


**MOST IMMEDIATE**

	<p style="text-align: center;"><b>No.451-03/2010-Pers(DPC)</b> <b>BHARAT SANCHAR NIGAM LIMITED</b> [A Government of India Enterprise] CORPORATE OFFICE <b>PERSONNEL(DPC) SECTION</b> 4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.</p>
---	---

Dated: May 26, 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 state that the proposal for promotion of officers to the grade of Executive (STS) on regular basis is under consideration of this office. In this connection, it is requested that ACRs for the period from 2002-03 to 2008-09 may be furnished to this office.

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 alongwith the **soft copy** of the Tabulation Sheets in CD alongwith a laptop (preferably) will report to AGM(DPC), Personnel Branch, 4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi.
- (ii) These two officers may be required to assist DPC Cell and will take ACRs back on their return.
- (iii) In case of any ACR found missing or not written, the reasons as to why the ACR was missing/not written may be given. 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.....

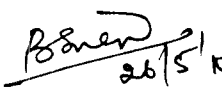
4. Kind attention is also invited to this office letter No. 400-70/2010-Pers.I dated 10.05.2010 (copy enclosed) regarding instructions issued by DoP&T vide letter No. 21011/1/2010-Estt.A dated 13.04.2010 on below benchmark gradings in ACRs prior to the reporting period 2007-08 and objective consideration 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

  
(B.Surendranath)  
Assistant General Manager (DPC)



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.....

Connecting India

**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

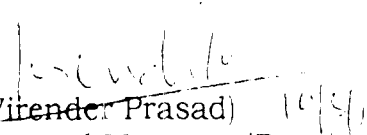
All Heads of Telecom Circles  
& Administrative units of  
BSNL.

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.

5255  
9/14/10

206  
15/4

Estt/ACR matters



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.

DRM (P)  
sh. Lacharya

(C.A. Subramanian)  
Director

To

All Ministries/Departments of Government of India

DAI

21/4/10  
for new circulation