

15. Promotion of employees

- (1) All promotions of employees shall be against vacancies in sanctioned strength approved by the Authority and shall be based on merit, suitability of the candidate for a particular post.

The merit and suitability may be judged by review of Confidential Reports and/or interview and/or written examinations as decided through administrative orders issued from time to time with the approval of the Authority:

Provided that the minimum marks to be obtained shall be 50% in written examination to become eligible for interview and shall be 50% in interview.

- (2) Minimum service for promotion: No employee of the Authority shall be eligible for promotion to the next higher grade unless he has put in minimum years of service as mentioned in Schedule VI – Promotions – method of filling in the grade from which promotion is made.

For all purposes of eligibility, 1st January of the year shall be the cut-off date.

- (3) Screening/Interview Committee: The Chairperson as part of promotion process may appoint a Screening/Interview Committee consisting of at least three members of whom one member be an outside expert:

Provided that in the case of promotions to the post of Executive Director, the Committee shall consist of Chairperson and two Whole-time Members of the Authority.

- (4) Zone of consideration: All eligible employees who comply with eligibility criteria for promotion as mentioned in para 3 in Schedule VI will be eligible to apply for promotion to the next grade.

- (5) Appointments on promotion: All appointments on promotion to any grade shall be made by the Competent Authority and no person shall have a right to demand to be promoted to any particular grade.

- (6) An employee promoted to any of the grades in Class I and Class III shall be required to be on probation for a period of one year from the date of such promotion.

- (7) Save as otherwise provided in this Regulation, an employee shall be deemed to have been confirmed in the grade to which he has been promoted, on successful completion of probation period of one year unless probation period is extended and informed to the employee in writing before the expiry of the period of probation.

- (8) Transfers on promotion: The transfer of employees on promotion shall be as per provisions in Schedule VII – Sensitive posts and transfers. The services of every employee shall be at the disposal of the Authority and every employee shall serve the Authority in such capacity and at such place or places as he may, from time to time, be directed.

- (9) Non-acceptance of promotion: No employee shall refuse to accept promotion except under compelling circumstances such as chronic or debilitating ill health, continuous hospitalization or any such other justifiable reason in writing from the employee which shall have the approval by Chairperson. If Chairperson is not satisfied, he may not accept the request of the employee for refusal of promotion and initiate such steps as deemed fit in the circumstances including transfer of the employee concerned.

- (10) Supernumerary positions: The Chairperson shall have power to create supernumerary positions arising out of any office exigencies, redefining of staff strength, etc. for a limited period and till such positions are regularized.

16. Reversion of an employee

- (1) An employee promoted from one grade to another may be reverted by the Competent Authority during probation period mentioned in Regulation 15 (6) above without any notice after recording reasons therefor.

- (2) An employee promoted to a grade may, however, seek reversion to the lower grade from which he is promoted, during probation period and the Competent Authority may approve such request subject to imposition of such terms and conditions pertaining to posting, seniority, etc.

Schedule V**Quota of vacancies – Direct recruitment**

Class	Grade	% quota of vacancies
IV	Record keeper/Sub-staff/Driver	100% by direct recruitment based on written examination and interview
III	Assistant	100% by direct recruitment based on written examination and interview
I	A	50% by direct recruitment as per definition given in Regulation 3 (1) (k) or as decided by the Authority from time to time basing on need
I	B	40% by direct recruitment as per definition given in Regulation 3 (1) (k) or as decided by the Authority from time to time basing on need
I	Other Grades	The Authority shall specify the number of vacancies as and when required.

Schedule VI**Promotions**

Regulation 15 deals with promotion of employees in the Authority. In addition to this Regulation, the following provisions shall govern promotion of employees:

1. Definitions

Unless the context otherwise requires, –

- (a) “employee” means a whole time salaried employee of the Insurance Regulatory and Development Authority of India;
- (b) “promoting authority” means the Appointing Authority under the Regulation as mentioned in Schedule X - Competent Authorities and Appellate Authorities;
- (c) “Interview committee” means the committee constituted in accordance with Regulation 15 of these Regulations;

All other words and expressions used in this Schedule and not defined but defined in these Staff Regulations shall have the meaning assigned to them in these Staff Regulations.

