

Personnel (DPC)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan  
Janpath New Delhi.



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

**MOST IMMEDIATE**

No.412-06/2008 Pers (DPC)/1

Dated: 08.06.2010

To

**The Chief General Manager,  
Bharat Sanchar Nigam Limited,  
AP/CTD/GUJ/HR/KRL/KTK/MH/NTR/NE-1/PB/RAJ/UP(E)/  
UP(W)/WTR Telecom Circles.**

Subject:- Below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or up-gradation of the final grading.

The proposal regarding promotion to the grade of DET (STS) on ad-hoc basis is under consideration in this office. In this connection, attention is invited to this office letter No. 400-70/2010-Pers.I dated 10.05.2010 (copy enclosed) regarding instructions issued by DoP&T vide letter No. 21011/1/2010-Estt.A dated 13.04.2010 on below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the ACR/APAR or for upgradation of the final grading. It is requested that copy of the ACRs/APAR (below bench mark grading) for the period as per list enclosed may be sent to the concerned officer(s) for his/their representation(s), if any, within 15 days of such communication. ***If any officer's grading (other than the period mentioned in the enclosed list) is found below bench mark during the years 2004-05 to 2008-09, copy of the ACRs/APAR for such period may also be sent to the concerned officer(s) for his/their representation(s), if any, within 15 days of such communication.*** The bench mark grading for considering the officers for promotion to the grade of Assistant General Manager is 'Good, no adverse, not more than one Average' in case of OC category and 'Good, no adverse, not more than two Average' in case of SC/ST category.

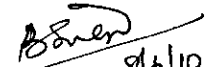
2. As per instructions of DoP&T, the representation against the remarks or for upgradation of the final grading given in the ACR/APAR will be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. The decision on the representation will be taken by the competent authority objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the ACR/APAR, specific reasons therefor will also be given in the order of the competent authority. The decision of the competent authority may please be intimated to this office urgently.

A 'Shown Certificate' (As annexed) in regard to below benchmark grading in ACR(s) may please be furnished to this office by GM(Admn) of the Circle Office by E-Mail ID at surendra.nath53@gmail.com.

3. Above exercise may be completed by the Circles on **Top Priority Basis**. For any assistance the undersigned may be contacted over phone 09868170090.

This may please be treated as **MOST IMMEDIATE.**

Encl: As above

  
8/6/10  
- (B. Surendranath)  
Asstt. General Manager(DPC)  
Tele: 23037657 / FAX: 23326546

**BHARAT SANCHAR NIGAM LIMITED**

CORPORATE OFFICE  
(PERSONNEL-I SECTION)

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-70/2010-pers.1

Dated: May 10th, 2010

To  
All Heads of Telecom Circles  
& Administrative units of  
BSNL.

Subject: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

The undersigned is directed to forward herewith DOP&T O.M. No.21011/2010-Estt.A regarding below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

The above directions may kindly be brought to the notice of all concerned officers/authorities.

Encls:As above.

  
(Vibender Prasad)

Deputy General Manager (Pers.)

BSNLCO, New Delhi.

TF: 011-23037181

Fax: 011-23734254

Copy to:

1. PPS to CMD/All Directors.
2. ED (CN/CA/NB/Fin), BSNLCO, New Delhi
3. PGMs/GMs/DGM BSNLCO, New Delhi
4. GM (Restructuring) BSNLCO, New Delhi
5. CS to Dir (HR), BSNLCO, New Delhi.
6. Rajbhasha Adhikari, BSNL CO for Hindi Version.
7. O/c.

5253  
9/1/10

285  
15/4

Estt/ACR matters

2782  
2/1/10

No. 21011/1/2010-Estt.A  
Government of India

Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 13<sup>th</sup> April, 2010

**OFFICE MEMORANDUM**

Subject: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for upgradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks/gradings given by them in the APAR. The UPSC has informed this Department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The Commission has further observed that in a majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/APAR gradings at par with the benchmark for next promotion.

3. All Ministries/Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the competent authority.

To: *DM (P)* *sh. Lochary* *Rev. PI* *for with consultation*  
*21/4*  
All Ministries/Departments of Government of India  
*DM*  
**(C.A. Subramanian)**  
Director

Certificate by the Officer reported upon regarding his/her ACR for the year

1. I,..... Staff No.....  
Designation ..... Unit.....  
hereby certify that I have gone through my ACR/APAR for the year .....  
and agree and accept the remarks and grading given in the ACR/APAR by  
my Controlling and reviewing officers.

2. I,..... Staff No.....  
Designation ..... Unit.....  
hereby certify that I have gone through my ACR/APAR and do not agree  
and do not accept the remarks and grading given in the ACR/APAR by my  
Controlling and reviewing officers. I shall submit my representation within  
15 days from today. I also understand that if I do not submit my  
representation within 15 days then this ACR/APAR will be treated as final  
and will be binding on me.

Signature.....

Date.....