

**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]

CORPORATE OFFICE

**PERSONNEL (DPC) SECTION**4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 451-31/2014-Pers (DPC)/Pt. II / 16

dt. 16 - 06-2016

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 ensuing CPC for promotion from SDE(T)s / Adhoc DEs to AGM/DE(T) on adhoc / regular basis – updating of APARs and tabulation sheet - Reg.

As per earlier instructions / practice, all Circle nodal officers are requested to make it available one of the ORIGINAL (Corporate office copy) copies of APAR along with disclosure certificate of **all SDEs & above officers** at CS to DIR(HR)office immediately. Here after, the same copy only will be taken for conducting CPCs for promotion to next grade. **DPC section will not display any list of non-availability of APARs.** It is the responsibility of the section, who is maintaining the APARs at circle/SSA, to reconcile the APARs with CS to DIR(HR). If only one ORIGINAL is available with circle, they may forward the photo copy, (attested on each page), of the same period immediately with out further delay to CS to DIR(HR).

**Initially**, the APARs in respect of **all SDEs/ AGM(T)(Adhoc)**, whose names are appearing in seniority list no. 5, 6 & 7 are required, as a preparatory work for considering them for promotion to AGM/DE(T) on regular / adhoc basis. In this connection, ACR/ APARs of all those working SDEs/AGMs(T)(adhoc), whose names are appearing in seniority **list no. 5, 6 & 7** are required for the period **from 2008-09 to 2014-15** along with disclosure certificate **on priority basis**. Hence, ACR/APARs of above period may be made available at CS to DIR (HR) office before **30-06-2016**.

In this regard, the following instructions are issued for smooth conduction of CPCs in near future

1. **All circles are requested to forward the details (s.no 1 to 14) of these SDEs /AGM(Adhoc) immediately** w.r.t. those executives whose names are appearing in seniority list no. 5, 6 & 7. The excel data may be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com) immediately. All circles are requested to verify entire seniority list and furnish the details of all executives including retired, expired, VR etc. with relevant information.
2. APARs for the period from 2008-09 onwards of these SDEs/DE(Adhoc) may be get it **scanned sequencelly** (first 2008-09,2009-10,2010-11.....2014-15 along with disclosure certificates. The **staff no of concerned executive** is to be given as individual file name for easy identification [ex. If staff no. of A is 'BCDEF', File may be named with 'BCDEF'.PDF].

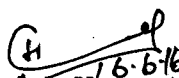
Continue..

3. **Soft copy of scanned APARs & tabulation sheet duly checked and signed by the screening committee (format enclosed) are to be forwarded to DPC section before 30.06.2016** w.r.t. those executives whose name is appearing in seniority list no. 5 & 6 & working as SDE / DE(Adhoc) and. Soft copy w.r.t. rest of executives, whose name is appearing in seniority list no. 7 & working as SDE / DE(Adhoc) are to be forwarded by **31.07.2016. Soft copy of tabulation sheets also may be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com)**
4. **All the executives (SDE and above) may be instructed to update their staff no in ERP immediately. (provision will be given by ERP)**
5. Circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APAR folders. **DPC section will not display the list of non-availability of APARs.** Hence, circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APARs. Phone no. 23736031 - 32 / fax no. 23736033, Email ID - [confidentialcelldirhr@gmail.com](mailto:confidentialcelldirhr@gmail.com).
6. If APARs of any period (Even if it is less than 3 months also) is not available, the justified reasons for non availability of APAR is to be mentioned and non-availability certificate may be given. The same may be scanned and included in the soft copy of respective executive.
7. you are, therefore, requested to issue suitable directions / instructions to all the concerned officers / authorities and field units for strictly adhered to the time scheduled prescribed for smooth conduction of DPCs for promotion to AGM/DE(T) on adhoc/ regular basis.

This has got the approval of competent authority

Name and other contact details of CS to DIR (HR) is mentioned below :-

Sh. Sushil Kumar, CS to DIR (HR)  
CR section, Room No. 210, CTO building  
Eastern Court, Janpath, New Delhi - 1  
Phone no. 23736031 -32 / fax no. 23736033  
Email ID - [confidentialcelldirhr@gmail.com](mailto:confidentialcelldirhr@gmail.com)

  
(Manish Kumar)  
Jt. GM (Pers)

DPC section no.-011-23037657, FAX - 23326546  
Mail - [dpcagm@gmail.com](mailto:dpcagm@gmail.com)

Encl :- as above

Copy to :-

CS to Director (HR) , BSNL CO, New Delhi for inf. & n/a please

dt. 16.06.2016

Lr No. 451-31/2014-Pers(DPC) / Pt. II **16**

Name of the circle

preparatory work for promotion to AGM/DE(T) on adhoc / regular basis

Format for Tabulation Sheet

S. NO	STAFF NO	HR NO	Seniority no	name	CAT	DOB			date since working as SDE	whether absorbed	Grading / Marks in APAR (NOTE - Pl. Mention <b>numerical</b> grading as mentioned in the APARs)											Any adverse entry in penpicture of APARs (Y / N), specify, the APAR, if any	Integrity is beyond doubt (Yes/ No)	Recommendations of circle screening committee	Remarks
						DD	MM	YY			DD	MM	YY	Y / N	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15				
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

G.M. Level officer  
Chairman

DGM Level officer  
Member

DGM Level officer  
Member

Note : one of the members of the screening committee must belong to SC or ST Category, else, one additional SC/ST member of STS/JAG level may be co-opted