2. Zone of consideration

- (1) Promotions to all grades shall be effected from among eligible employees.
- (2) All employees holding posts in a permanent capacity in all the offices of the Authority shall be considered to be eligible if they fall in the zone of consideration for selection to the posts notified for promotion.
- (3) All eligible employees who comply with the eligibility criteria for promotion as mentioned in para 3 below will be eligible to apply for promotion to the next grade.

3. Vacancies and service eligibility

- (1) Promotions shall be effected only against sanctioned vacancies.
- (2) Posts shall be reserved for employees belonging to Scheduled Castes and Scheduled Tribes and rule of relaxation followed in accordance with the orders issued by the Central Government from time to time.
- (3) Employees should be falling in the zone of consideration and should possess qualifications required for filling in vacancies in the promotion grade. The vacancies in each of the Departments shall be determined by Chairperson from time to time.

(4) (a) Minimum service for the purpose of promotions shall be as under:

Class	Promotion from		Minimum Service for eligibility in the grade
	From	To	
IV	Record keeper/ Sub-staff/Driver	Assistant	4 years
III	Assistant	Sr. Assistant	4 years
III	Sr. Assistant	Assistant Manager	4 years
I	Assistant Manager	Manager	4 years
I	Manager	Assistant General Manager	4 years
I	Asst. General Manager	Deputy General Manager	4 years
I	Deputy General Manager	General Manager	3 years
I	General Manager	Chief General Manager	3 years
I	Chief General Manager	Executive Director	3 years

(b) Minimum qualifications for the purpose of promotions shall be as under:

Promotion to the Grade of	Department	Eligibility
Assistant	Accounts / IT / Life / Non Life / Health / Legal / SDD (R&D) / Others	Graduation
Sr. Assistant	Actuarial	Graduation and pass in six (6) papers of the Institute of Actuaries of India
	Accounts / IT / Life / Non Life / Health / Legal / SDD (R&D) / Others	Graduation
A	Actuarial	Graduation and pass in nine (9) papers of the Institute of Actuaries of India.
	Accounts	Graduation and ACA/AICWA/ACS/CFA
	IT / Life / Non Life / Health / Legal / SDD (R&D) / Others	Graduation
B	Actuarial	Graduation and pass in twelve (12) papers of the Institute of Actuaries of India.
	Accounts	Graduation and ACA/AICWA/ACS/CFA
	IT / Life / Non Life / Health / Legal / SDD (R&D) / Others	Graduation
C and above	Actuarial	Graduation and Fellow of the Institute of Actuaries of India.
	Accounts	Graduation and FCA/FICWA/FCS/CFA
	IT / Life / Non Life / Health / Legal / SDD (R&D) / Others	Graduation

4. Criteria for promotion

(1) For the purpose of promotion from one grade to another grade, the following criteria will be taken into consideration.

(2) Weightage for written examination, seniority, qualifications, ACRs, Interview, and track record of leave of the employee concerned shall be as under:

S. No	Promotion		Weightage of marks					
	From	To	Written examination	Seniority	Qualification/s	ACRs	Interview	Track record (Leave)
1	Record Keeper/ Sub-staff/ Driver	Assistant	40	10	10	20	15	5
2	Assistant	Senior Assistant	40	10	10	20	15	5
3	Senior Assistant	Assistant Manager	40	10	10	20	15	5
4	Assistant Manager	Manager	40	10	10	20	15	5
5	Manager	Assistant General Manager	40	10	10	20	15	5
6	Assistant General Manager	Deputy General Manager	40	10	10	20	15	5
7	Deputy General Manager	General Manager	Nil	Nil	20	40	40	Nil
8	General Manager	Chief General Manager	Nil	Nil	20	40	40	Nil
9	Chief General Manager	Executive Director	Nil	Nil	20	40	40	Nil

(3) The process of appointment through promotion from lower grade to higher grade will be through selection with minimum marks prescribed at written test and interview as the case may be. The pass/qualifying marks in written examination and interview will be 50% each.

