



डी ओ ई ए सी सी

डी ओ ई ए सी सी सोसायटी DOEACC SOCIETY

(सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Department of Information Technology,
Ministry of Communications and Information Technology, Govt. of India)

Ref. No. DOEACC/CCU/EST/19/2005 (Pt.) / 554

October 6, 2010

To,

The Director/Director-in-charge
DOEACC Society
All Centres

Sub: Revision in Composition of Selection Committee under POP for below Group 'A' officials

Sir/Madam,

All the Centres of DOEACC Society are in process of considering the promotion cases of non-S&T and S&T officials below Group 'A'. Under the composition of Selection Committee under POP for below Group 'A' officials, representative of Society's Division, DIT (not below the rank of Jt. Director or equivalent) is one of the members. Keeping in view the inability of the Joint Director, Society Division, DIT for attending the meetings of the Selection Committees at various DOEACC Centres, the following has now been decided with the approval of Competent Authority:-

"an officer of the level of Dy. Director/Joint Director (non S&T having experience in personnel matters) may be associated from DIT including its offices (attached/subordinate offices, Societies) located at the respective location of DOEACC Centres, in the Selection Committee as replacement of Joint Director, ABC Division, DIT".

2. It is, therefore, requested to comply with above decision while constituting the Selection Committee for review promotion of officials below Group 'A' under POP of the Society. Some of the Centres have already requested seeking convenient date for attending the meeting by Joint Director, ABC Division. The Centres may now constitute the Selection Committee in accordance with the above change in the composition.

Thanking you,

Yours faithfully,

(M.I. Siddiqui)
Registrar

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कोहिमा/चुचुयल्लंग, शिलॉंग, श्रीनगर/जम्मू, तेजपुर/गुवाहटी तथा क्षेत्रीय कार्यालय: पुदुकोट्टई एवं पटना
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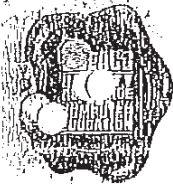
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डी ओ ई ए सी सी

Ref. No. DOEACC/CCU/EST/54/09/315

June 1, 2011

To,

The Director/Director-in-charge
DOEACC Society
All Centres

- Sub: i) Implementation of instructions/guidelines issued by DOPT regarding maintenance and preparation of Annual Performance Appraisal Reports
ii) Review promotion of Below Group 'A' S&T officials in Autonomous Societies under DIT

Sir/Madam,

Consequent upon implementation of the instructions/guidelines issued by DOPT regarding Annual Performance Appraisal Reports, the clarification was sought by some of Centres regarding grading under new APAR system while considering the promotion cases of the employees under POP. It has now been decided with the approval of Competent Authority, the grading as mentioned below, in the APARs will be considered:

Marks obtained in APAR	Grade, as per provisions of APAR	Marks, as per provisions of POP
Marks 8 – below 10	Outstanding	10
Marks 6 – below 08	Very Good	08
Marks 4 – below 06	Good	06
Marks 2 – below 04	--	04
Marks below 02	--	00

2. Further, DIT vide communication dated 28.4.2011 issued directions that as per the decision taken in the DIT, the old policy for the Review Promotion of below Group 'A' S&T officials have been dispensed with and it has been decided that promotion cases of below Group 'A' S&T officials will henceforth be considered under Modified Assured Career Promotion (MACP) Scheme introduced vide OM dated 19.5.2009, as amended from time to time. These directions will be implemented by Autonomous Societies under DIT mutatis-mutandis. A copy of the said communication is sent herewith for compliance.

Contd....

एजवाह, अंगरखला, औरंगाबाद; कालीकट, चंडीगढ़ (शाखाएँ: दिल्ली, लखनऊ, शिमला), चेन्नई, गंगटोक, गोरखपुर, इरवाहा, इटावा, कोलकाता।

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डी ओ ई ए सी सी

No. 1(12)/2005-DOEACC/484

Dated: 23rd Aug, 2010

To,

The Director/Director-in-charge/Chief Investigator
DOEACC Society
All Centres.

