



SEA Section, Corporate Office,
7th Floor,
Bharat Sanchar Bhawan,
Janpath, New Delhi -110001

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Tel: 011-23037486
Fax: 011-23766002

No.: 2-2/2016-SEA-BSNL
Dated: 25-11-2016

To

All Heads of Telecom. Circles /
Metro Districts/Maintenance Regions/Projects/Stores/BRBRAITT/ALTTC/
All Other Administrative Units
Bharat Sanchar Nigam Limited.

Subject: - Preparatory work for ensuing CPC for promotion from Sr.AOs/AOs to the grade of STS (CAO) on ad-hoc basis – updating of APARs and tabulation sheet – Reg.

Sir/Madam,

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 Sr.AOs/AOs** to CS to DIR (FIN.) office immediately. Here after, the same copy only will be taken for conducting CPCs for promotion to next grade. It is the responsibility of the section, who is maintaining the APARs at Circle/SSA, to reconcile the APARs with CS to DIR (FIN). If only one ORIGINAL is available with circle, they may forward the photo copy (attested on each page), of the same period immediately without further delay to CS to DIR (FIN.).

Initially, the APARs in respect of all Sr.AOs/AOs, whose names are appearing in the **Provisional Eligibility List** are required, as a preparatory work for considering them for promotion to STS (CAO) on adhoc basis. In this connection, ACR/APARs of all those working Sr.AOs/AOs, whose names are appearing in the Provisional **Eligibility List** are required for the period **from 2011-12 to 2015-16** along with disclosure certificate on priority basis. Hence, ACR/APARs of above period may be made available at CS to DIR (FIN) office on or before **31-12-2016**.

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 (Sl.No. 1 to 14) of these Sr.AOs/AOs** immediately w.r.t. those executives whose names are appearing in the **Provisional Eligibility List**. The excel data may be mailed to adg_sea@bsnl.co.in immediately. All circles are requested to verify entire **Provisional Eligibility List** and furnish the details of all executives including retired, expired, VR etc. with relevant information.

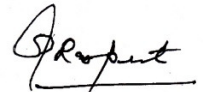
....2/-

2. APARs for the period from 2011-12 onwards of these Sr.AOs/AOs may be got it **scanned sequencelly** (first 2011-12 2015-16) 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 `12345`, File may be named with `12345'.PDF].
3. **Soft copy of scanned APARs & tabulation sheet duly checked and signed by the screening committee (format enclosed) are to be forwarded to SEA section before 31-12-2016** w.r.t. those executives whose names are appearing in the **Provisional Eligibility List** working as Sr.AO/AO and **Soft copy of tabulation sheets also may be mailed to adg_sea@bsnl.co.in.**
4. **All the executives (Sr.AO/AO) may be instructed to update their staff no in ERP immediately. [Provision will be given in ERP].**
5. 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.
6. It is, therefore, requested to issue suitable directions/instructions to all the concerned officers/authorities and field units for strict adherence to the time scheduled prescribed for smooth conduction of DPCs for promotion to STS (CAO) on adhoc basis.
7. ***The provisional Eligibility List is further subject to outcome of various Courts cases pending before Hon'ble CATs/High Courts, if any.***

This has got the approval of the Competent Authority.

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

Shri B.N. Shukla,
Room No. 211, Eastern Court,
Janpath,
New Delhi – 110 001.
Phone No. 23316799



(Sunil Rajput)

Deputy General Manager (SEA)

Encl: As above.

Copy to :-

CS to Director (Fin.), BSNL CO, New Delhi for information and n/action please.