



The Oriental Insurance Co. Ltd.
Head Office, New Delhi

Deptt: Personnel

Dated: 16.11.2023

NOTICE

Re: PROMOTION OF OFFICERS UPTO SCALE V - PROMOTION EXERCISE 2024-25

This is further to Notice dated 13.11.2023 declaring 17.12.2023 as date of online test for officers who are eligible to apply for promotion under Fast Track Channel.

Following are further details of Promotion Exercise 2024-25.

1. Vacancies :

The cadre wise number of vacancies as approved by the Competent Authority and the batch of officers in the Zone of Consideration for promotion under Normal Channel as per Projected Seniority list as on 01.04.2024 is given below:

Promotion From	Total Vacancies	Vacancies under Normal Channel (60% of the total vacancies)	Vacancies under Fast Track Channel (40% of the total vacancies)	Projected Seniority No. (as on 01.04.2024) of last eligible candidate under Normal Channel and Batch Considered
Scale 4 to 5	32	19	13	158 i.e. Sh. S.P. Krishnan Batch:2020-21
Scale 3 to 4	104	62	42	267 i.e. Sh. Sameer Khanvilkar Batch: 2020-21
Scale 2 to 3	189	113	76	742 i.e. Ms. Kanchan Thakur Batch: 2020-21
Scale 1 to 2	186	112	74	334 i.e. Ms. Devika DOS: 19.03.2021

All officers, who are desirous to apply for promotion under Fast Track Channel should possess the required necessary qualifications as on date of Notice i.e. 15.11.2023.

Online Test:

The Online Test for promotion upto Scale 5 under Fast Track channel is scheduled to be held on 17.12.2023 [Sunday]. The Venues and Centres will be informed in due course.

2. Invitation for 'Applications' under Fast Tack Promotion Channel:

Applications are invited for promotion under Fast Track Channel from candidates for promotion from Scale-1 to Scale-2, Scale-2 to Scale-3, Scale-3 to Scale-4 and Scale-4 to Scale-5 who fulfil the following criteria:

- a) The Applicants should have completed three years of continuous service from the date of selection to the existing cadre, as on 31st March 2024; and
- b) Should be an Associate [for promotion from Scale I to II] or Fellow [for promotion from Scale II to III or III to IV or IV to V] of Insurance Institute of India or equivalent as on 15.11.2023.
- c) Only 2 attempts shall be allowed for promotion to a particular cadre under the Fast Track channel. Provided however that if a candidate's attempt results in his qualifying the Written Test for Promotion under Fast Track Channel but he is not included in the final selection list for promotion, such an attempt shall not be counted in reckoning 02 attempts available to him for Fast Track.

Officers eligible for, and desirous of, applying for the Fast Track Channel of Promotions under Promotional Exercise 2024-25 in terms of Para 14A of the Promotion Policy may submit their applications in the prescribed format latest by **22.11.2023** to the concerned Regional Office. The officers posted in Head Office will submit the applications to HO (Administration). Looking to the paucity of time, the physical applications or soft copy of it either in pdf form or word form should be forwarded through mail to Regional Manager/Manager looking after Personnel Deptt. at Regional Office/Chief Manager, HO (Admn.) in HO. In case the application has been submitted through mail, a duly signed hard copy of application should simultaneously be dispatched to Personnel Deptt. at Regional Office/HO (Admn.).

The ROs/HO (Admn.) are requested to carefully scrutinize the applications of Fast Track Channel as regards eligibility of applicants. This is required more so, as Head Office is solely depending on ROs for the veracity of particulars, **as no application (except for promotion to Scale-5) are being called for at Head Office.**

3. 19th Amendment to Promotion Policy

The Board of Directors of the Company have approved 19th Amendment to Promotion Policy for Officers, 2006, as under:

- (i) Inserting a new para 22E:

"22E. Annual Confidential Report

Notwithstanding anything contained in the Policy, wherever the term "Annual Confidential Report" is mentioned, it shall mean to include the latest year APAR for 06 months i.e. April to September.

For example: For PE 2024-25, latest year APAR shall mean APAR for the period of six months i.e. April 2023 to September 2023.

Clarification: The special APAR of 06 Months shall only be for the purpose of respective promotion Exercise for respective officers in ZoC and regular yearly APAR shall continue as per existing practice.

