discipline	Qualification (from recognized University)
	<p>v) 52 weeks training course of Instructions for IAF Police in the rank of Sergeant, Junior Warrant Officer, Warrant Officer and Master Warrant Officer;</p> <p>vi) Two years PG Degree (M Sc) in Forensic Science & Criminology acquired after (10+2+3);</p> <p>vii) Two years PG Degree (MA) in the following Subjects, acquired after Graduation (10+2+3):- MA – Sociology/ Economics/ Psychology/ Public Administration/ Criminology/ Political Science/ Anthropology/ Human Rights/ Media Studies/ Social Policy/ Public Policy;</p> <p>viii) Bachelor's Degree with 2 years Full time or 3 years Part Time / Correspondence PG Degree / PG Diploma / MBA / MSW / MA (3 / 4 + 2 years after 10+2) with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate statutory authorities.</p>
Fire Fighting / Fire Brigade	<p>i) Bachelor degree of Fire Engineering from the National Fire Service College, Nagpur awarded by the Nagpur University i.e., B.E., (Fire Engineering);</p> <p>ii) Bachelor degree of Fire Engineering / Fire Technology from Institutes / Universities recognized by appropriate statutory authorities.</p> <p>iii) Pass in Associate Membership / Membership Examination of Institute of Fire Engineering. UK;</p> <p>iv) Degree of recognized University with Pass in GIFE – India / UK.</p> <p>Divisional Officers Course of 22 weeks duration conducted by the National Fire Service College, Nagpur (to be considered at par with Diploma).</p> <p>Station Officers and Instructors Course of 22 weeks duration conducted by the national Fire Service College, Nagpur followed by 2 years of service at a Fire Brigade. (to be considered at par with Diploma).</p>

Discipline	Qualification (from recognized University)
Official Language	<div data-bbox="592 271 1177 344" style="border: 1px solid black; padding: 2px;"> <p>Reference: HAL/HR/27(1)/2011 dt. 15-09-2011</p> </div> <p>University Degree (with English as one of the subjects) + 2 years Regular & Full Time MA Degree in Hindi + PG Diploma in Translation (i.e. Hindi to English and vice-versa) of atleast one year duration from a recognized University / Institution.</p> <p>University Degree + 2 years Part Time / Correspondence MA Degree in Hindi acquired before 23.06.2006 are eligible for promotion within the Executive Cadre under DPC with minimum service eligibility of 4 years in the existing Grade.</p> <p>University Degree + 2 years Part Time / Correspondence MA Degree in Hindi acquired before 23.6.06 + PG Diploma in Translation (Hindi to English and vice-versa) of atleast one year duration acquired from a recognized University / Institution or an equivalent qualification will be eligible for promotion to Grade-I under the Professionally Qualified quota of posts, irrespective of their Scale of Pay, subject to completion of five year service in the Workmen Cadre.</p> <p>University Degree + 2 years Part Time / Correspondence MA Degree in Hindi acquired before 23.6.06 are eligible for promotion to Posts in Grade-I under the Professionally Qualified quota on reaching Scale-8 and on completion of one year service in Scale-8.</p> <div data-bbox="592 1442 1203 1516" style="border: 1px solid black; padding: 2px;"> <p>Reference: HAL/HR/36(89)/OL/2014 dt. 19-09-2014</p> </div> <p>In respect of Officers who are appointed in Official Language Discipline after 19.9.14, the following Qualifications will be treated as Professional Qualifications for the purpose of Promotions under IMS & DPC:</p> <p>The Officer should possess a Full Time Bachelor's Degree (3 years after 10+2).</p> <p>AND</p> <p>The Officer should also possess one of the following:</p>

Discipline	Qualification (from recognized University)
	<p>a) Full Time Master's Degree in Hindi with English as a Compulsory or elective subject or as the medium of examination at the Degree level;</p> <p>OR</p> <p>b) Full Time Master's Degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level;</p> <p>OR</p> <p>c) Full Time Master's Degree in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level;</p> <p>OR</p> <p>d) Full Time Master's Degree in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the Degree level.</p>

3.21 Officers possessing the Qualification of Diploma in Engineering in the Technical Disciplines and University Degree from a Recognized University in the Non-Technical Disciplines will be considered for promotion under Vacancy Based promotions upto and including Grade-VI only.

3.22 Officers possessing the Qualification of University Degree plus PG Diploma in the HR Discipline (of at least one year duration acquired from a recognized University / Institution before 23.06.2006) will be treated as possessing Professional Qualification for the purpose of promotion to posts in Grade-VII and above under DPC subject to fulfilling all other terms and conditions.

3.23 **QUALIFICATIONS IN SPECIFIC DISCIPLINES**

3.23.1 **IMM**

<p>References:</p> <ol style="list-style-type: none"> 1. HAL/P&A/27(1)/MPA/PF/235 dt. 23-06-2006 2. HAL/P&A/DM(N)/27(1)/312 dt. 11-08-2006 3. HAL/HR/27(1)/MPA/2012 dt. 03-09-2012 4. HAL/HR/27(1)/MPA/2013 dt. 05-07-2013 5. HAL/HR/27(1)/MPA/2014 dt. 12-03-2014

3.23.1.1 Officers possessing the Qualification of University Degree / Diploma in Engineering plus Graduate Diploma in Materials Management (2 years) awarded by the Indian Institute of Materials Management plus one year PG Diploma in Materials Management awarded by the Indian Institute of Materials Management (PGDMM) can be considered as possessing Professional Qualification for the purpose of promotion within the Executive Cadre, under DPC. To become eligible for promotion under IMS, 3 years Part Time / Correspondence PG Degree / Diploma specified in the Rules should be one continuous & integrated Course.

3.23.1.2 Qualification of University Degree / Diploma in Engineering + 2 years GDMM + 1 year PGDMM acquired by the Workmen before 7.11.13 will continue to be considered as PQ for promotion of Workmen to Grade I.

3.23.1.3 Officers possessing the qualification of University Degree / Diploma in Engineering plus GDMM acquired before 23.6.06 from IIMM would be considered as eligible for promotion under DPC in the IMM Discipline (Purchase & Stores Dept.). After 23.6.06, Officers who acquired the qualification of PGDMM, with University Degree, are only eligible for DPC (Service eligibility of 4 years).

3.23.2 Horticulture

References:

1. HAL/P&A/27(1)/2008 dt. 25-08-2008
2. HAL/HR/27(30)/2013 dt. 23-10-2013

3.23.2.1 B.Sc (Agriculture) (4 years) & M.Sc (Agriculture) (2 years) are Professional Qualifications in the Horticulture Discipline. Qualification of B.Sc (Agriculture) (3 years) & M.Sc (Agriculture) (2 years) acquired through Regular Mode can be considered as Professional Qualification for the purpose of promotion, under DPC. However, the same will not be considered as Professional Qualification for promotion under IMS.

3.23.3 Computers / IT

References:

1. HAL/HR/30(2)/2011 dt. 31-05-2011
2. HAL/HR/27(30)/2012 dt. 10-05-2012
3. HAL/HR/27(30)/2014/2 dt. 05-05-2014

3.23.3.1 Full Time / Regular MCA Degree of 3 years duration can be considered as a Professional Qualification on par with BE (Computer Science) for the purpose of promotion in the Company, in the Computers / IT Discipline. MCA acquired from IGNOU or any other University through Correspondence / Distance Education after 31.5.11 will not be considered as Professional Qualification. MCA acquired from IGNOU or any other recognized University through Correspondence / Distance Education before 31.5.11 will continue to be considered as Professional Qualification for the purpose of promotion in the Executive Cadre, but under DPC only.

3.23.4 **Diploma / Degree in Engineering / Technology – Correspondence**

References:

- 1. HAL/HR/27(30)/2013/1 dt. 05-07-2013**
- 2. HAL/HR/27(30)/2013 dt. 01-10-2013**
- 3. HAL/HR/27(30)/2019 dt. 01-03-2019**

3.23.4.1 Diploma / Degree in Engineering / Technology Qualifications acquired through Distance Education Mode / Correspondence from any Open Universities (other than JNTU, Hyderabad & IGNOU) after 5.7.13 will not be considered as recognized Professional Qualifications for the purpose of Recruitment & Promotions in the Company. Such Qualifications acquired through Distance Education Mode / Correspondence from Yashwant Rao Chavan Maharashtra Open University before 5.7.13 will continue to be considered as recognised Professional Qualification for the purpose of Promotions in the Company.

3.23.4.2 However, Degree in Engineering Qualification acquired by employees through Distance Education/ Correspondence Mode from IGNOU & JNTU, Hyderabad, based on admissions taken upto the Academic Year 2009-10 and completed the Course after 5.7.13 will also be considered as recognized Professional Qualification for the purpose of Promotions within the Workmen Cadre, from the Workmen Cadre to the Officers Cadre and within the Officers Cadre.

3.23.4.3 Diploma in Engineering Qualification acquired by employees through Distance Education/ Correspondence Mode from IGNOU & JNTU, Hyderabad, based on the admissions taken upto the Academic Year 2009-10 and completed the Course after 5.7.13 will be considered as recognized Qualification for the purpose of Promotions within the Workmen Cadre, from the Workmen Cadre to the Officers Cadre and within the Officers Cadre.

3.23.4.4 Instructions as at para-3.23.4.1 above will continue in respect of Diploma / Degree in Engineering Qualifications acquired through Distance Education / Correspondence Mode from Yaswant Rao Chavan Maharashtra Open University or any other Universities.

3.23.5 **MBA – IGNOU**

References:

- 1. HAL/HR/27(30)/2014 dt. 29-04-2014**
- 2. HAL/HR/27(30)/2019 dt. 15-04-2019**

3.23.5.1 MBA acquired from IGNOU through Distance Mode (for admission taken prior to 2018) which is of Minimum 2 1/2 years duration will continue to be considered as Professional Qualification for the purpose of promotion in the Executive and Non-Executive Cadre, in the concerned Non-Technical Disciplines, including for IMS, like in the case of 3 years Part Time / Correspondence PG Degrees / PG Diplomas.

3.23.5.2 MBA qualification acquired from IGNOU through Distance Education Mode from the year 2018, which is of minimum 2 years duration and maximum of 5 years duration will be treated as Professional Qualification for the purpose of Promotion in the Executive and Non-Executive Cadre, in the concerned Non-Technical Disciplines, excluding promotions under IMS in the Executive Cadre. In respect of other State/Central/Private Universities etc., MBA of minimum 3 years duration acquired under Distance Education/ Correspondence Mode will only be considered as Professional Qualification for promotion.

Reference:
HAL/P&A/27(30)/2009 dt. 01-12-2009

3.23.6 2 Years Part Time Post Graduate Diploma in Personnel Management awarded by the National Institute of Personnel Management will not be a recognized Professional Qualification for the purpose of Promotion in the Workmen Cadre, Officers Cadre or from the Workmen to the Officers cadre, in the Company.

Reference:
HAL/HR/30(7)/2010 dt. 12-10-2010

3.23.7 Qualifications acquired through Distance Education from Sikkim Manipal University will not be considered as Professional Qualification for the purpose of Promotion within the Workmen Cadre, Workmen Cadre to Officer Cadre and within the Officer Cadre.

Reference:
HAL/HR/27(1)/2012 dt. 20-09-2012

3.23.8 Qualifications acquired from Bharatiya Vidya Bhavan – Rajendra Prasad Institute of Communication & Management, Mumbai will not be considered as recognized / Professional Qualifications for the purpose of Promotions in the Company, w.e.f 20th September 2012, irrespective of the date of acquiring the qualifications.

Reference:
HAL/HR/30(2)/2010 dt. 04-10-2010

3.23.9 Qualification of Associate Membership Examination (AMIIM) acquired from the Indian Institute of Metals, Kolkata can be considered as equivalent to Degree in Metallurgy for the purpose of promotion within the Workmen Cadre, from the Workmen Cadre to the Executive Cadre and within the Executive Cadre.

3.23.10 The qualification of M.Sc (Chemistry) will be equated with Degree in Engineering for the purpose of promotion under DPC (not under IMS), only in Chemical Labs & Chemical Process Shops, where the requirement of M.Sc (Chemistry) exists.

Reference:
HAL/HR/30(7)/2019 dt. 11-11-2019

3.23.11 Pass in Sections A & B of the Associate Membership (Chartered Engineers) Examination in Mechanical Engineering conducted by the Institution of Mechanical Engineers (IME), Mumbai (in respect of employees who had enrolled for the said course upto 31.5.13) will be considered as equivalent to Degree in Engineering in respect of candidates who join the course after acquiring Diploma in Engineering; The said qualification will not be treated as recognised qualification for the purpose of Recruitment & Promotion, grant of Cash Incentive & Reimbursement of Examination Fee, in respect of employees who enrolled for the Course on or after 1.6.13.

3.23.12 The qualification of Part I & II of Technician Engineers (T) awarded by the Institution of Mechanical Engineers (India) (in respect of employees who had enrolled for the said course upto 31.5.13) can be considered as equivalent to Diploma in Engineering, for the purpose of Promotion in the Company; The said qualification will not be treated as recognised qualification for the purpose of Recruitment & Promotion, grant of Cash Incentive & Reimbursement of Examination Fee, in respect of employees who enrolled for the Course on or after 1.6.13.

