



**BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL DPC BRANCH

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 451-31/2015-Pers(DPC)/15

Dated: 14.06.2018

To

All Heads of Telecom Circles  
Metro Districts/Maintenance Regions/Projects/Stores/  
BRBRAITT/ALTTC  
All Other Administrative Units  
Bharat Sanchar Nigam Limited.

**Sub: Preparatory work for promotion from SDE(T) to AGM/DE(T) Grade - regarding.**

This office has compiled the Screening Committee Report (SCR) received from Circles in mail for considering executives for promotion from SDE(T) grade to AGM/DE(T) grade. The Excel Sheet of each Circle will be mailed to respective Circles for reconciliation/completing the missing periods/authentication. This office has converted the part periods of APARs in months considering one month as 30 days and 3 days as 0.1 month. Accordingly all Circles should make the entry/correction, if any. e.g. 01.04.2016 to 15.07.2016 (Grading 7.6) and 20.07.2016 to 31.07.2017 (Grading 8.2) may be entered as (3.5M-7.6 0.2M-NA 8.3M-8.2) It may please be ensured that data should be entered in single cell for each year.

In this regard all Circles are instructed to verify the Excel Sheet with the Hard Copy of the Screening Committee Report signed by Committee Members. Correction/missing data, if any, shall be incorporated in the Excel Sheet (in order to identify the changes made by the Circle, Circle shall fill the particular cell with BLUE colour, and accordingly entry such as Verified/Corrected should be made in Remarks Column against each individual executive). **The verified/Corrected Excel Sheet upto 15-16 of List 5, 6 & 7 should be mailed by 20.06.18** in mail id [dpcagm@gmail.com](mailto:dpcagm@gmail.com) without fail for early completion of process of CPC.

It is therefore requested to instruct concerned authorities to intimate their official mail id in [dpcagm@gmail.com](mailto:dpcagm@gmail.com), in excel, by today itself.

Sl. No	Designation	Name of Officer	Moble Number	Landline Number	Designated Mail Id
1	2	3	4	5	6
1	AGM(HR/Admin)				
2	SDE(HR/Admin)				

It has been observed during compilation that data for many executives is yet to be received, specially for year 2015-16. This is required urgently.

Further, data for APAR of 16-17, shall also be provided to this office by 25.06.2018, in editable Excel Sheet & followed by hard copy in mail id mentioned above.

—(NOTE: In view of above, executive are requested to contact their respective Admin/HR authorities to know their status of APARs/SCR & they may avoid calling DPC Section).

This issues with approval of competent authority.

(P S V Rama Rao)  
 AGM(DPC)

Phone: 011-23037657