

DATE : 02/07/2013

C I R C U L A R

Sub : Fixing of the cadre of existing LDC/Office Assistant –
Clarification thereof.

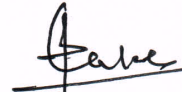
Ref : Administrative Circular No.444 dt.16/01/2013.

On revision of the pre-requisites for the posts in Accounts cadre and HR cadre, the detailed instructions regarding fixing the cadre of existing LDCs / Office Assistant are issued vide Adm.Cir.No.444 dt.16/01/2013. As such, the seniority list of all LDCs as on 01/04/2013 for both the cadres is to be prepared taking into consideration the guidelines provided in the said Administrative Circular.

2. However, some queries are raised while fixing the cadre of existing LDCs/Office Assistant regarding the qualification and consideration of passing of the departmental examination. The following clarifications are therefore issued with the approval of Managing Director in consultation with Director (Finance), Director (Operations) and Director (Projects).

- a) The passing of Post Graduate Degree/Diploma shall be applicable for promotion for the LDCs who have joined the services of the Company after issue of Adm. Cir. No 444 dtd. 16/01/2013.
- b) Those LDCs who have joined prior to 16/01/2013 will have both the options i.e. either passing of Departmental Examination or Post Graduate Degree/Diploma.
- c) These LDCs who have already passed Lower Departmental Examination or exempted from passing the Departmental Examination, their cadre is to be fixed as per Lower Examination/option exercised on exemption.
- d) Those LDCs who have not passed any Lower Departmental Examination or exempted from passing of Lower Departmental Examination, their cadre i.e. Accounts or HR is to be fixed on “as it is-where it is” basis.

3. It is further clarified that, after fixing the cadre of existing LDCs as per the above instructions the LDCs will have to pass either Lower Departmental Examination as heither to before or have to pass any Post Graduate Degree/Diploma as prescribed vide Administrative Circular No.444 dtd.16/01/2013 for the promotion to the post of UDCs. Also, those employees who are passing the Post Graduate Degree/Diploma shall be treated as like the employee on attaining the age of 45 years and being considered as having passed the ensuing Lower Departmental Examination.
4. The other conditions in Adm. Circular No 444 dtd. 16/01/2013 shall remain unchanged.
5. All concerns are requested to take action in respect of fixing the cadre of existing LDCs and preparation of fresh seniority for LDC(A/C) and LDC(HR) separately in the light of the above clarification.
6. This Circular is available on Company's Intranet and no hard copy is sent to any office



(Sandesh E. Hake)
Chief General Manager (HR)