

No. 451-15/2013-Pers(DPC)  
**BHARAT SANCHAR NIGAM LIMITED**  
CORPORATE OFFICE  
PERSONNEL (DPC) SECTION  
Bharat Sanchar Bhawan, Janpath, New Delhi-110 001.

To

DT. 18.10.2013

All Heads of Telecom Circles &  
other Administrative Units of BSNL

subject :- preparatory work for ensuing CPC for promotion from AGM/DE(T) (Regular) to DGM(T) (Adhoc) – updating of ACRs / APAR and screening committee report in connection with promotion to the grade of DGM(T) on adhoc basis- Reg

The ACR / APARS in respect of AGM/DE(T) (Regular) are required for preparatory work for ensuing CPC for promotion to DGM(T) on adhoc basis. In this connection, a list of **regular** AGM/DE(T) officers are enclosed at annexure-I excluding the officers, who were considered to DGM(T)(Adhoc) earlier.


It is intimated that the ACRs for period from 2004-05 to 2008-09 in respect of **some** AGM/DE(T) are already lying in this office. These ACRs were called for in connection with their promotion to the grade of AGM/DE(T) (Regular).

In this regard, Circle are requested to make it ready the ACR/APARs for the year **2007-08 to 2012-13** along with Screening Committee report of all AGM/DE(T)s working on Regular basis **at Circle Office. Following points may also be considered before furnishing the information.**

1. The executives (AGM/DE(T) (Regular) upto ending Seniority number **14064** in SDE (T) Grade for **OC/SC** and upto ending seniority number **21823** in SDE(T) Grade for **ST** have to be considered on the basis of Vigilance Clearance, seniority and fitness.
2. **The executives (AGM/DE(T)(Regular)) who are senior to the one covered in the above S.No.1 and were considered for promotion in the past may also be considered.** The list of regular AGM/DE(T), whose names are not there in the Annexure-I may be mailed to this office for inclusion of their names. Circles are hereby requested to include such names, if officer is working as AGM/DE(T) on Regular basis before sending the screening committee report please.
3. Only those Executives who have been absorbed in BSNL are to be considered. However, seniority of the Executives, who are senior and are not being considered due to non-issuance of their Presidential order will remain undisturbed as this proposed promotion being effected is of ad-hoc basis only. The officers, whose absorption is pending may also be intimated.
4. Circles are requested to **make it ready** the ACRs / APARs for the period i.e. **2007-08 to 2012-13 at Circle Offices itself.**
5. In the ACR/APARs for reporting period from 2008-09 onwards, shown certificate must be furnished

*Prakash*  
18/10/13

6. As per earlier instructions, **all Circles are requested to make it available one copy of APAR at CS to DIR(HR) office immediately for the period from 2007-08 to 2012-13.** The nodal officers of the circles may get in touch with Confidential Secretary to DIR(HR) on email address - [confidentialcelldirhr@gmail.com](mailto:confidentialcelldirhr@gmail.com) and phone no. 23736031-32 / Fax no. 23736033. Address - Sh. Sushil Kumar, CS to DIR(HR), CR section, Room No. 210, CTO Building, Eastern Court, Janpath, New Delhi-1.
7. Necessary action on below bench mark grading in the ACRs prior to reporting period 2008-09 must be taken in terms of DOP&T O.M.No. 21011/2010-Estt.A dated 13.04.2010 circulated vide this office letter No. 400-70/2010-Pers.I dated 10.05.2010. The bench mark for promotion to JAG as per BSNL MS RR 2009 is 'Very Good, no adverse, not more than one Good in case of OC category and Very Good, no adverse, not more than two Goods in case of SC/ST category.
8. **Date of joining** on adhoc and regular basis in respect of all AGM/DE(T)(Regular) may be forwarded to Pers-I section **immediately** as requested vide their letter No. **400-02/2013-Pers.I dt. 06-09-2013**
9. The **tabulation sheets** may be furnished indicating the grading of the various Executives duly checked and signed by a officer of the rank not below DGM (Admin) of the Circle concerned. While indicating the grading, in case there are more than one ACR / APAR in a particular year then in such cases the period wise grading is to be indicated in the enclosed proforma in the MS Excell format. Example indicated in the said format may be followed by all the Circles.
10. CGMs are requested to direct their Vigilance Officers to E-Mail the **Vigilance status** of the Executives (AGM/DE(T) (Regular)) in the above seniority **before 10-12-2013** to expedite the process of Vigilance Clearance required for the purpose.
11. Above exercise may be completed by the Circles and soft copy of the tabulation sheet may be **mailed in excel format on or before 04-12-2013 on e-mail - [dpcagm@gmail.com](mailto:dpcagm@gmail.com).** The hard copy of the tabulation sheet may be forwarded to this section **on or before 07-12-2013.** The APARs may be made ready at Circle Office itself. The further dates will be intimated in due course to hand over APARs, **if required** please. Circles are advised to retain the photocopies of the ACRs for their use till the proposed promotion job is completed by the Corporate office.

  
(P.S.V. RAMA RAO)  
Astt. General manager (DPC)  
Tel. No. 011-23037657, e-mail - [dpcagm@gmail.com](mailto:dpcagm@gmail.com)

Copy to:- 1. The Chief Vigilance Officer, BSNL for information w.r.t. para 10 above pl  
2. The CS, DIR (HR) for keeping APARs ready for the officers enclosed in the list for the period 2007-08 to 2012-13



Certificate by the Officer reported upon regarding his/her ACR for the year .....

1. I..... Staff No.....  
Designation .....Unit.....  
hereby certify that I have gone through my ACR/APAR for the year  
..... and agree and accept the remarks and grading given in the  
ACR/APAR by my Controlling and reviewing officers.

2. I..... Staff No.....  
Designation .....Unit.....  
hereby certify that I have gone through my ACR/APAR and do not agree  
and do not accept the remarks and grading given in the ACR/APAR by my  
Controlling and reviewing officers. I shall submit my representation within  
15 days from today. I also understand that if I do not submit my  
representation within 15 days then this ACR/APAR will be treated as final  
and will be binding on me.

Signature.....

Date.....