Subject: Review promotion of the employees of DOEACC Society under Person Oriented Promotion Policy (POP)

Sir/Madam,

Please refer to this office letter of even number dated 28th July, 2010 re-circulating the methodology on POP regarding length of service in the existing grade by the employees. With regard to reckoning of length of service, the matter has been re-considered and with the approval of Competent Authority, the following has been decided in supersession of the earlier guidelines:

“for calculating the length of service, six months of regular and continuous service in the grade rendered by the employees would be taken as a completed year for consideration for promotion to the next higher grade”

2. It is, therefore, advised that reckoning of length of service may be determined in accordance with the above guidelines for review promotions as on 01.01.2010 and onwards and till further instructions are issued on POP.

Thanking you,

Yours faithfully,

(M.I. Siddiqui)
Registrar

23.8.10

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Excerpt from 21st G.C. Meeting
26th Oct 2002

DOEACC Society

GUIDELINES FOR PROMOTION POLICY

1. For S&T Group 'A' Officers:-

The Scientist/Engineers at all levels in Group 'A' equivalent posts in the Society shall be governed by Flexible Complementing Scheme (FCS) as it is applicable to S&T officers in Department of Information Technology, as amended from time to time. The persons promoted will hold the higher post till he/she continue in the services of DOEACC Society against the sanctioned lower post against which he/she was recruited. On his/her promotion to the higher post, his/her lower post gets temporarily upgraded and will not fall vacant. The post will fall vacant for filling up at the level at which he/she was initially recruited, by direct recruitment only when he/she vacates the post on resignation/retirement.

2. For S&T below Group 'A' officers and other Non- S&T Officers/Staff:

The Society will have a "Person Oriented Promotion" Scheme for its below Group 'A' S&T employees Non-S&T Officers/Staff. The persons promoted will hold the higher post till he/she continues in the services of DOEACC Society against the sanctioned lower post against which he/she was recruited. On his/her promotion to the higher post, his/her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant for filling up by direct recruitment only when he/she vacates the post on resignation/retirement.

3. ANNUAL CONFIDENTIAL REPORT – Rating Scale

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point-scale as under:

Outstanding	- Excellent performance –achieved all targets to and beyond expectation and performed all functions very well	10
Very Good	- Very good performance met all targets as per expectation and performed all duties upto expectation	08
Good	- Satisfactory performance – met some targets upto expectation and completed most duties assigned	06
Average	- Needs to improve to meet targets upto expectation and perform duties assigned	04

4. Residency Period:

All the posts covered under the Promotion Scheme of DOEACC Society shall carry the following uniform scales of pay and the minimum residency period linked to performance upto the level of 16400 – 20,000.

Scale of Pay		Minimum Residency Period
From	To	
1. Rs. 3050 – 4590	Rs. 4000 – 6000	3 years
2. Rs. 4000 – 6000	Rs. 5500 – 9000	4 years
3. Rs. 5500 – 9000	Rs. 6500 – 10500	4 years
4. Rs. 6500 – 10500	Rs. 8000 – 13500	3 years
5. Rs. 8000 – 13500	Rs. 10000 – 15200	4 years
6. Rs. 10000 – 15200	Rs. 12000 – 16500	4 years
7. Rs. 12000 – 16500	Rs. 14300 – 18300	4 years
8. Rs. 14300 – 18300	Rs. 16400 – 20000	5 years

5. Screening Criteria:

All Officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion; the ACRs should be assessed on a 10 points scale giving 10 marks for "outstanding", 8 marks for "very good", 6 marks for "good", 4 marks for "average" and 0 for "Poor" and only those officers who satisfy the minimum residency period linked to their performance as indicated in the table given below be screened in.

Sl. No.	Scale of pay (Rs.)	No. of years in the Grade					
		3 yr	4 yr	5 yr	6 yr	7 yr	8 yr
1.	3050-75-3950-80-4590	90%	80%	70%	60%	--	--
2.	4000-100-6000		90%	80%	70%	60%	--
3.	5500-175-9000		90%	80%	70%	60%	--
4.	6500-200-10500	90%	80%	70%	60%	--	--

5.	8000-275-13500		90%	80%	70%	60%	--
6.	10000-325-15200		90%	80%	70%	60%	--
7.	12000-375-16500		90%	80%	70%	60%	--
8.	14300-400-18300			90%	80%	70%	60%
9.	16400-450-20000			90%	80%	70%	60%

5.1 The level upto which an S&T Officer (below Group 'A') can be promoted with reference to qualifications possessed, will be governed by the directions of DIT according to which if an official acquires professional qualification of B.E., B.Tech., MSc., MCA or equivalent he/she can be considered for promotion upto the scale of Rs.18400-22400. If the employee is unable to acquire higher qualification at this level his/her promotion will go upto level and scale of Rs.10000-15200 only.