3.23.13 Pass in AMIETE Examination conducted by the Institution of Electronics & Telecommunication Engineers will be considered as equivalent to Degree in Engineering in respect of candidates who join the course after acquiring Diploma in Engineering.

References:
1. HAL/HR/30(7)/2010 dt. 12-10-2010
2. HAL/P&A/30(2)/2011/16 dt. 24-02-2011

3.23.14 The qualification of MBA acquired from Sikkim Manipal University through Distance Education and MFM acquired from Christ College under the Twinning programme with Pondicherry University through Distance Education, cannot be considered as Professional Qualification for the purpose of Promotion in the Company.

Reference:
HAL/HR/27(1)/2012 dt. 20-01-2012

3.23.15 B.Tech (Mechanical) Degree acquired through Distance Education from JRN Rajasthan Vidyapeeth University is not recognized in the Company.

3.23.16 PG Diploma in IR, Labour Welfare & Personnel Management acquired by the employees from Dr RML Awadh Univeristy will not be considered as recognized Qualification.

3.23.17 Ex-Servicemen possessing the Qualification of Diploma in Engineering plus 10 years of Technical experience in IAF cannot be considered

on par with employees possessing the qualification of Degree in Engineering for the purpose of Promotion in the Company.

3.23.18 The qualification of BA acquired through Private mode cannot be considered as recognized Qualification.

References:

- 1. HAL/HR/27(30)/2013/2 dt. 05-07-2013**
- 2. HAL/HR/27(30)/2013 dt. 02-01-2014**

3.23.19 Regular Diploma in General Nursing & Midwifery (3 yrs) plus Post Basic BSc (Nursing) (3 yrs) offered by IGNOU together can be considered on par with regular BSc (Nursing) (4 yrs) for the purpose of Promotion. Further, the qualifications of Regular Diploma in General Nursing & Midwifery (3 years) acquired after 10+2 plus 2 years full time Post Basic B Sc (Nursing) can be considered on par with BSc (Nursing) (4 years) for the purpose of Channel Change and Promotion.

Reference:

- HAL/P&A/27(30)/2009 dt. 09-11-2009**

3.23.20 Qualifications acquired through Distance Education Mode from the Vinayaka Mission University, Salem cannot be recognized for the purpose of Promotions in the Company.

References:

- 1. HAL/HR/27(1)/2012 dt. 03-10-2012**
- 2. HAL/HR/27(1)/2014 dt. 14-01-2014**

3.23.21 Degree in Engineering acquired from Karnataka State Open University (KSOU), Mysore through Correspondence cannot be recognized for the purpose of Promotion in the Company. Further, B Tech / BE acquired from Thapar University, Patiala through Distance Education cannot be recognised for the purpose of Recruitment & Promotion within the Workmen Cadre, Workmen to Officer Cadre and within the Officer Cadre.

3.23.22 Pass in Sections A & B of the Associate Membership Course (Civil / Architecture), [AMICE(I)] conducted by the Institution of Civil Engineers (India), Ludhiana (Punjab) is recognized as equivalent to Degree in Engineering.

3.23.23 Pass in Parts I & II of the Technician Membership Examinations [T. Engg. (Civil / Architecture)], conducted by the Institution of Civil Engineers (India), Ludhiana (Punjab) is recognized as equivalent to Diploma in Engineering.

3.23.24 External Diploma in Engineering, acquired by employees already possessing ITI / NAC / NCTVT qualification, which is offered by the Department

of Technical Education, Government of Karnataka, is recognized on par with regular Diploma in Engineering, for the purpose of promotion in the Company.

Reference:

HAL/HR/27(30)/2014 dt. 22-12-2014

3.23.25 Officers and Workmen working in the Secretarial Discipline need to acquire any of the recognized Professional Qualifications in the Non-Technical Disciplines to become eligible for promotion under the Professionally Qualified category.

3.23.26 Candidates possessing Non-Technical Qualifications like BA/BSc/BCom appointed in the Non Technical Trade of Admin / Clerical are posted to Technical Departments also, to carry out Clerical / Admin jobs, based on need. They are considered as part of the Admin Trade in the Company. As such, they can acquire recognized higher qualifications in the HR Discipline, like MBA (HR).

3.23.27 Benefit of Qualifications like MBA (Finance) needs to be given to employees in the Accounts / Finance / Systems Audit Departments only. Similarly, benefit of Qualifications in the IMM / Commercial Discipline need be given to employees in the IMM / Commercial Departments only.

3.23.28 Master Degree in Commerce (M.Com) would not be considered as a Professional Qualification in any Discipline for the purpose of Promotion in the Executive Cadre.

3.23.29 **ATC Discipline:**

References:

1. HAL/P&A/27(1)-12/4892 dt. 25-01-1992
2. HAL/P&A/27(1)-12/DMP/94/24/494 dt. 24-01-1994
3. HAL/P&A/27(1)/04 dt. 19-03-2004
4. HAL/HR/37(1)-9/ATC/2018 dt. 12-03-2018
5. HAL/HR/46(2)/2018 dt. 15-11-2018

3.23.29.1 ATC Officers (ATCOs) are required to possess ATC Ratings such as Aerodrome Control, Approach Control etc., in addition to the Basic Educational Qualification of Degree / Diploma in Engineering / MSc. / BSc. etc., for promotion to higher Grades.

3.23.29.2 In respect of ATCOs who were on the regular Rolls of the Company as on 15-11-2018 (date of release of Circular No. HAL/HR/46(2)/2018 dt. 15-11-2018), prescribed ATC Ratings are treated as Professional Qualification for promotion under DPC / IMS, irrespective of the Basic Educational Qualifications possessed at the time of Appointment / Recruitment. Accordingly, ATCOs who were on the regular Rolls of the Company as on 15-11-2018 possessing the Qualification of Diploma in Engineering / B.Sc. plus the prescribed ATC Ratings are being considered for promotion on par with ATCOs possessing Basic Qualification of Degree in Engineering / MSc. Further, such ATCOs who possess Basic Qualification of Diploma in Engineering / BSc. plus

the prescribed ATC Ratings are considered for promotion upto & including Grade-VIII in the ATC Discipline.

3.23.29.3 In respect of ATCOs recruited after 15-11-2018, Degree in Engineering OR MSc. in Physics / Mathematics / Statistics / Meteorology / Bio-Physics / Electronics / Materials Science etc. are considered as the Basic Educational Qualification. The ATC Ratings & Span of Service in the lower Grade for promotion of such Officers upto Grade VIII would be as indicated below:

a) For Promotion to Grades-II, III & IV

<u>Essential Qualifications</u> Officer must possess the following ATC Ratings : - Aerodrome Control - Approach Control (Procedural) - Area Control Centre (Procedural)		Years of uninterrupted Service to be completed as on 1st July	
Technical Qualifications	Non-Technical Qualifications	IMS	DPC
Degree in Engineering or its equivalent	MSc in Physics / Mathematics / Statistics / Meteorology / Bio-Physics / Electronics / Materials Science etc.	3	4

b) For Promotion to Grades-V & VI

<u>Essential Qualifications</u> Officer must possess the following ATC Ratings : - Aerodrome Control - Approach Control (Procedural) - Area Control Centre (Procedural) - Radar (ARSR) Control - Radar (ASR/ MSSR) Control - Precision Approach Radar		Years of uninterrupted Service to be completed as on 1st July	
Technical Qualifications	Non-Technical Qualifications	IMS	DPC
Degree in Engineering or its equivalent	MSc in Physics / Mathematics / Statistics / Meteorology / Bio-Physics / Electronics / Materials Science etc.	3	4

c) **For Promotion to Grades-VII & VIII**

<u>Essential Qualifications</u> Officer must possess the following ATC Ratings : - Aerodrome Control - Approach Control (Procedural) - Area Control Centre (Procedural) - Radar (ARSR) Control - Radar (ASR/ MSSR) Control - Precision Approach Radar		Years of uninterrupted Service to be completed as on 1st July
Technical Qualifications	Non-Technical Qualifications	DPC
Degree in Engineering or its equivalent	MSc in Physics / Mathematics / Statistics / Meteorology / Bio-Physics / Electronics / Materials Science etc.	4

3.24 **VIGILANCE CLEARANCE**

3.24.1 There should not be any Disciplinary case pending / contemplated against Officers who are being considered for promotion. Vigilance Clearance needs to be obtained in respect of the Officers who are being considered for promotion;

3.24.2 No Vigilance Clearance need be taken in respect of Selection Committee Members for Vacancy Based Promotions in respect of Officers;

3.24.3 HR Dept. should ensure that Officers being nominated as Selection Committee Members for promotion in respect of Officers have not been issued any Advisory / Punishment in Recruitment / Promotion cases during the preceding three years, reckoning the date of the Selection Committee Meeting;

3.25 **EFFECT OF PUNISHMENTS ON VACANCY BASED PROMOTIONS - DPC / IMS**

<p>References:</p> <p>1. HAL/P&A/27(1)-13/13 dt. 01-01-2013</p> <p>2. HAL/HR/27(1)-13/2014 dt. 26-03-2014</p> <p>3. HAL/HR/27(1)-13/2014 dt. 27-08-2014</p> <p>4. HAL/HR/27(1)-13/2017 dt. 20-03-2017</p>

3.25.1 Vacancy Based Promotions in case of Officers on whom punishments are imposed during the preceding 3 years for promotion under IMS/ Selection & preceding 4 years for others, are to be considered from the date arrived at by increasing the Service Eligibility period in the Grade by 1 & 2 years for each Minor & Major Punishment respectively. Further, the Officer will be

eligible for Promotion, after the Punishment is imposed, from the next available eligibility date only;

3.25.2 If any other punishment is imposed during the extended / deferred period, the system / procedure at 3.25.1 above to be followed again.

3.25.3 If the punishment imposed is still under implementation [e.g.: postponement of Annual Increment with cumulative effect for 4 years] i.e during the period of currency of punishment, the Officer will not be eligible for promotion during the period.

3.25.4 The term 'currency of punishment' will be applicable only to punishments which are implemented over a period of time, like Postponement of Increments.

Example: If Annual Increment of an Officer is postponed without cumulative effect for a period of 3 years, then the currency of punishment would be applicable consecutively for next 3 years [say if punishment is awarded on 1.4.13, Increment due on 1.1.14 will be postponed and will be re-stored on 1.1.17. In this case, the currency will be till 31.12.16];

3.26 **PROMOTION OF OFFICER WHO IS UNDER SUSPENSION OR AGAINST WHOM DISCIPLINARY / CRIMINAL PROCEEDINGS ARE PENDING**

3.26.1 While considering the suitability of Officers, who are within the zone of Vacancy Based Promotions, details of Officer(s) falling under the following categories should be brought to the notice of the Departmental Promotion Committee:-

- a) Officers under suspension;
- b) Officers in respect of whom a charge-sheet has been issued and disciplinary proceedings are pending;
- c) Officers in respect of whom prosecution for a criminal charge is pending

3.26.2 The DPC after assessing the suitability of the Officer coming under one of the categories mentioned above, shall keep the assessment in a sealed cover with the superscription that "Findings regarding suitability for promotion to Grade ____ in respect of Shri _____ not to be opened till the termination of disciplinary proceedings / criminal prosecution / investigation / enquiry against Shri _____"

3.26.3 The proceedings of the DPC need only contain the note. The findings are contained in the attached sealed cover.

3.26.4 On conclusion of the enquiry / investigation or criminal proceedings which results in dropping of allegation or complaints against Officer, the sealed

cover shall be opened. In case the Officer is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover / covers and with the reference to the date of promotion of his next junior. He may be promoted notionally with reference to the date on which he would have been promoted. However, whether the Officer concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the appointing authority by taking into consideration facts and circumstances of the disciplinary proceeding / criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are, for example delayed at the instance of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee, etc. These are only some of the circumstances where such denial can be justified.

3.26.5 If there is no vacancy available in the relevant discipline at the time of his promotion, he may be promoted and adjusted against the next wastage vacancy. If any penalty is imposed on the Officer as a result of disciplinary proceedings / investigations, the findings of the sealed cover / covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him;

3.26.6 It is necessary to ensure that the disciplinary cases / investigation instituted against any Officer is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken, so that, the need for keeping the case in the sealed cover is limited to the barest minimum;

3.26.7 However, if the disciplinary proceedings / investigation goes beyond the validity of the panel i.e one year from the date of interview, the sealed cover shall not be acted upon and the case of the Officer for promotion may be considered by the next DPC and the recommendation of the DPC be kept in the closed cover in the event the disciplinary proceedings and investigation is not completed at the time of conducting the DPC;

3.26.8 An Officer who is recommended for promotion by DPC but in whose case any of the circumstances mentioned in para-3.26.1 above arises, after the recommendations of the DPC are received but before he is actually promoted, it will be treated as if his case has been placed in the sealed cover by the DPC. He will not be promoted until he is completely exonerated of the charges against him and the provisions contained above will be applicable in such cases also.