(4) Computation of marks for seniority, qualification and track record for leave shall be as per guidelines in this regard.

(5) The track-record of the employee will be assessed by his attendance, leave, and punctuality. Besides, the track-record reflected from his personal record (caution / warning, etc.) as assessed from the employee's personal file and other documents will be considered.

(6) Similarly, guidelines for assessing attendance and leave record (for example, an employee availing leave in driblets (Earned leave/sick leave) in a year may get credits), etc. shall be issued and modified by Chairperson from time to time.

5. Marks for seniority

Marks for seniority shall be allotted as given hereunder:

Sl. No	Criteria for allotting marks to seniority	No. of marks allotted
1	First 4 years in the previous grade	2 marks for every completed year of service
2	For subsequent years	1 mark for every completed year of service thereafter
3	Maximum marks for seniority	10

6. Written examination

(1) Where written examination is one of the criteria for promotion, the syllabus for such written examination shall be as determined by the Chairperson.

(2) The conditions of eligibility including minimum service for appearing in the written examination shall be reckoned as on the 1st January of the year.

Provided that only such of the employees who have completed the period of service for eligibility for promotion to any post shall be allowed to appear in the departmental test or interview as the case may be.

Provided further that the period of training, if any, prior to appointment on probation prescribed by the provisions relating to recruitment shall count as service only for the purpose of eligibility for promotion.

7. Marks for qualifications

Marks for various qualifications shall be awarded to the eligible candidates for promotion are as follows:

Sl. No	Criteria for considering qualification	Maximum marks	Remarks
1	Graduation in any field	5 marks	<p>1. Only one degree will be considered in case of double/multiple degrees/PGs</p> <p>2. Marks shall be awarded either for FIII or FCII or any of the PG Diplomas in Insurance.</p> <p>3. There are no marks for passing individual papers in Actuaries examinations</p>
2	Post Graduation	2 marks	
3	Doctorate in Finance/Insurance/ Law	3 marks	
4	Professional qualifications		
	a. Insurance qualifications i. Licentiate of III/CII – 1 mark ii. Associate of III/CII – 2 marks iii. Fellow of III/CII – 3 marks iv. PG Diplomas in Insurance –PGDGI, PGDLI, PGDRM – 3 marks	Maximum 3 marks	
	b. Associate of Institute of CA/ICWA/CS - 5 marks c. CFA - 5 marks	Max. 5 marks	
	d. Institute of Actuaries of India i. Pass in 9 papers - 3 marks ii. AIA - 4 marks iii. FIA - 5 marks	Max. 5 marks	

8. Assessment of ACRs

(1) The Competent Authority shall assess suitability of employees for promotion on the basis of their service records and with particular reference to ACRs in the grade.

(2) If more than one ACR has been written for a particular year, all ACRs for the relevant years shall be considered together as the ACR for one year. Only such ACRs shall be considered by the Competent Authority which become available during the year immediately preceding the vacancy/panel year.

(3) Weightage of 50% for grading by Reporting Officer, 25% by Reviewing Officer and 25% by Accepting Officer shall be given while computing marks for ACRs.

(4) Where an employee does not submit self appraisal as part of ACR, the same shall be recorded in the ACR and 50% Weightage in marks only shall be given to such ACR while computing marks for ACRs.

9. Marks for track record

- (1) For awarding marks for the track record on leave, the following shall be adopted:
 - a) Good leave record – not exceeding 5 marks
 - b) Satisfactory leave record – not exceeding 4 marks
 - c) Frequent leave availment (including availing without approval) – not exceeding 2 marks
 - d) Habitual late comer – ‘Nil’ marks
- (2) For the purpose of assessing the leave record, no. of days leave taken in a year and the no. of times leave availed in small quantities shall be taken in to account, as mentioned in 4(5) and 4(6) above.
- (3) For the purpose of evaluation of leave record, the attendance and leave in SAP shall be the basis.

