



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL - I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 400-26/2009-Pers.I

Dated: 16th March, 2009

To

All Heads of Telecom Circles/Regions/Projects/Districts &
Other Administrative Units of BSNL.

Subject:-Forwarding/amending CR Forms of Group 'B' officers.

The undersigned is directed to say that the ACRs of last five years are required to be taken into account for consideration/assessing fitness of the officer for time bound/post based promotion under Executive Promotion Policy for Group 'B' level officers issued vide this office O.M. No. 400-61/2004-Pers.I/308 dated 18th January 2007.

It has come to our notice that presently the form being used for writing ACRs of Group 'B' level officers is APP-54 ~~and~~ does not have a separate para for overall grading of the officer. Therefore, it becomes difficult for screening Committee to assess the overall grading of the officer.

In view of above, it has been decided that after para 3 in the form APP-54 used for writing confidential report for Group 'B' level officers, para 4 containing Grading (copy enclosed) may be added while writing ACRs of Group 'B' level officers of your circle.

Encls: as above.

(R.K. Verma)

Assistant General Manager (Pers.I)

Copy to:

1. All DGMs/AGMs, BSNL Corporate Office, New Delhi.
2. CS to Director (HRD), BSNL Corporate Office, Room No. 210, Eastern Court, New Delhi.

4 कोटि निर्धारण

Grading

(उत्कृष्ट/बहुत अच्छा/अच्छा/औसत/औसत से कम)

(Outstanding/Very Good/Good/Average/Below Average)

(किसी अधिकारी को तब तक उत्कृष्ट कोटि नहीं दी जानी चाहिए जब तक कि उसमें उच्च कोटि के गुण तथा कार्य-निष्पत्ति स्पष्ट रूप से न आया हो। जिस आधार पर ऐसी कोटि दी गई है, उसका स्पष्ट रूप से उल्लेख किया जाना चाहिए।

An officer should not be graded 'Outstanding' unless exceptional qualities and performance have been noticed; ground for giving such a grading should be clearly brought out.)