3.26.9 To ensure that promotion of Officers are not kept pending on account of frivolous cases, the following procedure will be followed while considering an Officer for promotion, against whom prosecution for criminal charge is pending [Refer para 3.26.1(c)]:

a) **Pending Criminal Proceedings related to HAL / Service in HAL**

The existing system will continue to be applicable.

b) **Pending Criminal Proceedings not related to HAL / Service in HAL**

The existing system of sealed cover procedure will be followed in such cases also. However, if the prosecution for the criminal charge is pending in a matter not related to HAL / Service in HAL, and has arisen out of a private complaint / petition filed by a third party, the authority competent to effect the promotion can review the matter, pending closure of the criminal proceedings and decide to open the sealed cover, after ascertaining the nature / type of the case and process the matter further. However, if the private complaint is filed in a matter, which has already been decided in favour of employee by a Competent Authority, it will have no impact on promotion. If pending criminal proceedings are initiated by the State, though the matter may not be related to HAL / service in HAL, the sealed cover will not be acted upon till the completion of the proceedings.

3.27 **EFFECT OF LEAVE WITHOUT PAY (LWP) / EXTENSION OF PROBATION / EXTENSION OF TRAINING / CONTRACT PERIOD**

References:

1. HAL/P&A/27(1)/09 dt. 10-07-2009
2. HAL/HR/27(1)/2011 dt. 20-12-2011

3.27.1 The guidelines for considering Officers who fall into the following categories for promotion are indicated at paras 3.27.2 to 3.27.7:

- a) Officers whose training period as Executive Trainees / Management Trainees / Design Trainees is extended on account of non completion of the prescribed training satisfactorily;
- b) Officers who are initially appointed on Contract basis for specific periods & whose contract service is extended before regularization on account of unsatisfactory performance during the specified contract period, wherein the contract period is reckoned as service for the purpose of promotion to the next Grade;
- c) Officers whose probation period on initial appointment is extended on account of non satisfactory performance during the probation; and
- d) Officers who avail Leave Without Pay.

3.27.2 In cases where the prescribed training / contract period is extended on account of unsatisfactory performance / non-completion of training

satisfactorily, the service eligibility for promotion to the next higher Grade will be increased by the period by which the training / contract period is extended, in units of minimum 6 months or 1 year, as the case may be. Illustrative examples are given below:

Normal Service eligibility for promotion to the next higher Grade		Service eligibility for promotion to the next higher Grade when the training/contract period is extended			
		Extension upto 6 months		Extension between 6 months & 1 year	
IMS	DPC	IMS	DPC	IMS	DPC
Officers in Grades I to III					
3 yrs.	4 yrs.	3½ yrs.	4½ yrs.	4 yrs.	5 yrs.
Officers in Grade IV & higher					
3 yrs.	4 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.

3.27.3 In cases where the probation period on initial / fresh appointment is extended, the prescribed period of service eligibility for promotion to the next Grade will be increased by the periods indicated below, under both modes of promotion (i.e. IMS/DPC):

Extension of probation period	Extension of service eligibility for promotion
Officers appointed in Grades I to III	
Upto 6 months	6 months
6 months to 1 year	1 year
More than 1 year	2 years
Officers appointed in Grade IV & higher	
Upto 1 year	1 year
More than 1 year	2 years

3.27.4 The prescribed period of service eligibility for promotion to the next Grade, under IMS / DPC, in respect of Officers who take 'Leave Without Pay' during the service in the existing Grade, will be increased by the periods indicated below:

LWP availed	Extension of service eligibility for promotion	
	Other than on Medical grounds	On Medical grounds
Officers in Grades I to III		
Upto 15 days	Nil	Nil
16 to 30 days	6 months	
31 to 60 days	1 year	
61 to 180 days	2 years	6 months
181 to 365 days	2 years for 180 days plus	1 year
Beyond 1 year	1 yr. for each addl. Block of 60 days (eg. 3 yrs. for 185 days)	By the period of LWP, in units of 6 months, rounded up to the next 6 months.
Officers in Grade IV & higher		
Upto 15 days	Nil	Nil
16 to 60 days	1 year	
61 to 180 days	2 years	1 year
181 to 365 days	2 years for 180 days plus	
Beyond 1 year	1 yr. for each addl. Block of 60 days (eg. 3 yrs. for 185 days)	
		By the period of LWP, in units of 1 year, rounded up to the next year

3.27.5 Officers who take Leave Without Pay on Medical grounds would be required to produce a Certificate from the Chief of Medical Services of the concerned Complex / Division, indicating the sickness and certifying that they were unable to attend duty for the period of LWP on account of the said sickness.

3.27.6 The effect of LWP availed by Executive / Management / Design Trainees during their training period, on their promotion to the next higher Grade is as under:

- a) The Training period in respect of Executive / Management / Design Trainees is reckoned as service in the Grade in which they are absorbed, for the purpose of their promotion under IMS/DPC to the next higher Grade, subject to meeting the other prescribed conditions. Consequently, it is clarified that LWP, if any, availed by Executive / Management / Design Trainees during the training period will be considered as LWP availed during the service in the Grade in which they are absorbed, and their promotion to the next higher Grade would be processed as spelt out Para 3.27.4 above.
- b) It is further clarified that extension of the date of absorption of Executive / Management / Design Trainees, from the actual due date, by the number of days of LWP availed during the training period, will not fall in the category indicated at Para 3.27.2. Extension of the normal period of training, by specific periods (say, 3 months, 6 months etc.) on account of non completion of the training within the normal period / failure, will only be reckoned under para 3.27.2.

3.27.7 The procedure to be adopted in determining the date of eligibility for promotion in respect of Officers who avail further LWP during the extended period, whose promotion was earlier extended on account of LWP availed during the normal eligibility period is as under:

- a) In respect of Officers who avail LWP other than on Medical Grounds during the extended period, there would be further extension of service eligibility for promotion under IMS/DPC to the next higher Grade, as indicated below:

Extension of Service Eligibility for further LWP availed during the extended period	
Quantum of LWP availed during the extended period	Further extension of Service Eligibility for promotion
Officers in Grades I to III	
Upto 6 days	Nil
7 to 45 days	Six months
46 to 90 days	One year
91 to 180 days	One and a half years
181 to 365 days	Two years
Beyond 365 days	Two years for 365 days plus one year for each additional block upto 180 days
Officers in Grade IV & higher	
Upto 6 days	Nil
7 to 90 days	One year
91 to 365 days	Two years
Beyond 365 days	Two years for 365 days plus one year for each additional block upto 180 days

- b) As regards Leave Without Pay availed on Medical Grounds during the extended period, there would be no further extension of service eligibility. However, such Officers would be required to produce Certificate from the Chief of Medical Services of the concerned Complex / Division, indicating the sickness & certifying that they were unable to attend duty for the period of LWP on account of the said sickness.

3.28 PROMOTION OF OFFICERS WHO ARE SPONSORED / DEPUTED FOR HIGHER STUDIES / TRAINING OR GRANTED STUDY LEAVE

References: 1. HAL/P&A/27(1)/MPA/98 dt. 03-01-1998 2. HAL/P&A/46(2)/2011 dt. 12-09-2011

3.28.1 Guidelines to be followed in respect of Promotion of Officers who are sponsored / deputed for higher studies / training or granted Study Leave, covering the following aspects are detailed in paras 3.28.2 to 3.28.6:

- a) Procedure to be followed for considering Officers, who are deputed/sponsored for Higher Studies/Training or granted Study Leave, for promotion;
- b) Date of joining on promotion, reckoning of Probation Period and Confirmation in cases of Officers promoted as at (a) above;
- c) System for raising PARs during the period of Deputation/Sponsorship/Study Leave;
- d) Procedure for reckoning Probation period, Confirmation etc in respect of Officers who are sponsored/deputed for Higher Studies/Training or granted Study Leave, before completion of Probation period;
- e) Grant of Annual increments in cases of Officers deputed/sponsored for Higher Studies/Training after promotion but before completion of the probation period.

3.28.2 Officers who are sponsored / deputed by the Company for Higher Studies / Training would be considered for Vacancy Based Promotions during the year(s) in which they would have been considered for promotion, had they not been on Deputation / Sponsorship. However, promotion orders in respect of such Officers who are cleared for promotion (under DPC / IMS / Selection) would be issued only after they join back for duties, w.e.f. the original due date of promotion, with seniority and financial benefits. Annual increments in such cases, in the promoted Scales / Grades, would be granted (after the promotion orders are issued) as if the Officers concerned have been confirmed. Probation period in such cases would start w.e.f. the actual date of joining the promoted post. Confirmation would be processed depending upon the completion of the probation period and Annual Increments already granted, pending confirmation, would be re-adjusted, if necessary, depending upon the date of confirmation;

3.28.3 Officers who are granted Study Leave by the Company would be considered for Vacancy Based Promotions during the year(s) in which they would have been considered for promotion, had they not been on Study Leave. Promotion orders in respect of such Officers who are cleared for promotion (under DPC / IMS / Selection) would also be issued only after they join back for duties. Though they would be granted ante-dated seniority in the promoted post w.e.f. the original due date of promotion, they would be eligible for financial benefits in the promoted post only from the date of issue of the promotion order;

3.28.4 Requisite number of vacancies for promoting Officers who are on Deputation / Sponsorship for Higher Studies / Training or who have been granted Study Leave and who have been found suitable for Vacancy Based promotions as at Paras 3.28.2 & 3.28.3 above, should be kept aside by the Division / Office concerned, out of the total vacancies available during the concerned year(s), for effecting promotions of such selected Officers, after they join back for duties.

3.28.5 No Performance Appraisal Reports would be raised during the period of Sponsorship / Deputation for Higher Studies/Training or Study Leave. However, if the Officer is available for duties for a part of the year (more than 3 months), PAR for that period would be raised and the same would be considered as for the full year, for the purpose of promotions.

3.28.6 In respect of year(s) for which PARs are not available, the overall Gradation of the year for which PAR was raised last would notionally be taken as the Gradation for the concerned year(s), for the purpose of considering such Officers for Promotion.

Example

PARs of 2017-18, 2018-19 and 2019-20 are to be reckoned for considering an Officer for promotion to Gr-III. However, no PARs were raised during 2017-18 and 2018-19 as the Officer was deputed for Higher Studies. Gradation of 2016-17 was '87'. Accordingly, Gradations for 2017-18 and 2018-19 would be reckoned as '87' for the purpose of considering him for promotion.

3.28.7 In respect of Officers who are deputed / sponsored for Higher Studies/ Training or granted Study Leave, during the period of Probation, the probationary period of 12 months would be reckoned covering the period which such Officers would already have served in the promoted post prior to Deputation/Sponsorship for Higher Studies / Training or grant of Study Leave and the balance period after they join back for duties. Such Officers who are deputed / sponsored for Higher Studies / Training would be eligible for Annual Increments every year, irrespective of the fact that they have not been confirmed. Annual Increments already granted to such Officers, pending confirmation, would be re-adjusted, if necessary, depending upon the date of confirmation.

Example

An Officer who was promoted w.e.f. 1.7.12 was deputed for Higher Studies during the period 6.10.12 to 5.4.14. The Probation period in his case would be from 1.7.12 to 5.10.12 and again from 6.4.14 to 31.12.14 (i.e., excluding the period 6.10.12 to 5.4.14 during which he is undergoing Higher Studies)

3.28.8 The methodology to be adopted for conducting the Interview of candidates who are sponsored for higher studies aboard are as follows:

- a) Written Test of Officers sponsored for Higher Studies abroad, granted Study Leave to pursue courses abroad, posted abroad, etc. would be conducted through Internet, at the same time when the Written Test is conducted for Officers within the Country;
- b) Conduct of Written Test through Internet can also be done in respect of Officers who are within the Country but not at the Head Quarters (like sponsorship for Higher Studies; granted Study Leave, posted at Outstations etc.). Alternatively, such candidates can be called to attend the Written Test at the nearest Division / Office;
- c) Interview of Officers sponsored for Higher Studies abroad, granted Study Leave to pursue courses abroad, posted abroad etc. would be done at the same time as that of their counterparts within the Country, through Video Conferencing;
- d) Interview of Officers in the category at (b) will also be conducted through Video Conferencing. If Video Conferencing facilities are not available, they can be called to the Division / Office for attending the Interview.
- e) Promotion Orders in respect of Officers sponsored for Higher Studies or granted Study Leave (both abroad & within the Country) and who are selected for promotion would be issued only after they join back duty in the Division / Office, as specified in the Rules. Requisite number of vacancies for promoting such selected Officers would be kept aside by the Division / Office also, as specified. Promotion Orders in respect of Officers who are posted abroad & selected for promotions will be issued alongwith their counterparts within the Country.

