The granting of normal annual increment of pay and normal promotion cases of officers and employees of the Corporation and the enterprises shall be governed as per existing rules and procedure. In exceptional cases when an officer/employee is found outstandingly meritorious or when he qualifies himself in professional examination or he is outstanding in the fields of games, sports and cultural activities raising the prestige of the Corporation, he may be granted special increment of pay (in addition to normal increment) or special promotion (out-of-turn promotion). For determining the cases of granting such special increment/special promotion, the following procedure is laid down:

A. For Special Increment of Pay:

No nomination/recommendation will be called for for consideration of granting special increment. The Heads of Divisions/Depts of the BJC Head Office and heads of enterprises may recommend grant of special increment taking into consideration the following:

1. The grant of special increment to the officers and employees of the Head offices and of the Enterprises may be considered only once in every calendar year.

2. Among other things, for assessing fitness the basis for grant of special increment shall be the annual confidential report which shall be submitted once in every calendar year in the month of January of the following year. The reporting officer shall also be judged and shall be reported upon as to how successfully he reports upon his subordinates officers and staff.
3. If an officer/employee is assessed as outstanding compared to others of his age and level as per confidential report he may be considered for granting special increment.

4. If an officer/employee while in the service of the Corporation or enterprises qualifies himself in professional examinations like AMBA, ICWA, AMIB, Chartered Secretaryship, etc., he may be considered for granting of special increment.

5. Other things being equal, if an officer/employee shows outstanding performance in the fields of games, sports or cultural activities, etc. raising the prestige of the Corporation he shall be considered for granting of special increment.

6. There shall be no bar in granting special increment to an officer/employee each year provided he merits his case each time.

All the cases for granting of special increment will be examined and scrutinised by the "Special Increment Committees" constituted as under who will recommend grant of special increment to the deserving cases for consideration of the Board. Recommendation for granting special increment to officers and employees of BMH Head Office shall be submitted to the Secretary and in the case of officers and employees of the enterprises, to the respective Zonal General Manager along with their A.C.R. and other relevant papers for placing before the respective committee:

(i) 'Special Increment Committee' for the Officers and employees of the Head Office:

1. Director (Finance) Chairman
2. Director (Marketing) Member
3. Director (Technical) Member
4. Secretary Member
5. Dy. Secretary Member/Secretary
(ii) "Special Increment Committee" for the officers and employees of the enterprises:

1. Director (Marketing)/Director (Technical) : Chairman
2. Secretary : Member
3. One representative from Director Technical's Section of the rank of General Manager : Member
4. One representative from Director (Marketing) Section of the rank of General Manager : Member
5. Dy. Secretary : Member/Secretary

B. For Special Promotion:

No nomination/recommendation will be called for the consideration of granting special promotion. The Heads of Division/Depths of the BNBC Head Office and heads of enterprises may recommend grant of special promotion taking into consideration the following:

2. Among other things, for assessing fitness the basis for grant of special promotion shall be the annual confidential report which shall be submitted once in every calendar year in the month of January of the following year.

The reporting officer shall also be judged and shall be reported upon as to how successfully he reports upon his subordinate officers and staff.

3. If an officer/employee proves himself outstandingly meritorious as compared to others of his age and level and has shown special aptitude for a particular job he may be considered for special promotion to that particular job provided he merits his case as such.

4. If an officer/employee while in the service of the Corporation/enterprises qualifies himself in professional examinations like ASIA, ICWA, AMT, Chartered Secretaryship, etc. he may be considered for granting of special promotion.
5. If an officer/employee gets 3 awards cash awards or commendation certificate or special increment on 3 different occasions, he will be considered for special promotion.

All cases for granting of special promotion will be examined and scrutinised by the "Special Promotion Committee" constituted as under who will recommend grant of special promotion to the deserving cases for consideration of the Board. Recommendation for granting special promotion to officers and employees of BUNC Head Office shall be submitted to the Secretary and in the case of officers and employees of the enterprises, to the respective Zonal General Manager along with their A.C.R. and other relevant papers for placing before the respective committee:

i. "Special Promotion Committee" for officers and employees of the Head Office

1. Director (Finance) Chairman
2. Director (Marketing) Member
3. Director (Technical) Member
4. Secretary Member
5. Dy. Secretary Member/Secretary

ii. "Special Promotion Committee" for officers and employees of the enterprises

1. Director (Marketing)/Director (Technical) Chairman
2. Secretary Member
3. One representative from Director (Technical) section of the rank of General Manager Member
4. One representative from Director (Marketing) section of the rank of General Manager Member
5. Dy. Secretary Member/Secretary