



# **Cargo Accounting Management Services Pvt Ltd.**

## **Promotion Policy & Guidelines**

1. Employee should perform well consistently and continuously for minimum 2 years for Promotion.
2. Employee should have the requisite experience, qualification, potential and ability to perform for higher level job. 'Right Man for Right Job' – This is the Mantra for promotions.
3. For 'Special Promotions' {Fast Tract} management will take 3% only from 10% [A Grade] of the total departmental strength.
4. For 'General Promotion' management will take 7% only from 'A' Grade [10%] and 'B' Grade [20%] of the total departmental strength.
5. Promotion is purely discretion of the management

## **JD format**

<b>S.No</b>	<b>JD Heading</b>	<b>Details</b>
1.		1.
2		1.
3		1.

## **Appraisal format**

<b>S.No</b>	<b>JD Heading</b>	<b>Details</b>	<b>Score achieved out of 100 by employee</b>	<b>Manager Score</b>	<b>Appraisal %</b>
1.					
2					
3					