3.28.9 Officers should be confirmed in their existing Grade for consideration for promotion to the next higher Grade.

3.28.10 In some cases, Officers who were sponsored to pursue higher studies could not be considered for promotion to the next higher Grade as they had not been confirmed in their existing Grade as on the date of eligibility for promotion. The issue has arisen due to administrative delay in issuance of promotion orders. Further, Officers who are sponsored for higher studies during the period of probation have to complete the balance period of probation after they join back the Division. In other words, the period of study / sponsorship is not considered for the purpose of probation. Similarly, promotion orders of the Officers who are sponsored for higher studies can only be issued after they join back for duties and their probation will start thereafter, on assumption of charge. In such cases, the following system needs to be adopted:

Promotions under IMS / DPC

To assess the suitability of such Officers for promotion after their confirmation in the existing Grade, from the next earliest available

date of promotion, along with other fresh Officers due on that date, on fulfilling the other requisite criteria, against the vacancies available as on the date of assessment. If found suitable, they will be considered for promotion with ante dated seniority, from the original due date. Financial benefits will be given only from the date of assumption of charge of the higher post. Sample cases are indicated below:

Case I

Date of release to pursue EPGDM at IMI, Delhi	: 18.5.10
Date of release of promotion orders (Gr V)	: 16.11.10
Date of issuance of promotion order to the Officer and assumption of charge in Grade V	: 4.10.11
Seniority in Grade V	: 1.7.09
Due date of confirmation in Grade V	: 4.10.12
Normal due date of eligibility to Grade VI under IMS	: 1.7.12
Next earliest date available for promotion [date of consideration for promotion]	: 1.7.13
Seniority to be counted wef (if promoted) (IMS)	: 1.7.12

Case II

Date of issuance of promotion order to the Officer and assumption of charge in Grade III	: 5.2.11
Seniority in Grade III	: 1.7.09
Date of release to pursue EPGDM at MDI,Gurgaon	: 9.4.11
Date of joining back the Division	: 29.9.12
Due date of confirmation in Grade III	: 29.7.13
Normal due date of eligibility to Grade IV under IMS	: 1.7.12
Next earliest date available for promotion [date of consideration for promotion]	: 1.1.14
Seniority to be counted w.e.f (if promoted) (IMS)	: 1.7.12

Case III

Date of issuance of promotion order to the Officer and assumption of charge in Grade III	: 5.2.11
Seniority in Grade III	: 1.1.10
Date of release to pursue EPGDM at MDI,Gurgaon	: 9.4.11
Date of joining back the Division	: 29.9.12
Due date of confirmation in Grade III	: 29.7.13
Normal due date of eligibility to Grade IV under IMS	: 1.1.13
Next earliest date available for promotion [date of consideration for promotion]	: 1.1.14
Seniority to be counted w.e.f (if promoted) (IMS)	: 1.1.13

Note: In all the above cases, Financial Benefits will be given from the actual date of assumption of charge of the promoted post.

3.28.11 Grant of Financial Benefits in respect of Officers sponsored for higher studies, whose promotion orders were issued after they joined back for duties on completion of the sponsorship:

- a) Promotion Orders in respect of Officers who are Sponsored / Deputed for Higher Studies would be issued only after they join back for duties, w.e.f the original due date of promotion, with Seniority & Financial Benefits, provided promotion of other Officers in the Division / Office were effected on the due date of promotion itself [i.e issuance of Promotion Order on or before 1st July];
- b) If normal promotions in a year have been effected later than the actual due date of Promotion and Officers in the Divisions / Offices have been extended Financial Benefits w.e.f the actual date of assumption of charge, Financial Benefits in respect of the Officers Sponsored / Deputed would also be extended from the date from which the benefits were extended to the other Officers who were in the Divisions / Offices. An illustrative case is as under:
 - i) Date of release from Division for higher studies: 16.7.11
 - ii) Period of Sponsorship : 2011-2013
 - iii) Due date of promotion from Grade - II to III : 1.7.12
 - iv) Promotion order issued to other Officers in the Division : 26.9.12
 - v) Seniority : 1.7.12
 - vi) Financial Benefits : 26.9.12
 - vii) Date of reporting to duty after completing studies : 17.7.13
 - viii) Date of issuance of promotion order to the Officer : 17.7.13
 - ix) Date of Seniority : 1.7.12
 - x) Grant of Financial Benefits : 26.9.12
- c) In any year, if effecting promotions is delayed due to administrative reasons and Financial Benefits are extended w.e.f the actual due date of promotion, the same would also be applicable in respect of the Officers Sponsored / Deputed for Higher Studies by the Company;
- d) In respect of Officers of the categories covered in para 3.28.10, instructions contained in the said para will be applicable.

3.29 **OFFICERS WHO COULD NOT BE CONSIDERED FOR PROMOTION DUE TO NON - AVAILABILITY OF VACANCIES OR NOT FOUND SUITABLE BY THE SELECTION COMMITTEE**

3.29.1 Officers who fail in the selection for promotion under IMS w.e.f. 1st July will not be eligible to be considered for promotion under the same mode w.e.f. the subsequent 1st July. However, Officers who fail in the selection for promotion under IMS w.e.f. 1st July will be eligible to be considered under DPC w.e.f. the subsequent 1st July, provided they are otherwise eligible for DPC w.e.f. that date and meet the stipulated requirements.

3.30 **SUPERSESSION OF SC/ST EMPLOYEES IN PROMOTION**

References: 1. HAL/HR/27(30)/2011 dt. 09-11-2011 2. HAL/HR/27(30)/2011 dt. 12-12-2011 3. HAL/HR/27(30)/2011 dt. 27-12-2011

3.30.1 Prior approval of the next higher authority is to be taken in cases of supersession of SC/ST employees in promotion. Accordingly, in cases where GM / ED is the Competent Authority to effect promotions, supersession is to be approved by the Director / CEO and where Director / CEO is the Competent Authority, supersession is to be approved by the CMD. This would be applicable for Vacancy Based Promotions and not for promotions under IMS.

3.31 **GENERAL CONDITIONS FOR ALL PROMOTIONS**

3.31.1 **Special Consideration in respect of Employees belonging to the SC/ST Category**

Reference: HAL/HR/27(1)/2015 dt. 04-03-2015

- a) As per Rules, Orders of Reservation are applicable for effecting Promotions to posts upto the Lowest Rung of Group-A (i.e Grade-II in HAL). Promotion to posts in Grade-II is effected under IMS Mode also where reservation is applicable as these promotions are effected based on sanctioned vacancies and performance in Written Test / Interview.
- b) Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied uniformly in the Written Test, Committee Evaluation and in the Aggregate, as under:

Particulars	Minimum Qualifying Marks for IMS (UR/OBC)	SC/ST (10% relaxation in the Minimum Qualifying Marks)
Written Test	60 out of 100	54 out of 100
Interview	11.25 (75%) out of 15	10.13 out of 15
Total	85 out of 100	76.5 out of 100

3.31.2 The Committee will draw up a panel of selected candidates in the order of merit / seniority, as the case may be. These select panels (Promotion / Internal Merit Selection) are valid for a period of one year from the date of meeting of the selection committee and not from the date of approval of the recommendations of the Selection Committee by the Appointing Authority.

3.31.3 Although the Appointing Authority will as a rule, pay due regard to the recommendations of the Departmental promotion committee, the Committees are purely advisory bodies and the responsibilities for granting promotions and making appointments are that of the Appointing Authority only.

3.32 **Appeals**

3.32.1 Non-selection to a post, promotion to which is by merit is not appealable. Any employee who is aggrieved by an order of promotion to a post, promotion to which is by seniority, on the ground that he has been superseded, may appeal through the Appointing Authority to the next higher authority. While forwarding the appeal, the Appointing Authority will enter a separate note giving reasons why the decision was taken. The appeal should be routed through the HR Department, which will enter their comments. The decision taken by the authority higher to the Appointing Authority will be communicated to the employee concerned through the HR Department. Reasons for rejecting the appeal should be communicated in brief to the employee.

3.33 **PROBATION AND CONFIRMATION**

3.33.1 Every Officer promoted to the higher Grade either by Departmental Promotion / Internal Merit Selection will be on probation in that Grade for a period ONE YEAR from the date they assume charge of the higher post;

3.33.2 If the Officer does not acquire the standards required of him or his conduct and work are considered unsatisfactory during the period of probation, the period of probation may be extended at the discretion of the Appointing Authority. The reasons for extending the period of probation are to be communicated to the Officer concerned in writing. The Officer will be treated as on probation till they are confirmed. The Officer is deemed as confirmed in their post, only if they are intimated to that effect in writing;

3.33.3 In the case of Officers in Grade-I and above, the period of probation is to be closely watched and monitored by the appropriate Initiating, Reviewing Authority. Deficiencies found, if any, should be communicated in writing to the probationer concerned and this should be indicated in the Sixth / Eleventh monthly probationary reports;

3.33.4 If the performance of the probationer is not found to be satisfactory in spite of intimating the deficiencies noticed in writing, the Appointing Authority may consider extending the probationary period and then decide the question of confirmation of the Officer in the present Grade on the basis of their performance during the extended period of probation. If at the end of such extended period, the Officer's performance is still found to be unsatisfactory, they should be reverted to their lower post;

3.33.5 In the cases where the period of probation is extended, the Officer whose probation has been extended will lose the seniority by a period equivalent to the period by which the probation was extended. The due date of increment will also be postponed in the event of extension of probation period. The revised due date of increment thereafter will be reckoned with reference to the actual date of confirmation;

3.33.6 Cases of Officers who are unable to perform duties during their probation satisfactorily, on account of long sickness / deputation / study leave will be considered on merits individually;

3.33.7 In the case of an Officer who is charge-sheeted or whose conduct is under investigation or against whom a CBI / Criminal case is registered, during probationary period, his confirmation in the post to which he was promoted, kept in abeyance till the conclusion of the proceedings initiated against him. If they are fully exonerated of the charges, they may be confirmed in the post from the due date, if their performance was otherwise satisfactory during the probationary period. In case the Officer is found guilty, appropriate punishment commensurate with the gravity of charges has been imposed, the fact that the Officer continues to be on probation should also be taken into account while deciding about the penalty to be imposed.

3.34 **Authorities Competent to approve Confirmation of Officers**

Categories of Officers on probation	Competent Authority who is authorized to approve Confirmation
Grade-I, II & III	Executive Directors / General Managers or the Officers authorized by them
Grade-IV, V & VI	Director/ CEO of the Complex / Functional Director
Grade-VII and above	CMD

Reference:
HAL/HR/46(2)/2016 dt. 07-01-2016

3.34.1 In respect of Officers of R&D Centers of Design Complex, Confirmation of Officers upto Grade-III will be done at the R&D Center level. However, approval of Design Complex will be obtained in cases where the R&D Center Head does not have the powers of GM. As regards confirmation of Offices in Grade-IV to VI, the same will be done by the Design Complex.

3.35 **INCREMENTS FOR OFFICERS**

3.35.1 One notional increment @ 3% of the basic Pay in the pre-promoted Scale will be added to the Basic Pay drawn in the pre-promoted Scale as on the date of Promotion. The resultant amount will be rounded up to the next multiple of Rs.10/-. In case amount so arrived at is less than the minimum of the promoted Scale, the pay will be fixed at the minimum of the promoted Scale.

Other existing provisions for pay fixation on promotion (like re-fixation on the date of Annual Increment) would continue to be applicable.

3.35.2 In order to eliminate the occurrence of anomalies on account of pay fixation on promotion between 2 Officers, the following methodology would be adopted in fixing the pay on Promotion:

- a) Pay would be fixed in the promoted Scale with effect from the date of promotion after reckoning the Annual Increment, if any, which would be due on that date in the pre-promoted scale;
- b) In case where the date of promotion and the date of Annual Increment do not coincide, the pay would be re-fixed on the date on which the Officer would have drawn his Annual increment in the pre-promoted scale, as if the Officer was promoted w.e.f. that date, after reckoning the Annual Increment which would have been due to him as on that date in the pre-promoted Scale had he not been promoted earlier. His next Annual Increment would be due after one year from the date of such re-fixation of pay;
- c) In case the pay on re-fixation as at para (b) above comes to the same stage in the promoted Scale as was the pay fixed originally as at Para (a) above, re-fixation of pay as at Para (b) is not to be done. In such a case, the Officer concerned would draw his next Annual Increment after one year from the original date of promotion;
- d) With the introduction of the above system for fixation of pay on Promotion, the system of permitting Officers to postpone the date of joining on promotion, upto a maximum of three months from the date of promotion, in order to derive the benefit of Annual Increment, if any, due within this period of three months in pay fixation on promotion, stands withdrawn;
- e) The above methodology of pay fixation on Promotion was effected from 1.1.97.

Example

In cases of Officers promoted w.e.f. 1st July of the year, whose Annual Increment before Promotion was due on 1st January, the Pay on Promotion would initially be fixed w.e.f. 1st July. Thereafter, the Pay would be re-fixed w.e.f. 1st January of the next year (i.e. date of Annual Increment in the pre-promoted Grade, as if he was promoted from that date), provided the re-fixation would be beneficial. Such re-fixation of pay w.e.f. 1st January is not to be construed as grant of 'Annual Increment'. The first Annual Increment in the promoted Grade will be granted w.e.f. 1st January of the subsequent year, provided the Officer is confirmed in the promoted Grade effective from 1st January of the year or earlier. Otherwise, the Annual Increment will be granted w.e.f. 1st of the month (after January) from which he is confirmed.

3.35.3 Annual Increments in the respective Time Scales of pay will accrue to the employees automatically, unless it is withheld or postponed in the following circumstances:

- a) As a penalty imposed in accordance with the HAL Conduct, Discipline and Appeal Rules as a punishment;
- b) As a result of leave without pay exceeding 15 days in a year reckoned from the date of last increment.

3.35.4 Where penalty is imposed, the orders imposing penalty are to indicate the period for which the increment is postponed and whether it is to have cumulative effect or not.

