



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

S.No	JD Heading	Details
1.		1.
2		1.
3		1.

Appraisal format

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