



BHARAT SANCHAR NIGAM LIMITED

[A Government of India Enterprise]
CORPORATE OFFICE : PERSONNEL BRANCH
4th Floor, Bharat Sanchar Bhawan, Janpath,
New Delhi-110001

No.451-17/2011-12/ Pers(DPC)

Dated 12th Oct, 2011

To

All Heads of Telecom Circles &
Other Administrative Units of BSNL

Subject: Preparatory work for the promotion of Executives (TES Group B) to STS grade on Ad-hoc basis - calling of ACRs and Screening Committee report regarding.

The undersigned is directed to state that as per the decision of the competent authority, the preparatory work has to be done for the ad-hoc promotion of Executives (TES Group B) absorbed in BSNL. The Executives falling in the zone of consideration fixed for this purpose are to be considered for the ensuing promotion. The details are as in Annexure A, B and C.

1. The Executives (TES Grp 'B') who are senior to the ones covered in the aforesaid CPC and were not considered for promotion in the past may also be considered.
2. Only those Executives (TES Group B) who have been absorbed in BSNL are to be considered for the preparatory work and the details of non absorbed officers are to be intimated. However, seniority of the Executives (TES Group B), who are senior and are not being considered due to non-issuance of their Presidential Order will remain undisturbed.
3. TES Group-B officers having completed 7 years of service as on 1.1.2011 are eligible for promotion and the ACRs of the officers who are short of few months by 1.1.2011 may also be sent as vacancies are in existence prior to 21.09.2011. As and when the officers become eligible, they will be considered for promotion according to the existence of vacancies.
4. ACRs for the last Five years ie, 2006-07 to 2010-11 may be furnished to the Corporate Office and if ACR/part ACR of a particular year of an officer is not available, then the previous year ACR along with certificate from the competent authority for non availability of part ACR/ACR may be furnished.
5. The tabulation sheets may also be furnished indicating the grading of the various Executives (TES Group B) duly checked and signed by an officer of the rank not below DGM(Admn/HR) of the Circle concerned. If there are broken period in a particular year, then in such cases the period wise grading is to be indicated in the enclosed Performa in the 'MS Excel' format. Example

J. Prasad
12/10/11
AG(DPC)

Copy

indicated in the said format may be followed by all the circles. Circles are advised to retain the photocopies of the ACRs for their use till the proposed promotion job is completed by the Corporate Office. In any circumstances the received ACRs of photo copies will not be sent to circle until all the formalities of CPC are over. So again it is reiterated that necessary photo copies of ACRs may be taken and kept in circles for any purposes

6. All the below benchmark case should be reviewed by the competent authority as per the letter of this office No.400-70/2010-Pers.I/1/2010-Estt.A dated 10-05-2010 and reviewed result should be forwarded to the undersigned along with the particular ACRs..
7. Shown certificate must be furnished along with APAR for 2008-09 year onwards positively.
8. CGMs are requested to direct their Vigilance Officers to E-Mail the Vigilance status of the Executives (TES Group B) in the zone of consideration to expedite the process of Vigilance clearance required for the purpose.
9. The information regarding non absorbed officers may be furnished
10. Before sending the ACRs the following check list is checked and sends along with the ACRs.


Check Lists:

- a. All officers are absorbed and fulfilled the year of service and the officers whose absorption is pending may also be intimated
- b. ACRs of 2006-07 to 2010-11 are available for all officers and in order in all respect.
- c. All benchmark cases have been settled and read order is attached.
- d. Shown certificate for the period 2008-09 onwards are attached with ACRs/APARs.
- e. Photo copies have been taken for all ACRs/APARs and kept in the circle office

Above exercise may be completed by the Circles in a Time Bound manner and may depute their representative to hand over the ACR dossiers along with the hard copy as well as the softcopy of the tabulation sheet in CD to this office latest by 30th of November,2011.

The copy of the above said Annexure A, B and C for preparatory work is enclosed for reference. Corrections and Omissions in the Annexure may be intimated to this office at the earliest.

For any assistance Assistant General Manager (DPC) may be contacted over Phone No .011 23037657/ 09868257979. Fax No: 01123326546.


J. Srinivasan) 15/12/11
Asstt.General Manager(DPC)

Encl:As above.

Format for Tabulation Sheet																			
SI No	Sen No	Staff No	HRMS No	Name	CAT	DOB			Circle	Date since when wkg as SDE			Whether absorbed Yes/No	2006-07	2007-08	2008-09	2009-10	2010-11	Remarks if any
						dd	mm	yyyy		dd	mm	yyyy							
1	XXXXX.XX	YYYYY	ZZZZZZZZZ	xyz	OC	30	03	1971	A&N	15	09	1986	Yes	EXC	1.3-PS 5.5-G 5.2-VG	7-OS 2.4-PS 2.6-NA	VG	7.5 SAT 4.0 AVG 0.5-NA	

PS- Period short (for a period less than 3 months
G-Good
VG-Very Good
OS- Out Standing
EXC- Excellent
AVE- Average
ADV- Adverse
NA- Not available
SAT-Satisfactory

Checked by
DGM(A)/GM(A)

J. Jambal
12/10/11
A602(DPC)