3.35.5 The first spell of leave without pay, taken by an employee shall not result in postponement of his increment. Any further leave without pay availed by the employee will result in postponement of his increment.

3.35.6 In case of postponement of increment due to leave without pay exceeding 15 days in a year, the increment will be postponed during the 1st year. In the subsequent year the increment will be brought back to the original date unless postponed as a result of further leave without pay or as a measure of punishment.

3.35.7 Where an Officer is imposed with the punishment of postponement of increment without cumulative effect, the procedure outlined above will be followed.

3.35.8 Where the penalty of postponement increment with cumulative effect is imposed, the increment date is postponed as per the orders of the Disciplinary Authority. It will not be restored to the original date in the second and subsequent years.

3.35.9 Maternity Leave availed of by Women employees of the Company, shall not postpone the normal service increment.

3.36 **GRANT OF PERSONAL SCALES OF PAY TO OFFICERS IN GRADES-III TO VI NOT POSSESSING REQUISITE EDUCATIONAL QUALIFICATION FOR PROMOTIONS**

3.36.1 Every year on a selective basis, higher Scales of Pay are granted to a limited number (maximum of six only) of Officers in Grade-III to VI, who do not possess the requisite minimum educational qualification prescribed for promotion, as personal to them in the existing posts, subject to the following conditions:

- a) they should not be of less than 45 years of age;
- b) they should not possess the prescribed minimum educational qualification for promotion to the next higher post;

- c) they should have put in a minimum of 4 years of service in their existing grade;
- d) they should have been rated at least “ABOVE AVERAGE” in the Performance Appraisal Reports consistently during the last four years;
- e) this benefit should be admitted only once during the career of the Officer;
- f) the Management may at its discretion revert the Officer who was granted the higher scale of pay as personal to him to the lower scale of pay, if the Officer does not maintain the requisite standards of performance on the job;
- g) the Officer granted higher scale of pay as personal to him will continue to hold the post in the lower scale which he was holding prior to grant of higher scale of pay on a personal basis and will enjoy all the benefits applicable to the higher scale including seniority.

3.36.2 **Procedure**

3.36.2.1 Employees fulfilling the conditions of eligibility are called for interview by the Departmental promotion Committee at Corporate Office on a selective basis. Based on their performance on the job as reflected in their Performance Appraisal Reports and their performance in the Interview, the Departmental Promotion Committee will select Officers who are considered meritorious enough to be granted the next higher Scale of Pay as personal to them. The names of Officers cleared by the Departmental Promotion Committee for grant of higher Pay Scale as personal to them under this procedure would be interpolated in the select list (panel) for promotion in the concerned discipline. Orders of promotion will be issued granting them higher Scales of Pay when the Officer junior to him in the select panel is to be promoted to the higher Grade on a regular basis.

3.37 **REMOVAL OF SALARY DISPARITIES ON PAY FIXATION – OFFICERS**

3.37.1 In order to remove disparity in pay of Senior Officers who draw less pay than their Junior Officers who are promoted at a later date, the pay of the Senior Officers should be stepped up to equal that of the pay fixed for the Junior Officer promoted subsequently. The stepping up should be done with effect from the date of promotion of the Junior Officer subject to the following conditions:

- a) Both the Senior and the Junior Officer should belong to the same discipline / sub-discipline as the case may be before and after promotion;

- b) Both Senior and the Junior Officer should have been promoted from the same Scale to the higher identical Scale;
- c) The disparity in pay between the Senior and the Junior Officer should have arisen directly as a result of the application of normal pay fixation Rules and not attributable to extraneous factors such as Junior having received any advance increments at the time of appointment or deferment of increment on account of absence without pay etc;
- d) On the date of promotion of the Senior Officer from the lower Grade, the Senior should have been receiving equal or higher pay, as compared to that of the Junior employee who was promoted subsequently;
- e) The subsequent date of increment of the Senior Officer would be reckoned with effect from the date on which his pay was stepped up to equal that of the Junior. This would not, however, alter their inter-se-seniority in the higher Grade which would be reckoned with reference to the respective dates of appointment to the higher Grade;
- f) This disparity in pay should not have arisen between the Junior and the Senior officer as a result of appointment of either of them through open selection;
- g) The rules of stepping up of pay would not apply to (i) cases of disparity, if any, arising between promoted Officers and Officers appointed through open selection; and (ii) cases of disparity, if any, arising as a result of fixation of pay of Junior in the revised Scale of pay as compared to the Senior in the pre-revised Scale of pay;

3.37.2 It is decided to permit comparison for the purpose of stepping up of pay with any Junior Officer in the same Grade, in the Division / Complex / Company (depending on the Grade), irrespective of their discipline / sub-discipline. Officers promoted to Grade-VII and above can continue to make the said comparison on a company wide basis. Those promoted to Grades-IV, V & VI can make the comparison within the Complex only. In respect of Officers promoted to Grade-II and III, the comparison is to be restricted within the Division / Office concerned.

3.37.3 Such adjustment of pay is to be effected on the basis of representations, if any, made in this behalf by the concerned Officer within a period of one year from the date such disparity in pay has occurred.

3.37.4 Since the rules on fixation of pay on promotion are the same for any channel of promotion i.e., DPC or IMS or open selection, if an Officer is promoted to the higher Grade through open selection and gets less pay than his Junior promoted subsequently or if an Officer promoted through DPC gets less pay than his Junior promoted through open selection, stepping up of pay of the

Senior should be allowed provided other conditions for stepping up of pay are fulfilled.

3.38 DESIGNATION STRUCTURE OF EXECUTIVES

Schedule-A

Chairman and Managing Director

Schedule-B & Equivalent

Directors
Chief Executive Officers
CVO

Grade-X

Executive Director
Executive Director (Chief Test Pilot)
Executive Director (Chief of Test Flying)

Grade –IX

General Manager /
General Manager Quality Assurance / Design & Development / Planning /
Projects / JV / Indigenization / Marketing / Off-sets /
Business Development / Modernization / Management
Services / Customer Services / Finance / Systems Audit /
IMM / HR / HR-ER / Facilities Management / Flight
Operations & Safety / IT

Officer on Special Duty
Chief of Medical Services
Chief Test Pilot
Chief of Test Flying
Chief of Projects / Production
Chief Vigilance Officer
Chief Designer
Principal / Dean, HMA
Company Secretary
Resident Manager

Grade – VIII

AGM Design / Planning / Manufacturing / Off-sets / Quality /
Indigenization / IT / JV / Marketing / IMM / Projects / Finance
/ Systems Audit / Production / Services & Co-ordination /
Management Services / Works / Marketing / HR / Vigilance /
Security
Chief of Medical Services
Resident Manager
Company Secretary

Dy Chief Test Pilot
Officer –on-Special Duty (Technical)
Senior Faculty, HMA
Dy. Chef Flight Test Engineer / FTIE

Grade – VII

DGM Planning / Technical / Design / IT / Indigenization / JV /
Quality / Management Services / Works / Production /
Marketing / IMM / HR / Finance / Industrial Relations /
Systems Audit / Security & Fire / Vigilance

Deputy Chief of Medical Services
Resident Manager
Senior Faculty, HMA
Flight Test Engineer
Senior Test Pilot (STP) / Senior FTE / FTIE

Grade – VI

Chief Manager Planning / Aerodrome / Production / Quality Control /
Manufacturing / Overhaul / Design / Computer /
Management Services / Laboratory / Metallurgy / Testing /
Works / Projects / Technical / Finance / Systems Audit / HR
/ Transport / Marketing / Product Support / Commercial

Chief Medical Superintendent
Test Pilot / Navigator
Senior Faculty, HMA
Deputy Resident Manager
Flight Test Engineer / FTIE

Grade – V

Senior Manager Shops / Aerodrome / Maintenance / Management Services /
Computer / Laboratory / Production / Quality Control /
Design / Projects / Technical / Works / Product Support /
Marketing / Commercial / Estate / HR / Training / Transport /
Security & Fire / Security / Fire / Vigilance / Finance /
Systems Audit

Senior Medical Superintendent
Deputy Resident Manager
Test Pilot / Navigator
Flight Test Engineer

Grade – IV

Manager Shops / Maintenance / Methods / Tooling / Programming /
Inspector / Planning / Management Services / Computer /
Documentation / Laboratory / Projects / Works / Design /
Printing Press / Blue Print / Flight Test / Aerodrome / HR /
Public Relations / Security & Vigilance / Training / Transport
/ Finance / Accounts Audit / Systems Audit / Marketing /

Product Support / Sales / Commercial / Stores / Purchase /
Library / Photography

Deputy Secretary
Medical Superintendent

Grade – III

Deputy Manager Maintenance / Methods / Tooling / Programming / Inspection / Design / Printing Press / Blue Print / Management Services / Computer / Planning / Aerodrome / Documentation / Flight Test / Laboratory / Works / HR / Training / Fire Services / Security & Vigilance / Transport / Finance / Accounts / Systems Audit / Sales / Purchase / Commercial / Stores / Product Support / Photography / Public Relations / Library

Senior Service Engineer
Executive Assistant
Senior Medical Officer

Grade – II

Engineer Shops / Maintenance / Safety / Methods / Production / tooling / Progress / Inspection / Aeronautical / Management Services / Flight Test / Computer / Transport Maintenance / Civil / Printing Press / Flight Engineer / Data Processing officer / Aerodrome Officer / Scientific Officer / HR Officer / Labour Welfare officer / Training officer / Secretarial officer / Transport officer / Security officer / Vigilance officer / Fire officer / Finance Officer / Audit officer / Systems Audit officer / Commercial officer / Service Engineer / Sales Officer / Purchase officer / Stores officer / Administrative officer (Liaison) / Public Relations Officer / Medical Officer / Photo officer / Joint Executive Assistant / Library officer

Grade – I

Assistant Engineer Shops / Maintenance / Safety / Methods / Production / Tooling / Progress / Inspection / Aeronautical / Flight Test / Programme / Management Services / Computer / Printing Press / Blue Print / Civil

Assistant Photo Officer / Assistant Scientific Officer / Assistant HR Officer / Assistant Labour Welfare Officer / Assistant Training Officer / Assistant Public Relations Officer / Assistant Security Officer / Assistant Vigilance Officer / Assistant Fire Officer / Assistant Transport Officer / Assistant Finance Officer / Assistant Audit Officer / Assistant Systems Audit Officer / Assistant Commercial Officer / Assistant Sales Officer / Assistant Purchase Officer / Assistant Stores Officer / Assistant Service Engineer / Assistant Secretarial Officer / Assistant Medical Officer / Assistant Library Officer / Nursing Superintendent / Personal Assistant / Translators / Interpreter

Note: The Designations indicated above are illustrative.

3.39 SENIORITY

3.39.1 Seniority of persons appointed by Direct Recruitment as well as Promotion is to be determined with reference to the date of their joining the post for which they are selected. If two persons join on the same day, one in the forenoon and the other in the afternoon, the one who joined in the forenoon becomes Senior. If the one or more persons join the same Grade on the same forenoon or afternoon, their inter-se-seniority is to be fixed as follows:

- a) On the basis of the Marks awarded by the Selection Committee, if the selection was made by Direct Recruitment;
- b) In the case of personnel promoted by Departmental Promotion and / or Internal Merit Selection in the same discipline, seniority will be fixed with reference to their inter-se-seniority in the Grade from which they are promoted

Note : Officers in Grade-I and above posted from Manufacturing / Production, Management Services, Computer Services and other disciplines to Systems Audit Group in the Divisions / Offices will retain their seniority in the parent discipline. For this purpose, their names are to be shown in the seniority list in their parent disciplines only (not in Finance/Accounts Discipline) with a remark that the Officers concerned have been posted to the Systems Audit Group. They will continue to be considered for promotions in their parent discipline, subject to their eligibility. These Officers may also be reverted to parent disciplines after they have completed tenure of 3 years. However, the Management reserves the rights to extend or curtail the period.

- c) In the order in which the names of the selected employees are arranged by the Departmental Promotion Committee, if the appointment is by Promotion to posts in Grade-I & below.

3.39.2 In the cases referred at (a) above, the inter-se-seniority of persons who have secured the same number of Marks is to be determined with reference to their age, the older being senior to the younger.

3.39.3 Between employees appointed to the same Grade by Direct Recruitment and by Promotion on the same forenoon / afternoon of the same date, those appointed by Promotion are to be deemed senior to those appointed by Direct Recruitment.

3.39.4 The inter-se-seniority of employees promoted by Internal Merit Selection or Departmental Promotion to all posts in Grade-II and above is to be reckoned from the effective date indicated in the orders. However, where the assumption of charge of the post to which an employee is promoted is delayed for more than one month for reasons attributable to the employee, his seniority is to be reckoned only from the date on which he assumes charge of the post. The inter-se-seniority of Officers promoted to Grade-IV by DPC/IMS on the same

day in the same discipline is to be determined with reference to their inter-se-seniority in Grade–III. This will not apply to Time Scale Promotion.

3.39.5 For purposes of probation and salary in the higher posts, the promotion will be deemed to be effective from the date of actual assumption of charge of higher post.

3.39.6 Seniority lists Grade wise are to be drawn up and maintained up to-date. Any employee who is aggrieved with the seniority assigned to him is entitled to appeal to the Appointing Authority through proper channel. A common seniority roster in respect of all Officers in Grade – VI and above will be maintained at the Corporate Office. In preparing such rosters, name of Officers on deputation and Officers on contract will be shown distinctly.

