

**SCHEDULE-IV**  
**PROMOTION PROCEDURE**

1. Promotion shall be given only against an existing vacancy in the sanctioned strength in the promotion quota in any category of post, as per the C & R rules.
2. No promotion shall be accorded merely on the ground of fulfillment of eligibility criteria without a vacancy.
3. Completion of prescribed qualifying service in the feeder cadre will not automatically entitle an employee for claiming promotion.(Except those covered under career advancement scheme).
4. Apart from qualifying service, the other eligibility conditions for promotion like merit i.e. work efficiency as reflected in the annual performance reports shall also be considered.
5. Qualifying service for promotion shall be reckoned taking in to consideration only the service rendered in the Institutions coming under R.V.Sangha in the respective cadre.
6. Seniority of an employee for promotion shall be determined on the basis of length of service covering continuous officiating period. The past service of an employee who had left service of the institution (including service outside the institution) and re-joins shall not be counted for seniority. Wherever quota rule is prescribed under C & R Rules for filling up vacancies in any cadre, the seniority of direct recruitment candidate shall be determined in the order of merit in the select list.
7. An employee shall not be considered for promotion if he/she suffers from adverse remarks in the Annual Performance Reports(APR's) /suspension/ pending departmental enquiry/judicial enquiry, till he/she is exonerated and eligible for promotion.

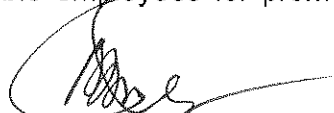
**PROMOTION COMMITTEE:**

A promotion committee for considering the eligibility of employees for promotion consisting of the following members is prescribed.

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|---|----|----------|
| a. President , Rajya Vokkaligara Sangha               | .. | Chairman |
| b. Head of the Institution                            | .. | Member   |
| c. Chief Executive Officer, R.V. Sangha               | .. | Member   |
| d. Administrative Officer, Head Office, R.V.Sangha .. |    | Convener |

**Quorum:** The quorum for the meeting shall be all the above members.

The promotion committee shall meet at least once in a year to assess the vacancy position in the promotion quota and to recommend eligible employees for promotion to higher grade/post.

  
**(B.Siddaiah)**  
Chief Executive Officer,  
Rajya Vokkaligara Sangha.