

BHARAT SANCHAR NIGAM LIMITED
(A Govt. Of India Enterprises)
Corporate Office, SCT Cell, 221, Eastern Court,
Janpath, New Delhi-110001.

No. 50-13/2014-SCT/362

Dated: 20-5-2014

To

All Heads of Circles/Metro Districts & other
Administrative Units.
All PGMs/GMs of BSNL CO

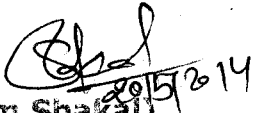
Sub: Guidelines for filling out Annual Performance
Appraisal reports(APARs) of employees in BSNL reg.

Kindly find enclosed herewith a copy of Letter No. 15(4)/CEEM/BSNL/2013/59-C dated 21-9-2013 issued by Surveyor of Works(E) O/o the Chief Engineer(E), BSNL, Mumbai conveying thereby the instructions of NCSC, Pune in the case of an executive working in Maharashtra Circle BSNL that the Reporting and Reviewing officers to be very careful while writing remarks/grading as "INTEGRITY DOUBTFUL", the employees needs to be given oral instructions or in writing so that he improves his skills and overcome the certain things where he lacking. The DOPT guidelines (copy enclosed) needs to be adopted in this matter and needs to be included in the training too".

It is requested that all the concerned officers working under your circle/unit may be instructed to adhere to the above guidelines while filing out APAR forms of their subordinate officers with a view to develop human resources in the right spirit in the organization and also to avoid future complications in this regard.

This issue with the approval of the competent authority.

Encls: As above.


(Ram Shakai)

Chief Liaison Officer (SCT)

Tele. No. 011-23037363

Fax: 011-23786143

Copy to:-

1. PPS to CMD/All Directors, BSNL CO, New Delhi
2. CVO, BSNL CO, New Delhi
3. ED(CN/CA/NB/Fin), BSNL CO, New Delhi
4. CS to Director (HR), BSNL CO.
5. Intranet portal, BSNL CO, New Delhi

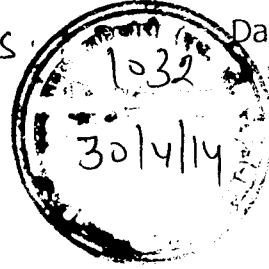
O/o Chief Engineer (Electrical)
BSNL Electrical MH Zone,
Admn. Bldg, Ground Floor, A-Wing,
Juhu Road, Santacruz (W), Mumbai- 400 054
Ph.no. 26600500. Fax. 26600103
Email Id: cebsnlmumbai@gmail.com

भारत संचार निगम लिमिटेड
BHARAT SANCHAR NIGAM LIMITED
BSNL 3G))) BSNL LIVE
Faster than your thoughts 2010

No. 3211 (AR)/CEEM/BSNL/2014/ 9-5

Dated: 26/04/2014.

To,
Shri Ram Shakal,
The Chief Liasoning officer (SCT),
BSNL Corporate office.
New Delhi.



Subject- Representation from Shri S.B. Bhosale JTO (Electrical) Maharashtra Circle BSNL R/o Swamipassed B-04, Shelar park Khadakpada Kalyan (West) -421301 regarding harassment.

Ref-1) Corporate office letter No- 50-13/2014-SCT/216 dated 25/03/2014.
2) NCSC Pune letter No- NCSC/PUNE//13/2010/SSW-II/259 dated 05.09.2013.

With reference to above cited subject, please find enclosed herewith the documents related to this case after the representation dated 05.10.2011 submitted by Shri S.B. Bhosale.

The case was finally discussed on 30/08/2013 at National Commission for Scheduled caste at Pune and it was conveyed that following instruction to be issued to all the reporting and reviewing officers that while mentioning the remarks as "INTEGRITY DOUBTFUL" to be very careful and must follow the DOPT guidelines. While writing the remarks/grading the employees needs to be give oral instruction or in writing so that his improve in his skills and overcome the certain things where he lacking. The DOPT guidelines needs to be adopted in this matter and needs to be included in the training too. **(Copy enclosed)**

The same instructions were issued to the concerned officers by this office. **(Copy enclosed)**

Encl: - As Above

26/04/14
Chief Engineer (E),
BSNL, MH Circle
Mumbai-54.

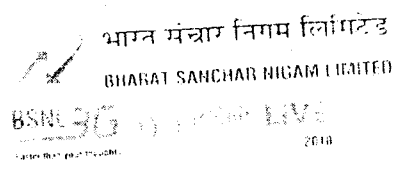
Copy to

- 1) The Research Officer, National Commission for Scheduled Caste, New Delhi.
- 2) The AGM (Admin), O/o CGMT MH Circle Mumbai with reference to your letter no- CGMT/MH/SCT-43/COMM-PUNE/2014/40 dated 04.04.2014.

AGM (Admin)
26/04/14

A.M. II
3
17/5/14

O/o Chief Engineer (Electrical)
Admin. Bldg, Ground Floor, A-Wing, Telecom Complex
Juhu Road, Santacruz(W), Mumbai- 400 054
T: 26600500. Fax. 26600103
Email Id: cebsnlmumbai@gmail.com



FILE NO: 15(4) / CEEM/BSNL/ 2013/ 59-c DATED. 21.09.2013

To
Superintending Engineer(E),
BSNL, Electrical Circle,
Mumbai.