In view of this amendment, all Reporting & Accepting Officers (in respective cadres) stand strictly advised to complete such 6 monthly APAR of ZOC candidates by 17.12.2023.

4. Option to withdraw (opt out) from promotion process (Normal Channel):

It was informed last year that 16th amendment to Promotion Policy for Officers had been introduced vide which a new para 8.3 has been inserted in the Promotion Policy of Officers as reproduced below :-

“From Promotional Exercise 2022-23, an officer who has been included in the Zone of Consideration for promotion to the cadre of Scale V / Scale IV / Scale III / Scale II, shall have the option to apply for being excluded from the process of promotion for a particular year / exercise within 14 days from the date of declaration of the Zone of Consideration.

Provided, however, that such an option can be availed by an officer not more than twice in one cadre.

Provided further that against any such exclusion of officers from the process of promotion in any particular year / exercise, no substitution or further inclusion of officers shall be made in the zone of consideration already constituted in terms of para 8.2.”

5. The following documents are also being uploaded on company's web-portal (Employees' Corner)-

- i. Provisional Zone of Consideration (ZoC) under Normal Channel for PE 2024-25 on the basis of Projected Seniority Lists as on 01.04.2024.
- ii. Format for Fast Track Application
- iii. Guidelines for candidates with Benchmark Disabilities with Scribe Declaration Form attached thereto.

All candidates and HO (Admn.)/Regional Offices are strictly advised to verify the lists 5(i) and deviations / discrepancies / omissions, if any, should **immediately or latest by 20.11.2023** be brought to the notice of Head Office.

It may be noted that the candidates due to retire on or before 31.03.2024 or have exited/due to exit the company on account of acceptance of VRS/Resignation or any other reason, will not be considered for promotion in Promotion Exercise 2024-25 and also will not be called for appearing the online examination under Fast Track Channel.

6. Guidelines for ROs:-

The ROs/HO (Admn.) are requested to take following steps:

[a] Scrutinize the **applications under Fast Track channel** received from candidates through mail or Hard Copy and verify the correctness of all fields in Applications **particularly the eligibility of the applicant officer.**

[b] The same are to be compiled in the **Annexure "A"** (containing details of Fast Track Applications) and scanned copy of this annexure duly signed by CM/CRM/DGM I/C, **must be sent to Head Office on or before 22.11.2023.**

Timelines

22.11.2023 – Last date of receipt of Applications for Fast Track Promotions in the office of posting.

29.11.2023 – Last date of receipt of withdrawal of Application for Fast Track Promotion

23.11.2023– Receipt at HO of scanned copies of Annexure 'A' duly signed by CM/CRM/DGM I/c as per 4[b] above by **Email.**

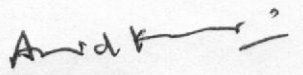
28.11.2023– Receipt of original Applications for Fast Track Promotion for Scale 4 to Scale-5 at HO.

29.11.2023 – Last date of exercising option to opt out for being excluded from the process of promotion from Normal Channel.

This Promotion Exercise is subject to the final outcome of Court Proceedings pending before any Hon'ble Court of Competent Jurisdiction on the subject, in which specific interim / final orders to this effect have been passed by the said Hon'ble Court as on date, and in particular, the Court Proceeding pending in (1) WP No 2281/2007 in the Hon'ble High Court of Jundicature at Bombay (Nagpur Bench); (2) WP No 24981 of 2008 in the High Court of Judicature at Madras; (3) WP No. 27681 of 2012 in the Hon'ble High Court of Andhra Pradesh; (4) WP No.18261/2015 in the Hon'ble Madras High Court, (5) SCA No.963/2018 of Hon'ble High Court of Gujarat at Ahmedabad and WP(C) No 1139/2018 of Hon'ble High Court of Guwahati and WP No 1867 of 2021 of the Hon'ble High Court of Srinagar, J & K.

As the timeline for the promotional exercise is closely packed, full cooperation of RO/HO (Admn.) Officials is solicited to meet the timelines and **forward us the Annexure A by 23.11.2023** enabling us to meet the requirement of the Examining Body for sharing data.

Encl: as above


(ARVIND KUMAR)
GENERAL MANAGER
