

Bharat Sanchar Nigam Limited
O/o. General Manager (Pers.)
Room No.403, Bharat Sanchar Bahwan
Janpath
New Delhi - 110 001

No.CS/Dir.(HRD)/ACRs/2008-2009

Dated: 16.07.2009

To

**All the CGMs
BSNL**

**Sub: ACRs of Group 'A', TES Group 'B'. Civil, Electrical, Architectural and Telecom
Factory Services etc. - reg.**

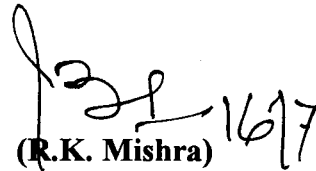
I am directed to forward herewith a photocopy of D.O. No.CS/Advr.(HRD)/ACR/2009 addressed to Shri Kuldeep Goyal, CMD, BSNL Corp. Office and received from Shri A.K. Das, DDG(Estt.), Ministry of Communication & IT, Department of Telecommunications regarding timely preparation and proper maintenance of ACRs,. The D.O letter received from DOT is self- explanatory.

All Reporting/Reviewing Officers in BSNL are requested to comply with the instructions contained in the D.O letter under reference and adhere to the prescribed time limit therein for completing of all the ACRs and ensure that the completed ACRs for the year 2008-2009 are received in the concerned Administration maintaining the ACRs positively by 31/08/2009.

You are also requested to kindly bring the instructions contained in the D.O letter under reference to the notice of all concerned under your control and report in this regard is communicated to the undersigned at the earliest.

Copy of the D.O. No. CS/Dir(HRD)ACRs/2008-2009 dated 01/05/2009 is also enclosed herewith.

Encls: As above.


(R.K. Mishra)
General Manager (Pers.)

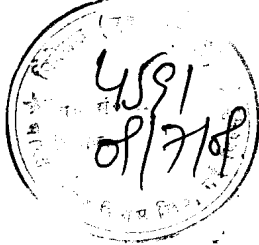
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सत्यमेव जयते

हिन्दी का मान : राष्ट्र का सम्मान

A.K. Das
DDG(Estt.)
Tel:23710035



D.O.No.CS/Advr.(HRD)/ACRs/2009

Dear Shri Goyal,

Kindly refer to my D.O. letter of even number dated 15th April, 2009 with which the instructions received from Deptt. of Personnel & Training (vide their OM dated 16th February, 2009) were enclosed for timely preparation and proper maintenance of ACRs. and you were requested to furnish the Completion Certificate indicating that "no ACRs are pending in your Circle/Unit for report/review." by 30th June, 2009.

As per the instructions "in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he/she shall forfeit his/her right to enter any remarks in the ACR of the officer to be reported upon and he/she shall submit all ACRs held by him/her for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his/her right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The names of all those Reporting/ Reviewing Officers who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be, are required to be brought to the notice of Secretary. The Secretary in the Department may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACRs be placed in the ACR folder of the defaulting officer concerned."

Accordingly, all the Reporting/Reviewing officer in BSNL may be requested to comply with the directions issued by DOP&T in this respect and adhere to the prescribed time limit therein for completing of all the ACRs and ensure that the completed ACRs for the year 2008-09 are received in the concerned Administration maintaining the ACRs positively by 31st August, 2009

With warm regards

Yours sincerely,

A.K. Das
(A.K. Das)

Shri Kuldeep Goyal
Chairman & Managing Director,
BSNL Co. Office
Bharat Sanchar Nigam Ltd.

DVC (HRD)
Amk
9/7
Gm (Per)
PDC