

No. BSNLCO-PERS/12(13)/1/2022-CSS

Date: 2nd June, 2023

To

All CGMs,
BSNL Circle.

Sub: Convening of CPC from PA to PS in field Units - regarding.

In continuation to this office letter of even no. dated 25.02.2022, I am directed to convey herewith the approval of the Competent Authority for convening CPC for promotion of PA to the grade PS (Under 67% of Seniority -cum-fitness quota) for Vacancy Years 2021 & 2022.

2. As the new recruitment rules for the grade of PS issued vide letter dated 11.04.2023 are effective from 01-01-2023, the CPC for promotion to PS for vacancy up to 31-12-2022 will be in accordance with Private Secretary (Field Units) Recruitment Rules 2004.

3. It is requested that necessary CPC in accordance with BSNL Private Secretary (Field Units) RR 2004 in respect of eligible PA may be convened for the vacancy years from 01-01-2021 to 31-12-2021 and 01.01.2022 to 31-12-2022 for the vacancies in the PS grade of your Circle.

4. In this connection draft minutes of CPC for convening DPC for promotion of PA to PS (Under 67% of Seniority -cum-fitness quota) are enclosed alongwith. It is requested that the minutes of CPC may be prepared separately for Vacancy Years 2021 and 2022.

5. The minutes of the CPC, complete in all respects i.e. details of vacancy, approved rosters, list of eligible executives, minutes and APAR assessment sheet for the last 5 years with reference to vacancy year etc. may be forwarded latest by 30.06.2023 to DGM(Pers-DPC-JM), BSNL CO for the approval of the Appointing Authority i.e. Director (HR). Annexure-III will not be part of CPC minutes but should be kept for future reference in case of any litigation on account of fitness of the executive(s) for promotion to the grade of PPS.

Encl : Annexure I, II (assessment Sheets for VY 2021 & 2022)
Annexure III (Performa for minutes of CPC).



(सुनील भट्ट/ Sunil Bhatt)

सहायक महाप्रबंधक (सीएसएस व राजभाषा)/ AGM (CSS & OL)

Copy for kind information to :

1. Dir (HR), BSNL Board.
2. Intranet



Minutes of CPC held on.....at %....., Circle.....for promotion to the grade of Private Secretary(PS) (Post based promotion) on regular basis in respect of Personal Assistant (PA) ofCircle

PRESENT

- 1..... Chairperson
- 2..... Member
- 3..... Member (Co-optee)

ITEM: CPC - Promotion to PS grade on regular basis in respect of PAs ofCircle for vacancy year -----.

The committee considered the selection of Pas for promotion to PS ofCircle on regular basis.

2. CPC was briefed the followings bySection : (Ref: E-file No.....)

2.1 As per Restructuring plan approved by BSNL Board and notification issued by Restg. Branch vide letter No. 4-02/2021-Restg dated 24.11.2021 and BSNLCO-RSTG/15(14)/2/2021-RSTG-Part(2) dated 14-02-2022, the revised sanctioned strength post VRS restructuring for PS in.....Circle is -----.

2.2 Accordingly, CPC is to hold for vacancy year post-VRS for ----- number of vacancies at PS level.

2.3 The eligibility criteria for promotion to PS (Post based promotion) prescribed under **Private Secretary (Field Units) Recruitment Rules 2004.**

'67% by promotion on the basis of seniority – cum – fitness with three (3) years regular service in PA grade'

3. The Corporate Promotion Committee were informed of the following provisions contained in the DPC guidelines, circulated by the Department of Personnel & Training, vide their O.M No. 22011/5/86-Estt(D) dt: 10.04.1989 as amended from time to time:-

- (i) "6.1.2 - The DPCs enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them."

Member (Co-optee)

Member

Chairperson

(ii) "6.1.3 – While merit has to be recognized and rewarded, advancement in an officer's career should not be regarded as a matter of course, but should be earned by dint of hard work, good conduct and result oriented performance as reflected in the ACRs and based on strict and rigorous selection process."

(iii) "6.2.1(b) – The DPC should assess the suitability of the officers for promotion on the basis of their service record and with particular reference to the CRs for preceding five years, which become available during the year immediately preceding the vacancy/panel year."

(iv) "6.2.1(e) – The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of entries in the CRs, because it has been noticed that sometimes the overall grading in a CR may be inconsistent with the grading under various parameters or attributes."

(v) "6.2.1(f) – If the reviewing authority or the Accepting authority, as the case may be, has overruled the Reporting Officer or the Reviewing authority as the case may be, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment conclusively after due application of mind. If the remarks of the Reporting Officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of overruling the other, then the remarks should be read together and the final assessment made by the DPC."

4. The Committee were further informed of the following subsequent additional guidelines issued by DOP&T:-

- (i) In case where adverse remarks of reporting/reviewing/accepting authorities have been expunged or modified by the competent authority, the overall grading in the ACR has to be decided by the DPC in terms of DOP&T OM dt: 06.01.2010.
- (ii) That the DOP&T vide O.M. No. 21011/1/2005-Estt (A) (Pt. II) dated 14.05.2009 has stipulated that the section entrusted with the maintenance of APARs after their receipt shall disclose the same to the officers reported upon. The concerned officers shall be given the opportunity to make representations against the entries and the final gradings given in the reports within a period of fifteen days from the date of receipt of the entries in the APARs. The representation shall be restricted to the specific factual observations contained in the report leading to the assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within fifteen days, it shall be deemed that officer concerned has no representation to make. If the concerned APARs section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

Member (Co-optee)

Member

Chairperson

(iii) In terms of DOP&T O.M. No. 22011/5/2013- Estt.(D) dated 09.05.2014 in the event of the DPC deciding not to take cognizance of an order of the competent authority on the representation of the Government Servant on the entries/gradings in the APARs on the ground that the same is not a speaking order, the DPC shall make its assessment based on the entries in APARs and other relevant material facts including the representation of the Government Servant.