3.39.7 The office of the Directors & CEOs will maintain seniority lists of Officers in Grade-III, IV & V of its constituent Divisions. The seniority particulars of the Officers in Grade-VI and above will be maintained by Corporate Office on a Company-wide basis.

3.39.8 All Appointments / Promotions made by the Directors / CEOs to posts in Grade–VI are to be communicated to Corporate Office duly indicating the date of appointment as well as inter-se-seniority in case more than one Officer has been appointed / promoted to the Grade on the same date.

3.39.9 In addition, cases of postponement of Officers in Grade–VI and above, due to extension of Probation are also to be intimated to the Corporate Office for incorporation in the seniority list of officers in Grade–VI and above maintained by Corporate Office on a Company wide basis.

3.39.10 Seniority of employees transferred from one Trade to another in the same Group at the request of the employee, will be reckoned from the date of his appointment to the new Trade. This should be made clear to the employee and an undertaking obtained.

3.39.11 Seniority of employees transferred by the Management on its own from one Trade to another in the same Group will remain unaltered i.e., will be protected.

3.39.12 All appointments to new Trades either at the instance of the Management or at the request of the employee should be effected only against Direct Recruitment quota of posts.

3.39.13 Seniority of employees in Grade–II and below transferred at their request from one Division to the other on as-is-basis will be reckoned from the date of reporting at the new Division for all purposes including allotment of quarters, except Time Scale Promotion.

3.39.14 The Division / Office forwarding the request of employees for transfer from one Division to the other should obtain a written undertaking from the employee that he agrees that the transfer, if agreed to, will be on loss of

seniority in the Grade / Group for all purposes. A copy of such undertaking should be enclosed to the request.

3.39.15 Employee transferred from one Division to the other at the instance of the Management will, however be eligible for protection of seniority in the Grade / Group

3.39.16 Officers in Grade–V transferred at their request from one Division to other within the same Complex will not lose their seniority as seniority for Promotion to posts in Grade – VI is reckoned on a Complex-Wide basis. Similarly, Officers in Grade–VI and above transferred at their request from one Division / Office/ Complex to the other will not lose their seniority as promotions to posts in Grade – VII and above are reckoned on Company–Wide basis.

3.40 **FIXATION OF SENIORITY OF OFFICERS ON DEPUTATION**

3.40.1 The seniority of the deputationists or of an individual who is appointed in the Company on immediate absorption basis in the post in which he is absorbed is to be reckoned from the date on which he was appointed to that post on that Grade on deputation. However, where an Officer on deputation is absorbed in a Grade higher than that in which he was on deputation, his seniority in the higher Grade is to be reckoned from the date of his absorption in the company. The seniority of Officers on deputation who are appointed to posts in the higher Grade on an officiating basis, is to be reckoned with effect from the date on which they are appointed to posts in the higher Group by the Competent Authority and not from the date on which they are appointed to posts in the higher Grade on an officiating basis.

3.41 **FIXATION OF SENIORITY OF OFFICERS / OFFICERS APPOINTED ON CONTRACT BASIS**

Reference: HAL/P&A/39(2)/1/86 dt.01-4-1986

3.41.1 Services rendered by employees on contract in the Company will be reckoned for the purpose of fixing their seniority in the respective Grade after their appointment on a regular basis.

3.42 **SENIORITY ON REVERSION/ DEMOTION**

Reference: PC No. 169 dt. 10-08-1970

3.42.1 The seniority of an employee demoted/ reverted to the lower Grade/ Group shall, in the case of an employee directly recruited to the higher Grade/ Group, be reckoned from the date of his appointment to the higher Grade/ Group and in the case of an employee promoted/ appointed to the higher Grade/ Group from the lower Grade/ Group from the date of his original appointment to the lower Grade/ Group to which he has subsequently been demoted

3.42.2 If such a demoted/ reverted employee is subsequently promoted/ appointed to the Grade/ Group from which he was demoted, the service rendered by the employee in the Grade/ Group prior to reversion/ demotion shall be taken into account while fixing his seniority in the higher Grade/ Group after such promotion/ demotion.

3.43 RECOGNITION OF EMPLOYEES RECEIVING NATIONAL AWARDS

Reference:
PC No. 677 dt. 26-04-2007

3.43.1 The Scheme is introduced with a view to give recognition to employees of the Company who win All India / National & International Awards of repute in recognition of their significant contributions and unique accomplishments in specified fields.

3.43.2 Scope:

3.43.2.1 The Scheme shall be applicable to all the employees who are on the regular rolls of the Company. Personnel engaged on Contract Basis (including Ex-servicemen) against Manpower Sanctions will also be covered within the scope of the Scheme. If Deputationists working in the Company receive the Awards, they will be extended the benefits on absorption in the Company. Lien Holders, Apprentices / Trainees, Casual / Contract Labour etc. will be excluded from the coverage of the Scheme.

3.43.3 Eligibility

3.43.3.1 Benefits under the Scheme shall be admissible to only those employees who are conferred with any of the following Awards:

- a) Prime Minister's Shram Award;
- b) National Level Award conferred by the Government of India for outstanding performance as the most efficient disabled employee (National Award for the Welfare of People with Disability);
- c) National Technology Awards by the Government of India;
- d) Arjuna Award for Sportsmen;
- e) Fire Service Medal awarded by the President of India;
- f) Medals won at International level in Sports & Games;

Each of the above Awards received while in service in HAL will be treated as a separate Award for the purpose of extending benefits under the Scheme.

3.43.4

Benefits

a) Special Increments

- i) Employees who are conferred with any of the specified Awards shall be granted one Special Increment with effect from the date on which the Award is actually conferred.
- ii) Rate of the Increment which will be granted to the employee will be the rate of the next Annual Increment due to him / her. In respect of employees who have reached the maximum of the concerned Scales of Pay, the Special Increment will be granted at the rate of the last Annual Increment drawn by him/ her.
- iii) The above Special Increment shall be treated as Personal to the employee and would remain fixed and paid as a separate element in the Pay packet, during his / her entire balance service in the Company. This will be considered as Basic Pay for the purposes of payment of DA, Contribution to PF, VL Encashment and payment of Gratuity.

b) Promotion

- i) Employees who win the specified Awards and who are qualified for Promotion to the next higher Scale / Grade, will be promoted to the next higher Scale / Grade, irrespective of the qualifying service required under the applicable schemes for Promotion.
- ii) Such employees who are not qualified to be promoted to the next Scale / Grade will be granted the next higher Scale / Grade, as personal to them.
- iii) For the purpose of deriving the benefit of Promotion or grant of higher Scale as above, an employee should have put in a minimum of one year service in the existing Scale / Grade.
- iv) Promotions / grant of higher Scale / Grade as above will be without reference to vacancies and will be effected without any test / interview. However, administrative approval of the concerned Competent Authority will be taken.
- v) Promotion / grant of higher Scale / Grade, as above, will be effected w.e.f 1st January of the next year, after the date of conferment of the Award.

In case the Award is conferred on the employee after his Superannuation, Medical Termination, Death etc., the terminal benefits etc. will be reworked and paid. Promotions will also be granted notionally, for this purpose.

3.43.5 **Procedure**

- a) Head of HR Department of the concerned Division / Office will initiate necessary action for extending the benefits under the Scheme to the employee conferred with the Award, immediately on receipt of the information.
- b) The Competent Authority for approving the above benefits under the Scheme would be as indicated below:
- | | | |
|-----------------------------------------------------------|---|----------------------|
| Officers in Grade VI & above | - | CMD |
| Officers in Grade III to V | - | Concerned FD/ CEO |
| Officers in Grade I & II and
Workmen in Scales 1 to 10 | - | Head of the Division |
- c) Divisions / Offices may intimate Corporate Office, the details of employees who have been extended the benefits under the Scheme, as and when the awards are conferred and the benefits extended.
- d) The Promotion order will be handed over to the employee by the Head of the Division / Office at a special function organized for this purpose

3.43.6 **Effective Date**

3.43.6.1 The Scheme came into force w.e.f 26.4.07. However, benefits under the Scheme were extendable to the employees who had won any of the specified Awards earlier also, with retrospective effect (including financials benefits), as indicated at paras 3.43.4(a) (i) & 3.43.4(b) (v) above.

CASES COVERED UNDER PARA-3.1.2 OF CIRCULAR No.HAL/P&A/27(30)/08 DATED 10.10.08 -DIPLOMA HOLDERS INDUCTED IN D5 ON DIFFERENT DATES

SYSTEM BEFORE 1.3.08

1	Date of induction in Scale-5 (Trainee)	16.4.97	1.1.98	1.1.99	1.1.00	1.1.02	1.1.03
2	Date of promotion to Scale-6 (5 yrs)	1.1.02	1.1.03	1.1.04	1.1.05	1.1.07	1.1.08
3	Date of promotion to Scale-7 (5 yrs)	1.1.07	1.1.08	1.1.09	1.1.10	1.1.12	1.1.13
4	Date of promotion to Scale-8 (5 yrs)	1.1.12	1.1.13	1.1.14	1.1.15	1.1.17	1.1.18

SYSTEM W.E.F 1.3.08

5	Date of promotion to Scale-6	1.1.02	1.1.03	1.1.04	1.1.05	1.1.07	1.1.08
6	Service Weightage (in yrs) granted for next promotion*	3	3	3	3	3	3
7	Date of promotion to Scale-7	1.1.07	1.1.08	1.3.08 (1)	1.3.08 (2)	1.1.09 (3)	1.1.10 (3)
8	Date of promotion to Scale-8	1.1.09 (3)	1.1.10 (3)	1.1.11 (2)	1.1.12 (1)	1.1.14	1.1.15
9	Date of promotion to Scale-9	1.1.14	1.1.15	1.1.16	1.1.17	1.1.19	1.1.20
10	Date /Due date Scale-10	1.1.18	1.1.19	1.1.20	1.1.21	1.1.23	1.1.24

Figures in bracket are the No. of years of Service Weightage used for promotion to that Scale.

ADDITIONAL SERVICE WEIGHTAGE GRANTED VIDE CIRCULAR DATED 16.01.2020

11	Additional SW to be granted (in years)	1	1	1	1	1	1
12	Due date for Scale-10 without / with addl. SW				1.1.21/ 1.1.20 (1)	1.1.23/ 1.1.22 (1)	1.1.24/ 1.1.23 (1)
13	Due date for SS without / with addl. SW	1.1.22/ 1.1.21 (1)	1.1.23/ 1.1.22 (1)	1.1.24/ 1.1.23 (1)			

CASES COVERED UNDER PARA-3.1.3 OF CIRCULAR No. HAL/P&A/27(30)/08 DATED 10.10.08- DIPLOMA HOLDERS INDUCTED IN D5 ON DIFFERENT DATES

SYSTEM BEFORE 1.3.08

1	Date of induction in Scale-5 (Trainee)	1.1.04	1.1.05	1.12.05	1.1.06	1.12.06
2	Date of promotion to Scale-6 (5 yrs)	1.1.09	1.1.10	1.1.10	1.1.11	1.1.11
3	Date of promotion to Scale-7 (5 yrs)	1.1.14	1.1.15	1.1.15	1.1.16	1.1.16
4	Date/Due date Scale-8 (5 yrs)	1.1.19	1.1.20	1.1.20	1.1.21	1.1.21

SYSTEM W.E.F 1.3.08

5	Date of elevation to Scale-6	1.3.08	1.3.08	1.3.08	1.3.08	1.3.08
6	Service Weightage granted for next promotion (completed years & months)	2	1.7	1.1	1.1	0.7
7	Date of promotion to Scale-7	1.1.11 (2)	1.1.11 (1.7)	1.1.12 (1.1)	1.1.12 (1.1)	1.1.12 (0.7)
8	Date of promotion to Scale-8	1.1.16	1.1.16	1.1.17	1.1.17	1.1.17
9	Due date for Scale-9	1.1.21	1.1.21	1.1.22	1.1.22	1.1.22
10	Span in years to reach Scale-7 from Scale-5 before upgradation of Induction Levels & grant of Service Weightage (including the benefit of re-scheduling the date of promotion)	10 (1.1.04 to 1.1.14)	10 (1.1.05 to 1.1.15)	9.1 (1.12.05 to 1.1.15)	10 (1.1.06 to 1.1.16)	9.1 (1.12.06 to 1.1.16)
11	Span in years to reach Scale-7 from Scale-5 after upgradation of Induction Levels & grant of Service Weightage (including the benefit of re-scheduling the date of promotion)	7 (1.1.04 to 1.1.11)	6 (1.1.05 to 1.1.11)	6.1 (1.12.05 to 1.1.12)	6 (1.1.06 to 1.1.12)	5.1 (1.12.06 to 1.1.12)
12	Benefit already derived on upgradation of induction levels & grant of Service Weightage (in years) [Col.(10) - (11)]	3	4	3	4	4
13	Maximum benefit allowed (Scale Jump/ Elevation Benefit + SW already granted + Addl. SW)	4	4	4	4	4
14	Additional Service Weightage to be granted [Col.(13) - (12)]	1	NIL	1	NIL	NIL
15	Due date for Scale-9 without / with addl. SW	1.1.21 / 1.1.20 (1)	1.1.21	1.1.22 / 1.1.21 (1)	1.1.22	1.1.22

