

**MOST IMMEDIATE**



**No.451-03/2010-Pers(DPC)**  
**BHARAT SANCHAR NIGAM LIMITED**  
[A Government of India Enterprise]  
CORPORATE OFFICE  
**PERSONNEL(DPC) SECTION**

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi - 11.

Dated: July 13, 2010

To,

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

Sub: Promotion of the officers to the grade of Executive (STS) on regular basis -  
Furnishing of ACRs regarding.

The undersigned is directed to refer to this office letter of even number dated 26.05.2010 (copy enclosed) on the above subject and to say that the ACRs for the period from **2002-03 to 2008-09** were called from the circle offices for considering the officers for promotion to the grade of Executive (STS) on regular basis. It is, therefore, requested that the ACRs in respect of the officers for the period from 2002-03 to 2008-09 may please be furnished to this office at the earliest and latest by **20.07.2010**.

2. The Tabulation Sheets may also be furnished indicating the grading of the various Executives duly checked and signed by an officer of the rank not below DGM(Admn) of the Circle concerned. While indicating the grading, in case there are more than one ACR in a particular year then in such cases the period wise grading is to be indicated. The grading may be given in 'MS Excel' format (enclosed). **Example indicated in the said format may be followed by all the Circles.**

3. While furnishing the ACRs, the following instructions may be adhered to.

- (i) Two officers preferably from Administration Branch who are IT enabled to hand over the ACR dossiers along with the **soft copy** of the Tabulation Sheets in CD/Pendrive along with a laptop (preferably) will report to AGM(DPC), Personnel Branch, 4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi.
- (ii) In case of any ACR found missing, the reasons as to why the ACR was missing may be given and a certificate in regard to missing of ACR may be furnished by GM (Admn) of the Circle concerned. The complete ACR dossier of the officer may be furnished in case of missing ACRs. In case of any ACR not reported/reviewed during the period mentioned, the certificate as per instructions contained in the DOP&T O.M. No. 21011/1/93-Estt.(A) dated the 14<sup>th</sup> January, 1993 may be furnished.

Contd.....

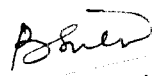
4. Kind attention is also invited to this office letter No. 400-70/2010-Pers.I dated 10.05.2010 (copy enclosed) regarding instructions issued by DoP&T vide letter No. 21011/1/2010-Estt.A dated 13.04.2010 on below benchmark gradings in ACRs prior to the reporting period 2007-08 and objective consideration of representation by the competent authority against remarks in the ACR or for upgradation of the final grading. It is requested that in case of the below benchmark gradings in ACRs during the years 2002-03 to 2008-09 in respect of any officer, in such case a photocopy of ACR may be sent to the officer for his representation, if any, within 15 days of such communication. It is to intimate that as per BSNLMS RR,2009, the bench mark grading for considering the officers for promotion to the grade of Executive (STS) 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.

As per instructions of DoP&T, the representation against the remarks or for upgradation of the final grading given in the ACR 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, specific reasons there for will also be given in the order of the competent authority. The decision of the competent authority may please be intimated to this office.

A 'Shown Certificate' (As annexed) in regard to below benchmark grading in ACR(s) may please be furnished alongwith Tabulation Sheets.

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

Encl: As above

  
13/7/10  
(B.Surendranath)  
Assistant General Manager (DPC)  
Ph: 23037657



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.....

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.

(Virender Prasad) 10/5/10

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.