5.2 Reckoning of length of service:

For calculating the length of service in the grade, whole period of regular and continuous service in the existing grade every year shall be taken into account for consideration for promotion to the next higher grade. However, the period less than 3 months in a particular year will be ignored.

5.3 Weightage to ACRs and Interview:

Screening of ACRs	:	50 marks
Interview	:	50 marks

5.4 Selection Criteria:

All officials who are screened- in will be called for an interview. The performance in the interview will also be graded similarly on a 10 point scale and the eligibility for promotion will be based on the same norms as in the table given in Para 5, 5.1 & 5.2 in case of S&T officials and Para 5 & 5.2 in case Non-S&T officials as the case may be.

5.5 The final assessment for promotion by the Selection Committee will be based on the evaluation of ACRs and the performance in interview taken together, weightage of marks as indicated in Para 5.3. If the candidate fulfils the criteria laid down in Para 5 above, the candidate will be recommended for promotion to next higher grade.

5.6 Cut-off-date for Assessment:

In case of promotions, the cut off date for determining eligibility will be 1st January of the year in which the promotion is proposed to be made and process for promotion be completed, so as to effect the promotion w.e.f. 1st April of the year.

5.7 Composition of Screening and Selection Committee:

The following composition of Screening and Selection Committee is proposed:
Screening Committee (for all Groups of Non S&T employees)

At Head Quarters

- 1) Executive Director or his Representative.
- 2) Registrar or an Officer nominated by Executive Director.
- 3) Representative of the Society Division, DIT

At DOEACC Centres

- 1) Director of the Centre.
- 2) Administrative cum Finance Officer/Officer nominated by Director of the Centre
- 3) Representative of HQ

Selection Committee

Group 'A' (Non S&T Official)

- | | | |
|----|---|----------|
| 1) | Jt. Secretary, Society Division, DIT | Chairman |
| 2) | Executive Director/Director of the Centre | Member |
| 3) | An outside Expert from relevant field | Member |

Below Group 'A' Officials (Non S&T)

- | | | |
|----|---|----------|
| 1) | Executive Director in case of HQ or the Director of concerned centre | Chairman |
| 2) | Representative of Society's Division, DIT, not below the rank of Jt. Director or equivalent | Member |
| 3) | An outside expert from the relevant field | Member |

For Group 'D' employees (SA-I)

Group 'D' persons after complementing three year's regular service in the grade and having requisite qualification of Matriculation will be considered for promotion, if they qualify by obtaining atleast 50% marks in the written test and interview, separately, to be conducted by the Society as under:-

- 1: (i) Elementary General English Knowledge & Current Affairs - 50 marks
- (ii) Elementary Arithmetic - 50 marks

Total - - 100 marks

2. Interview

- 100 marks

Based on the written test and interview, Group 'D' officials found suitable for promotion will be promoted to the scale of pay of Rs. 3050-4590. The individual promoted to the scale of pay of Rs. 3050-4590 will be required to pass a computer test covering 'CCC' syllabus within a period of two years from the date of promotion as provided in Rule 16 below FR 26.

For Group 'D' (ST-I)

For Group 'D' officials a skill test/written test will be conducted in respect of officials who have rendered at least 3 years of service in the Grade. Based on skill test/written test, candidates obtaining 50% marks will be interviewed by a committee constituted by Executive Director assessing their suitability for promotion to next higher grade.

Note: *The Selection Grade will be next higher grade to the grade held by an individual in which he/she has rendered a qualifying service of not less than 12 years. An official who could not get promotion as per above Scheme shall be considered for Selection Grade after having satisfied the condition of qualifying service of not less than 12 years in lower grade.*