ANNEXURE-II
(Para No. 1.15.1 refers)

PRESCRIBED QUALIFICATIONS AND DESIGNATIONS FOR POSTS IN VARIOUS DEAD-END TRADES

Sl. No	Designation	Group-B	Group-C	Group-D	Group-E
1	Binder	Literate	**Qualification same as for Group-B (Designation to continue as in Group-B)		
2	Copying Machine Operator	SSLC + 2 years experience in operating Blue Print & Duplicating Machines OR Middle School + 2 years experience in operating Blue Print & Duplicating Machines	Degree / Intermediate / SSLC / Middle School	** Qualification same as for Group-C (Designation to continue as in Group-C)	
3	Cook	Literate	Literate	** Qualification same as for Group-C (Designation to continue as in Group-C)	
4	Compounder / Pharmacist	Middle School + Recognized Compounders Course Certificate	Intermediate + pass in recognized Compounder Course / SSLC + recognized Compounders Course / Middle School + Compounders Course Certificate	** Qualification same as for Group-C (Designation to continue as in Group-C)	
5	Despatch Rider	Literate or higher General Educational Qualification + Scooter / Motor Cycle Driving Licence	**Qualification same as for Group-B (Designation to continue as in Group-B)		
6	Dresser (as per earlier level of induction)	Middle School + Certificate of Training in First Aid from Indian Red Cross or	**Qualification same as for Group-B (Designation to continue as in Group-B)		

Sl. No	Designation	Group-B	Group-C	Group-D	Group-E
		St. Ambulance Assn. or similar / lit. with above certificate			
7	Driver	Literate / Higher General Educational Qualification + Heavy Duty Vehicle Driving Licence	Literate + Heavy Duty Driving Licence – 8 years	Literate + Heavy Duty Driving Licence – 10 years	**Qualification same as for Group-D (Designation to continue as in Group-D)
8	Band Master			Middle School	**Qualification same as for Group-D (Designation to continue as in Group-D)
9	Clinical Assistant		B.Sc in Chemistry/ Physics or Biology / PUC in Science / SSLC	**Qualification same as for Group-C	**Qualification same as for Group-D (Designation to continue as in Group-D)
10	Radiographer (Medical)		Graduate / Intermediate / SSLC + Diploma / Certificate in Radiography	Graduate / Intermediate / SSLC + Diploma / Certificate in Radiography to continue (Designation to continue as in Group-C)	**Qualification same as for Group-D (Designation to continue as in Group-C)
11	Receptionist			Degree, Experience preferred / SSLC	**Qualification same as in Group-D to be prescribed without changing Designation
12	Mobile Crane Operator		Literate or higher general educational qualification + Heavy Duty Vehicle Driving Licence.		**Qualification same as for Group-C (Designation to continue as in Group-C)
13	Telephone Operator	Intermediate / SSLC / Middle School	Degree / Inter / SSLC / Middle School	**Qualification same as for Group-C (Designation to continue as in Group-C)	

Sl. No	Designation	Group-B	Group-C	Group-D	Group-E
14	Compositor	SSLC / Middle School	ITI / NAC / Middle School / Literate	**Qualification same as for Group-C (Designation to continue as in Group-C)	
15	Boiler Operator	General Educational Qualification not below Middle School with certificate of Competency issued by the Boiler Inspector or Literate with certificate of Competency issued by the Boiler Inspector	Literate with certificate of Competency issued by the Boiler Inspector or General Educational Qualification not below Middle School with certificate of Competency issued by the Boiler Inspector	Middle School with Certificate of competency issued by the Boiler Inspector (Designation to continue as in Group-C)	Middle School with Certificate of competency issued by the Boiler Inspector (Designation to continue as in Group-C)
16	Checker	NAC/ITI/ Not Below Middle School / Literate	ITI / NAC/Diploma / B.Sc / Literate	Middle School / ITI / NAC / Diploma (Designation to continue as in Group-C)	
17	Engraver	NAC/ITI/ Not Below Middle School / Literate	NAC/ITI / Diploma/ B.Sc/ Not Below Middle School / Literate	Middle School / ITI / NAC / Diploma (Designation to continue as in Group-C)	
18	Mason / Plumber	Literate	NAC/ITI / Diploma / B.Sc Not Below Middle School / Literate	Middle School / ITI / NAC / Diploma (Designation to continue as in Group-C)	
19	Operator Metal Spraying	NAC / ITI / Not Below Middle School / Literate	NAC/ITI / Diploma / B.Sc Not Below Middle School / Literate	Middle School / ITI / NAC / Diploma (Designation to continue as in Group-C)	
20	Painter (Civil Maint.)	Literate	ITI / NAC / Diploma / B.Sc. / Middle School / Literate (Designation to continue as in Group-B)	Middle School / ITI / NAC / Diploma (Designation to continue as in Group-B)	
21	Planner / Shaper / Slotter Operator-B	NAC / ITI / Middle School Literate - 3 years	ITI / NAC / Middle School Diploma / B.Sc. Literate - 5 years.	ITI / NAC / Diploma / Middle School (Designation to continue as in Group-B)	

Sl. No	Designation	Group-B	Group-C	Group-D	Group-E
22	Radio Wirer-B	NAC / ITI / Middle School / Literate	NAC/ITI/B.Sc/ Diploma/ Literate (Designation to continue as in Group-B)	ITI / NAC / Diploma / Middle School (Designation to continue as in Group-B)	
23	Winder-B	NAC / ITI / Middle School Literate - 3 years	NAC / ITI / Middle School / Diploma / B.Sc. / Literate - 5 years (Designation to continue as in Group-B)	ITI / NAC / Diploma / Middle School (Designation to continue as in Group-B)	
24	Sand / Shot Blast Operator	Literate	NAC / ITI / Middle School / Diploma / B.Sc. / Literate - 6 years	ITI / NAC / Diploma / Middle School (Designation to continue as in Group-B)	

** Trade Structure does not provide for post in this Group.

DESIGNATION STRUCTURE OF WORKMEN

Un-skilled Trades - Scales : 1 to 6

Sl. No.	(TSP & CPS)		
	Scale-1	Scale-2	Scale-3
1	Helper (Ayah)	Jr. Attendant (Ayah)	Asst. Attendant (Ayah)
2	Helper (Laundry)	Jr. Attendant (Laundry)	Asst. Attendant (Laundry)
3	Helper (Shop)	Jr. Attendant (Shop)	Asst. Attendant (Shop)
4	Helper (Lift)	Jr. Attendant (Lift)	Asst. Attendant (Lift)
5	Helper (Horticulture)	Jr. Attendant (Horticulture)	Asst. Attendant (Horticulture)
6	Helper (Office)	Jr. Attendant (Office)	Asst. Attendant (Office)
7	Helper (Sanitation)	Jr. Attendant (Sanitation)	Asst. Attendant (Sanitation)
8	Helper (Canteen)	Jr. Attendant (Canteen)	Asst. Attendant (Canteen)
9	Helper (Ward)	Jr. Attendant (Ward)	Asst. Attendant (Ward)

Sl. No.	Scale-4	Scale-5	Scale-6
1	Attendant (Ayah)	Sr. Attendant (Ayah)	Head Attendant (Ayah)
2	Attendant (Laundry)	Sr. Attendant (Laundry)	Head Attendant (Laundry)
3	Attendant (Shop)	Sr. Attendant (Shop)	Head Attendant (Shop)
4	Attendant (Lift)	Sr. Attendant (Lift)	Head Attendant (Lift)
5	Attendant (Horticulture)	Sr. Attendant (Horticulture)	Head Attendant (Horticulture)
6	Attendant (Office)	Sr. Attendant (Office)	Head Attendant (Office)
7	Attendant (Sanitation)	Sr. Attendant (Sanitation)	Head Attendant (Sanitation)
8	Attendant (Canteen)	Sr. Attendant (Canteen)	Head Attendant (Canteen)
9	Attendant (Ward)	Sr. Attendant (Ward)	Head Attendant (Ward)

Semi-Skilled/Skilled/Highly Skilled Trades : Scales- 4 & 5

Sl. No.	(TSP/CPS)	
	Scale-4	Scale-5
1	Technician - B (Aircraft Electrical)	Technician - A (Aircraft Electrical)
2	Technician - B (Battery)	Technician - A (Battery)
3	Technician - B (Electrical)	Technician - A (Electrical)
4	Technician - B (Engraving)	Technician - A (Engraving)
5	Technician - B (Fabric Work)	Technician - A (Fabric Work)
6	Technician - B (Forging)	Technician - A (Forging)
7	Technician - B (Furnace)	Technician - A (Furnace)
8	Technician - B (Drilling/ Boring Machine Operation)	Technician - A (Drilling/ Boring Machine Operation)
9	Technician - B (Electroplating)	Technician - A (Electroplating)
10	Technician - B (Fitting)	Technician - A (Fitting)
11	Technician - B (Grinding)	Technician - A (Grinding)
12	Technician - B (Heat Treatment Operation)	Technician - A (Heat Treatment Operation)
13	Technician - B (Layout)	Technician - A (Layout)
14	Technician - B (Automobile)	Technician - A (Automobile)
15	Technician - B (Engines)	Technician - A (Engines)
16	Technician - B (Instruments)	Technician - A (Instruments)

Sl. No.	(TSP/CPS)	
	Scale-4	Scale-5
17	Technician - B (Process)	Technician - A (Process)
18	Technician - B (Radio/ Radar)	Technician - A (Radio/ Radar)
19	Technician - B (Milling)	Technician - A (Milling)
20	Technician - B (Moulding/ Core Making)	Technician - A (Moulding/ Core Making)
21	Technician - B (Planner/ Shaper/ Slotter Operation)	Technician - A (Planner/ Shaper/ Slotter Operation)
22	Technician - B (Press Operation)	Technician - A (Press Operation)
23	Technician - B (Printing Machine Operation)	Technician - A (Printing Machine Operation)
24	Technician - B (Radio Wiring)	Technician - A (Radio Wiring)
25	Technician - B (Resistance Welding)	Technician - A (Resistance Welding)
26	Technician - B (Sand/ Shot Blast Operation)	Technician - A (Sand/ Shot Blast Operation)
27	Technician - B (Sheet Metal Spinning)	Technician - A (Sheet Metal Spinning)
28	Technician - B (Sheet Metal Work)	Technician - A (Sheet Metal Work)
29	Technician - B (Tool & Die Making)	Technician - A (Tool & Die Making)
30	Technician - B (Tracing)	Technician - A (Tracing)
31	Technician - B (Turning)	Technician - A (Turning)
32	Technician - B (Welding)	Technician - A (Welding)
33	Technician - B (Winding)	Technician - A (Winding)
34	Technician - B (Furnishing)	Technician - A (Furnishing)
35	Technician - B (Boiler Operation)	Technician - A (Boiler Operation)
36	Technician - B (Plumbing)	Technician - A (Plumbing)
37	Technician - B (Blacksmith)	Technician - A (Blacksmith)
38	Technician - B (Carpentry)	Technician - A(Carpentry)
39	Technician - B (Checking)	Technician - A (Checking)
40	Technician - B (Masonry Work)	Technician - A (Masonry Work)
41	Technician - B (Metal Spraying Operation)	Technician - A (Metal Spraying Operation)
42	Technician - B (Painting)	Technician - A (Painting)
43	Technician - B (Patternmaking)	Technician - A (Patternmaking)
44	Technician - B (Plastic & Fibre Work)	Technician - A (Plastic & Fibre Work)
45	Junior Assistant (Progress)	Assistant-B (Progress)
46	Junior Assistant (Aerodrome Operation)	Assistant-B (Aerodrome Operation)
47	Junior Assistant (Traffic Inspection)	Assistant-B (Traffic Inspection)
48	Junior Assistant (Binding)	Assistant-B (Binding)
49	Junior Assistant (Copying Machine Operation)	Assistant-B (Copying Machine Operation)
50	Junior Assistant (Admin)/Junior Asst.(Clerical)	Assistant-B (Admin)/Assistant-B(Clerical)
51	Junior Assistant (Admin)/Junior Asst.(Clerical)	Assistant-B (Admin)/Assistant-B(Clerical)
52	Junior Assistant (Dark Room)	Assistant-B (Dark Room)
53	Junior Assistant (Despatch)	Assistant-B (Despatch)
54	Junior Assistant (Dressing)	Assistant-B (Dressing)
55	Junior Assistant (Midwifery)	Assistant-B (Midwifery)
56	Junior Assistant (Stores)	Assistant-B (Stores)
57	Junior Assistant (Telephone Operation)	Assistant-B (Telephone Operation)

Sl. No.	(TSP/CPS)	
	Scale-4	Scale-5
58	Junior Assistant (Calculating Machine Operation)	Assistant-B (Calculating Machine Operation)
59	Junior Assistant (Composing)	Assistant-B (Composing)
60	Junior Assistant (Nursing)	Assistant-B (Nursing)
61	Junior Assistant (Lab)	Assistant-B (Lab)
62	Junior Assistant (Compounding)	Assistant-B (Compounding)
63	Junior Assistant (Pharmacy)	Assistant-B (Pharmacy)
64	Cook - C	Cook-B
65	Junior Driver	Assistant Driver- B
66	Fireman - B	Fireman - A
67	Junior Instructor (Physical Training)	Assistant Instructor-B (Physical Training)
68	Junior Sanitary Inspector	Assistant Sanitary Inspector-B
69	Security Guard - B	Security Guard - A