(iv) While assessing the suitability of the Executives on whom statutory penalty/penalties is/are imposed, the DPC may take into account the Guidelines of DOP&T issued vide O.M No. 22011/4/2007-Estt.(D) dated 28.04.2014.

5. The attention of the Committee was also invited to the instructions contained in DOP&T O.M. No. 35034/97- Estt(D) dated 08.02.2002, which inter -alia provide that the DPC shall determine the merit of those being, assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as "fit" or "unfit". Only those who are graded "fit" (i.e. who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order of their inter-se seniority in the feeder grade. Those officers who are graded "unfit" (in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession or promotion among those who are graded "fit" (in terms of the prescribed benchmark) by the DPC.

6. The committee were also informed that in accordance with para 1 (II) (ix) of BSNL Time bound/post based executive promotional policy for Group B level officers of BSNL, the prescribed benchmark for PS grade (Post based promotion) is **"No adverse, not more than three average for OC Category and No adverse, not more than four average for SC/ST"**. The prescribed benchmark is invariably met in all APARs of 5 years under consideration.

7. Observations/finding of CPC: -

(i) CPC has considered the suitability of the eligible PAs for promotion to PS grade under BSNL Private Secretary (Field Units) Recruitment Rules 2004.

(ii) In accordance with the instructions contained in DoP&T OM No. 22011/4/2013- Estt(D) dated 08.05.2017, endorsed by BSNL vide letter No.454-01/2018-Pers(DPC)/09 dated 13.04.2018, the APARs for 5 years preceding T-2nd year i.e from (2014-19 for VY 2021 and 2015-2020 for VY 2022) have been taken into consideration.

(iii) CPC has also gone through the Vigilance Clearance status received fromvide letter No. dated in respect of the Executives under consideration for promotion to PS grade as mentioned in Annexure-I.

(iv)(no. of PAs) Executives are found FIT as per Assessment Sheet enclosed as Annexure-I, for the promotion to PS Grade inCircle on regular basis against vacancies. The assessment of remaining Executives in the zone of consideration is considered not necessary as sufficient number of Executives with prescribed bench-mark have become available.

Member (Co-optee)

Member

Chairperson

8. The Corporate Promotion Committee, accordingly examined and assessed the APARs of the eligible Executives (PAs) in the feeder grade and the outcome is as mentioned in **Annexure-I**.

9. **Recommendation of CPC**

.....PAs ofCircle found "FIT" as per Assessment Sheet enclosed as **Annexure - I** are recommended for promotion to PS grade (Post based promotion) on regular basis against ----- vacancies of the vacancy year -----.

Member (Co-optee)

Member

Chairperson

BSNLCO-PERS/12(13)/1/2022-CSS

163295/2023/PERS-BSNL CO

Annexure-I

Assessment sheet for promotion to Private Secretary grade on regular basis for Vacancy Year 2021 (From 01.01.2021 to 31.12.2021)

CPC Date:

File No.

S. No.	Name (Shri/Smt)	Staff No./ HRMS	Category	DOB	Year of Exam	PA Grade on regular basis w.e.f.	Present Grade	APAR Gradings					VC Status as per CVO Ltr No.		Remarks	Recommendation of CPC
								2014-15	2015-16	2016-17	2017-18	2018-19	VC Status	Sl. No.		
1																
2																
3																
4																
5																

Note : UA= Unassessed , M=Months, NA=Not Available, NR=Not Reviewed, PS=Period Short(<3M), NAC=Non Availability Certificate, NRC=Non Review Certificate,NRNR=Not Reported Not Reviewed.

Gradings:- 4 & below 6=Good, 6 & below 8=Very Good, 8 & above=Outstanding

Member (Co-optee)

Member

Chairman

Annexure-II**Assessment sheet for promotion to Private Secretary grade on regular basis for Vacancy Year 2022 (From 01.01.2022 to 31.12.2022)**

CPC Date:

File No.

S. No.	Name (Shri/Smt)	Staff No./ HRMS	Category	DOB	Year of Exam	PA Grade on regular basis w.e.f.	Present Grade	APAR Gradings					VC Status as per CVO Ltr No.		Remarks	Recommendation of CPC
								2015-16	2016-17	2017-18	2018-19	2019-20	VC Status	Sl. No.		
1																
2																
3																
4																
5																

Note : UA= Unassessed , M=Months, NA=Not Available, NR=Not Reviewed, PS=Period Short(<3M), NAC=Non Availability Certificate, NRC=Non Review Certificate, NRNR=Not Reported Not Reviewed.

Gradings:- 4 & below 6=Good, 6 & below 8=Very Good, 8 & above=Outstanding

Member (Co-optee)

Member

Chairman