



PROMOTION POLICY

Objectives

- To ensure that all management positions are manned by personnel having the requisite qualifications, exposure and competence
- To integrate the aspirations for growth and development of Officers with the present and future requirements of the Corporation
- To ensure equity, fairness and objectivity in matters relating to promotion
- To recognize and reward meritorious performance

Guiding Principles

The promotion policy is based on following guiding principles:-

1. Performance
 2. Experience
 3. Vacancy
- The promotions of officers are governed by the promotion policy as applicable to the grade to which the officers belongs.
 - The officer has to complete a minimum of 3 years in a grade to be in the zone of consideration for the promotion.
 - Performance ratings are given each year on a scale of 1 to 5. The preceding three years' ratings are taken into account for the purposes of the promotion.
 - Promotion of the officers is based on merit cum seniority and subject to officer acquiring requisite cut-off marks for promotion.
 - Promotions from the grade of Deputy General Manager and above is based on merit which is determined by the performance of the officer in the last 3 years.



TRANSFERS

Transfers are considered necessary for the purpose of rotating Officers with a view to give them wider experience and exposure. The Corporation may also decide to transfer Officers who have completed 3 years or more at the same location to meet business requirements of the Corporation. However, Officers may be transferred even earlier than 3 years as per business requirements or in line with CVC guidelines.

Over and above HPCL has Online Transfer Request System for Salary Grade A to Salary Grade F with following criteria:

- Completion of 3 years and above in the current location of posting will be given preference.
- The requests for retention in the same town or movement to preferred town are considered for the following grounds/reasons, subject to availability of positions and suitability of the concerned Officer:
 - i) Education of Children (appearing in 10th/12th during the academic year following on next year of DPC cycle).
 - ii) Critical illness of self or dependents (other than parents).
 - iii) Due for retirement in 2 years from the 31st March of concerned DPC cycle.