Semi-Skilled/Skilled/Highly Skilled Trades : Scale – 6

Sl. No.	Scale 6 (TSP/CPS)
1	Senior Technician (Aerodrome Operation)
2	Senior Technician (Aircraft Electrical)
3	Senior Technician (Aircraft Erection)
4	Senior Technician (Pictograph Operation)
5	Senior Technician (Boiler Operation)
6	Senior Technician (Drilling/ Boring Machine Operation)
7	Senior Technician (Electrical)
8	Senior Technician (Electroplating)
9	Senior Technician (Engraving)
10	Senior Technician (Fabric Work)
11	Senior Technician (Field Service)
12	Senior Technician (Fitting)
13	Senior Technician (Forging)
14	Senior Technician (Furnace)
15	Senior Technician (Furnishing)
16	Senior Technician (Grinding)
17	Senior Technician (Layout)
18	Senior Technician (Lofts)
19	Senior Technician (Automobile)
20	Senior Technician (Engines)
21	Senior Technician (Instruments)
22	Senior Technician (Process)
23	Senior Technician (Radio/ Radar)
24	Senior Technician (Milling)
25	Senior Technician (Millwright)
26	Senior Technician (Moulder/ Core Making)
27	Senior Technician (Patternmaking)
28	Senior Technician (Heat Treatment Operation)
29	Senior Technician (Plastic & Fibre Work)
30	Senior Technician (Press Operation)
31	Senior Technician (Printing Machine Operation)

Sl. No.	Scale 6 (TSP/CPS)
32	Senior Technician (Printed Circuit Operation)
33	Senior Technician (Resistance Welding)
34	Senior Technician (Sheet Metal Spinning)
35	Senior Technician (Sheet Metal Work)
36	Senior Technician (Tool & Die Making)
37	Senior Technician (Tracing)
38	Senior Technician (Turning)
39	Senior Technician (Welding)
40	Senior Technician (Winding)
41	Senior Technician (Calculating Machine Operation)
42	Senior Technician (Planner/ Shaper/ Slotter Operation)
43	Senior Technician (Crane Operation)
44	Senior Technician (Mobile Crane Operation)
45	Senior Technician (Punch/ Verifying Operation)
46	Senior Technician (Aircraft Painting)
47	Senior Technician (Carpentry)
48	Senior Technician (Checking)
49	Assistant (Progress)
50	Assistant (Stores)
51	Assistant (Aerodrome Operations)
52	Assistant (Admin) / Assistant (Clerical)
53	Assistant (Admin) / Assistant (Clerical)
54	Assistant (Laboratory-Medical)
55	Assistant (Compounding)
56	Assistant (Pharmacy)
57	Assistant (Copying Machine Operation)
58	Assistant (Civil Works)
59	Assistant (Photography)
60	Assistant (Stenography)
61	Assistant (Telephone Operation)
62	Assistant (Traffic Inspection)
63	Assistant Tractor Driver
64	Assistant Driver
65	Assistant Driver
66	Cook - A
67	Assistant Sanitary Inspector
68	Senior Fireman
69	Draughtsman-B/ Design Assistant-B
70	Inspector - B
71	Planner - B
72	Safety Inspector - B
73	Work Study Asst.- B
74	Scientific Asst.- B
75	Staff Nurse
76	Security Jamedar

Semi-Skilled/Skilled/Highly Skilled Trades : Scale – 7

Sl. No.	Scale 7 (TSP/CPS)
1	Highly Skilled Technician (.....)
2	Highly Skilled Technician (Aerodrome Operation)
3	Highly Skilled Technician (Pictograph Operation)
4	Highly Skilled Technician ('X-Ray' - Medical)
5	Senior Assistant (Progress)
6	Senior Assistant (Band)
7	Sr. Assistant (Photography)
8	Sr. Assistant (Vehicle Inspection)
9	Sr. Assistant (Traffic Inspection)
10	Sr. Assistant (Laboratory - Medical)
11	Sr. Assistant (Data Entry)
12	Sr. Assistant (Reception)
13	Sr. Assistant (Admin)/Senior Assistant (Clerical)
14	Sr. Assistant (Stenography)
15	Sr. Assistant (Stores)
16	Senior Assistant (Pharmacy)
17	Draughtsman-A/Design Assistant-A
18	Scientific Assistant-A
19	Planner-A
20	Work Study Asst.-A
21	Inspector-A
22	Security Subedar
23	Fire Captain
24	Sister
25	Senior Cook
26	Senior Driver

Semi-Skilled/Skilled/Highly Skilled Trades : Scale – 8

Sl. No.	Scale-8 (TSP/CPS)
1	Master Technician (.....)
2	Master Technician (Fitting)
3	Master Technician (Machinist)
4	Master Technician (Millwright)
5	Master Technician (Tool Making)
6	Asst. Supervisor (.....)
7	Asst. Supervisor (Laboratory- Medical)
8	Asst. Supervisor (Photography)
9	Asst. Supervisor (Admin.)
10	Asst. Supervisor (Stores)
11	Asst. Supervisor (Computers)

Sl. No.	Scale-8 (TSP/CPS)
12	Asst. Supervisor (Statistics)
13	Assistant Supervisor (Dietician)
14	Assistant Supervisor (Library)
15	Accountant
16	Matron
17	Personal Secretary
18	Steward
19	Warden
20	Security Inspector
21	Vigilance Inspector
22	Fire Inspector
23	Master Cook
24	Draughtsman-A (Layout)
25	Assistant Supervisor (Inspn.)
26	Instructor - A
27	Inspector - A (Safety)
28	Assistant Supervisor (Lab)
29	Assistant Supervisor (Draughtsman / Design)
30	Assistant Supervisor (Plg.)
31	Assistant Supervisor (MS)

Semi-Skilled/Skilled/Highly Skilled Trades : Scales - 9 to SS

Sl. No.	(TSP/CPS)		
	Scale-9	Scale-10	Special Scale
1	Senior Master Technician (.....)	Chief Supervisor (.....)	Senior Chief Supervisor (.....)
2	Senior Master Technician (Fitting)	Chief Supervisor (Fitting)	Senior Chief Supervisor (Fitting)
3	Senior Master Technician (Machinist)	Chief Supervisor (Machinist)	Senior Chief Supervisor (Machinist)
4	Senior Master Technician (Millwright)	Chief Supervisor (Millwright)	Senior Chief Supervisor (Millwright)
5	Senior Master Technician (Tool Making)	Chief Supervisor (Tool Making)	Senior Chief Supervisor (Tool Making)
6	Senior Asst. Supervisor (.....)	Chief Supervisor (.....)	Senior Chief Supervisor (.....)
7	Senior Asst. Supervisor (Admin.)	Chief Supervisor (Admin.)	Senior Chief Supervisor (Admin.)
8	Senior Asst. Supervisor (Photography)	Chief Supervisor (Photography)	Senior Chief Supervisor (Photography)
9	Senior Asst. Supervisor (Dietician)	Chief Supervisor (Dietician)	Senior Chief Supervisor (Dietician)
10	Senior Asst. Supervisor (Computers)	Chief Supervisor (Computers)	Senior Chief Supervisor (Computers)
11	Senior Asst. Supervisor (Library)	Chief Supervisor (Library)	Senior Chief Supervisor (Library)
12	Senior Assistant Supervisor (Laboratory-Medical)	Chief Supervisor (Laboratory-Medical)	Senior Chief Supervisor (Laboratory-Medical)

Sl. No.	(TSP/CPS)		
	Scale-9	Scale-10	Special Scale
13	Senior Asst. Supervisor (Statistics)	Chief Supervisor (Statistics)	Senior Chief Supervisor (Statistics)
14	Senior Asst. Supervisor (Stores)	Chief Supervisor (Stores)	Senior Chief Supervisor (Stores)
15	Senior Accountant	Chief Supervisor (Accounts)	Senior Chief Supervisor (Accounts)
16	Senior Matron	Chief Matron	Senior Chief Matron
17	Senior Personal Secretary	Chief Personal Secretary	Senior Chief Personal Secretary
18	Senior Steward	Chief Steward	Senior Chief Steward
19	Senior Warden	Chief Warden	Senior Chief Warden
20	Senior Security Inspector	Chief Security Inspector	Senior Chief Security Inspector
21	Senior Vigilance Inspector	Chief Vigilance Inspector	Senior Chief Vigilance Inspector
22	Senior Fire Inspector	Chief Fire Inspector	Senior Chief Fire Inspector
23	Senior Master Cook	Chief Cook	Senior Chief Cook
24	Supervisor (Inspection)	Chief Supervisor (Inspection)	Senior Chief Supervisor (Inspen.)
25	Senior Instructor	Chief Instructor	Senior Chief Instructor
26	Senior Draughtsman (Layout)	Chief Draughtsman (Layout)	Senior Chief Draughtsman (Layout)
27	Senior Inspector (Safety)	Chief Inspector (Safety)	Senior Chief Inspector (Safety)
28	Supervisor (Lab)	Chief Supervisor (Lab)	Senior Chief Supervisor (Lab)
29	Supervisor (Draftsman /Design)	Chief Supervisor (Draftsman/Design)	Senior Chief Supervisor (Draftsman/ Design)
30	Supervisor (Plg.)	Chief Supervisor (Plg.)	Senior Chief Supervisor (Plg.)
31	Senior Tool Designer	Chief Tool Designer	Senior Chief Tool Designer
32	Supervisor (MS)	Chief Supervisor (MS)	Senior Chief Supervisor (MS)

HINDUSTAN AERONAUTICS LIMITED

DIVISION / OFFICE,
(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE ASSESSMENT SHEET
(FOR PROMOTION TO POSTS IN EXECUTIVE CADRE (GR-I) - WORKMEN TO OFFICER)

Name of the post : _____ **Notification No.** : _____
No. of posts (incl reservation) : _____ **Date of Notification** : _____
Scale of Pay : _____ **Date & Time of Interview** : _____
Minimum Educational Qualification Prescribed : _____ **No. of Candidates called for Interview** : _____
Date of Written Test : _____ **No. Reported** : _____
No. Qualified in Written Test : _____ **No. Selected** : _____

SL. NO.	Name, Dept / EID.No Designation Scale	Qualification	Date of Supn.	Category	Marks			Remarks	
					Written Test	API / ACR	Interview		Total
(1)	(2)	(3)	(4)	(5)	50 (6)	25 (7)	25 (8)	100 (9)	(10)
1									
2									
3									
4									
5									

Note : A candidate, in order to qualify should get a minimum of 50% aggregate with a minimum of 50% in Written Test and 12 out of 25 in the Interview. Relaxation in respect of reserved category is as per rules.

MEMBER _____ **MEMBER** _____ **MEMBER / SECRETARY** _____ **CHAIRMAN** _____

ANNEXURE-VI
(Para 2.8.1 refers)

FORMAT FOR REPORTING HIGHER QUALIFICATION ACQUIRED WHILE IN SERVICE

1. NAME :
2. PB. NO. :
3. DESIGNATION :
4. DEPT :
5. DATE OF APPOINTMENT :
6. QUALIFICATIONS POSSESED AT THE TIME OF APPOINTMENT (FROM SSLC ONWARDS)

QUALIFICATION NAME	UNIVERSITY/INSTITUTE/ BOARD	YEAR & MONTH OF PASSING

7. QUALIFICATION(S) WHICH WERE INDICATED IN THE APPLICATION FOR EMPLOYMENT, UNDERTAKING SUBMITTED AT THE TIME APPOINTMENT, ETC, AS BEING PURSUED:

QUALIFICATION NAME	UNIVERSITY/INSTITUTE/ BOARD	YEAR & MONTH OF COMMENCEMENT OF THE COURSE

8. QUALIFICATION OUT OF SL. NO. (7) ACQUIRED SUBSEQUENTLY, WHICH IS REQUESTED TO BE INCORPORATED IN THE PERSONAL RECORDS

QUALIFICATION NAME	UNIVERSITY/INSTITUTE/ BOARD	YEAR & MONTH OF PASSING

9. ANY OTHER DETAILS:

HINDUSTAN AERONAUTICS LIMITED
_____ DIVISION / OFFICE, _____
(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE ASSESSMENT SHEET
(FOR PROMOTION TO POSTS IN EXECUTIVE CADRE - OFFICERS - UNDER DPC / IMS)

Number of Posts / Vacancies : _____ **No. of Candidates called for Interview** : _____
Mode of Promotion : _____ **No. Reported** : _____
Date & Time of Interview : _____ **No. found suitable** : _____

SL. NO.	Name, Dept / EID.No Designation Grade	Qualification	Date of Birth / Date of Supn.	Date of Appt. / Date of Snty.	Category	PAR Marks			Evaluation			Remarks
						18-19	19-20	20-21	API	Int.	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(85)	(15)	(100)	(14)
1												
2												
3												
4												
5												

MEMBER _____ **MEMBER** _____ **MEMBER / SECRETARY** _____ **CHAIRMAN** _____



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