

MINERAL EXPLORATION CORPORATION LIMITED  
(A Government of India Enterprise)

Seminary Hills  
Nagpur – 440 006

No. MECL/HR/IR/AnnualIncrement/2017/ 5485  
(Old No. 21(36)/Admn/IMD/ADR/97)

Date: 13.09.2017

CIRCULAR

**Sub: Principle of Grant of Annual Increment on promotion**

We are pleased to inform you that the Board of Directors in its 251<sup>st</sup> meeting held on 11.08.2017 at New Delhi, has approved the revision of principle of grant of Annual Increment on promotion *which is applicable from 01.07.2015 and onwards*. The revised principle is explained as follows:

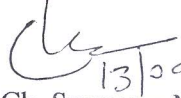
*“To maintain the date of annual increment of an employee depending upon the date of joining throughout the career until and unless it is changed due to disciplinary action or unauthorized absenteeism from duty as per the extant rules”*

To further clarify, the grant of first Annual Increment on new appointment will continue as per present practice i.e. it will be effective from the date of completion of one year of service for all Executives and Non-Executives, subject to clearance of probation period.

However, as per this circular, the due date of subsequent Annual Increments stands modified i.e. the date of subsequent Annual Increments will remain unchanged irrespective of the employee's promotion and irrespective of probation clearance on promotion.

All other rules pertaining to grant of Annual Increment remain unchanged.

CMD, MECL is the Competent Authority for any further interpretation in this matter.

  
13/09/17  
Dr. Ch. Sreerama Murthy  
General Manager (HR)

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