Superintending Engineer(E),
BSNL, Electrical Circle
Nagpur


Subject: Regarding Harassment of Shri S.B. Bhosale JTO(E).

Ref Letter no:- NCSC/PUNE/13/2010/SSW-II dated 05.09.2013 received from
Assistant Director,NCSC, Pune on dated 18.09.2013.


I am directed by Chief Engineer (E), Mumbai to forward the copy of report received
from Assistant Director,NCSC Pune regarding the above matter.

Therefore, it is requested to issue the following instructions to all reporting and
reviewing officer that while mentioning the Remarks as INTEGRITY DOUBTFUL to be
very careful, and must follow the DOPT guideline. Also while writing the remarks
/grading the employees needs to be given oral instructions or in writing so that his
improve in his skills and overcome the certain things where he lacking.

Enclouser. Copy of Report as mentioned above .


Surveyor of Works (E)
O/o the Chief Engineer
BSNL, Mumbai

Copy to:-
The Assistant Director,NCSC,Pune for kind information please.


Surveyor of Works (E)
21/9/13



भारत सरकार
 राष्ट्रीय अनुसूचित जाति आयोग
 राज्य कार्यालय (महाराष्ट्र एवं गोवा)
 केन्द्रीय सदन, 'ए' विंग, पहली मंजील,
 आकुर्डी रेल्वे स्टेशन के सामने,
 निगडी प्राधिकरण, पुणे 411 044
 दूरभाष - 020-27658033, 020-27658973



GOVERNMENT OF INDIA
 NATIONAL COMMISSION FOR SCHEDULED CASTES
 STATE OFFICE (MAHARASHTRA & GOA)
 KENDRIYA SADAN, 'A' WING, 1st FLOOR
 OPP. AKURDI RLY.STN.
 NIGDI PRADHIKARAN PUNE-411 044
 TELE : 020-27658033, 020-27658973
 Fax : 020-27655580
 Email id : dir.pune-ncsc@nic.in

(A Constitutional Body set up under Article 338 of the Constitution of India)

NCSC/PUNE/13/2010/SSW-II

The Chief Engineer, (Electrical),
 Bharat Sanchar Nigam Limited,
 Admn Building ground Floor,
 Juhu Road Santacruz (W) Mumbai 400054
 Subject – regarding harassment of Shri S.B.Bhosale JTO

Sir,

The State office of the Commission had received a representation from Shri S.B. Bhosale regarding harassment he meted out while expunging the remarks from his APAR report. This office of The Commission had a discussion on 30th Aug 2013 while going through the details and discussion with the Authorities it is observed the following instructions to be issued to all the reporting and reviewing officers that while mentioning the remarks as INTEGRITY DOUBTFUL to be very careful, and must follow the DOPT guidelines.

It is also observed that while writing the remarks/ grading the employees needs to be given oral instructions or in writing so that his improve in his skills and overcome the certain things where he lacking. The DOPT guidelines need to be adopted in this matter and needs to be included in the training too.

The TA bills of Shri S.B.Bhosale, in case of his transfer to be expedited as per T.A Rules.

(Anuradha Ghodkhande)

Assistant Director

Date 05/09/2013

Handwritten notes:
 D-1
 write letter to
 2430
 18/11/13

मुख्य अधिकारी (वि) का कार्यालय वा.सं.वि.सि., मुंबई- 400 048	
मु.अ.वि.	
का.स. (वि.)	मु.अ.प.
क्रमांक :	
दिनांक :	

3.3 With a view to ensure objectivity in reporting where the Government servant reported upon belongs to Scheduled Caste/Scheduled Tribe, the following column should be provided in the form of Annual Performance Assessment Report:

“If the Officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the Scheduled Caste/Scheduled Tribe officer has been fair and just.”

(Department of Personnel & Administrative Reforms O.M. No. 21011/3/79-Estt.A dated the 25th July, 1979.)

3.4 There should also be a column in the Annual Performance Assessment Report form for enabling the Reporting Officer to give his specific comments on the attitude of the Government servant towards Scheduled Castes/Scheduled Tribes/Weaker Sections of the Society, his understanding and his willingness to deal with them.

(Department of Personnel & Administrative Reforms O.M. No. 12/2/84-PP dated the 17th December, 1986.)

3.5 In every form of Annual Performance Assessment Report there should be a column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making entries in the column relating to integrity:-

- (a) Supervisory officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Performance Assessment Report, this diary should be consulted and the material in it utilized for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
- (b) The column pertaining to integrity in the Character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servants integrity should be recorded simultaneously and followed up.
- (c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- (d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll by the

officer in-charge for maintaining the APAR. For the purpose of monitoring, the officer in-charge may keep a separate list of APAR where the integrity of an office has not been certified.

- (e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.
- (f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the Government servant's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- (g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(Department of Personnel O.M. No. 51/5/72-Estt. 'A' dated 20th May, 1972.)

- (h) The remarks against the integrity column shall be made by the reporting officer in one the three options mentioned below:-

i)	Beyond doubt
ii)	Since the integrity of the officer is doubtful, a secret note is attached.
iii)	Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.