10. Selection of candidates for promotion

- (1) All candidates who qualify in the written examination as per criteria determined by Competent Authority will be called for interview.
- (2) The Interview Committee shall, after interviewing the candidates shall award marks for interview.
- (3) There shall be prepared a list of all eligible employees in the order of total marks obtained on the basis of various criteria of selection. The ranking list of selected candidates shall be finally placed before the Competent Authority for approval.
- (4) On approval, a panel of eligible employees will be prepared which is valid till the end of the calendar year.

Provided that an employee shall not be promoted, if at any time during the preceding one year, any penalty has been imposed on him under Regulation 55 of the Staff Regulations.

- (5) Actual promotion of candidates will be against sanctioned vacancies and as and when they arise.

11. Sealed cover procedure

(1) At the time of consideration of the cases of employees for promotion, details of employees in the zone of consideration falling under the following categories shall be specifically brought to the notice of the Interview Committee:-

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

(2) The Interview Committee shall assess the suitability of the employee coming within the purview of the circumstances mentioned above along with other eligible candidates without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the Interview Committee and marks awarded by it will be kept in a Sealed Cover.

(3) If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion shall be considered in the normal course and having regard to the penalty imposed on him.

12. Appeals

Any aggrieved employee may, within one month from the date on which the panel of employees eligible for promotion is published, represent against his non-selection through proper channel to the Appellate Authority and such an Authority may consider representation and pass such orders as he deems fit.

13. Powers to issue instructions

- (1) The Chairperson may, from time to time, issue such instructions as may be necessary to give effect to the implementation of these provisions.

- (2) In particular and without prejudice to the generality of any of the provisions mentioned herein, such instructions may provide for the basis for detailed allocation of marks for written examination, seniority, qualification, ACRs, Interview, track record (leave) within the ceiling mentioned under these rules.

Schedule VII

Sensitive posts and transfers

1. Sensitive posts

- (1) **‘Sensitive post’** means a post which is considered as a key decision-making as also that involving financial sanctions. The nature of posts differs on the importance, the type of information and responsibilities that are attached to them. The positions involving settlement of bills/financial sanctions would be classified as sensitive.
- (2) The Chairperson has power to classify a post as a sensitive post and circulate the list of such posts from time to time.
- (3) **Guiding principles in dealing with sensitive posts**
- (a) While all employees are ordinarily considered for transfer after 5 years, those employees working in sensitive posts/departments shall be compulsorily rotated / transferred once every 3 years.
 - (b) Transfer of any employee working in a sensitive post/department, before completion of minimum period on a post, will be done in public interest after recording reasons therefor.
 - (c) Considering the nature and importance of the posts identified as sensitive, while determining placements, postings and transfers of employees positioned in these posts will be decided accordingly.
 - (d) First posting on appointment / promotion of employees shall be to a non-sensitive post.
 - (e) There shall be a gap of minimum 3 years between one sensitive posting to another.
 - (f) An employee in the subsequent cycle of posting shall not be posted in the same sensitive post.

2. Transfers

(1) Objective

Transfers are integral to any Organization striving to achieve its organizational goals. They are necessary for employees so as to have exposure to various areas of working in the organization.

The following objectives shall guide the provisions on transfer:-

- (a) To match the Authority’s objectives and goals with individual aspirations.
- (b) To align with Regulations 5 (9) and 15 of the IRDAI Staff (Officers and other Employees) Regulations, 2016 in building a work force fully engaged in the performance of their duties.
- (c) To have the right person in the right place by identifying skills and aptitudes of employees to meet organizational needs.
- (d) To identify and groom employees for taking positions in higher rank.
- (e) To implement CVC guidelines in the matter of transfer/ rotation of employees in sensitive posts. In addition, such transfer/rotation of employees can be considered for all positions to make employees more knowledgeable and empowered in developing the organization.
- (f) To provide an opportunity to employees to improve their personal development and career.
- (g) To effect promotions.
- (h) To bring in transparency in the movement of employees in the organization after lapse of a specified period.