



**No.451-03/2010-11/13/1-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-1.

Dated: April 30<sup>th</sup>, 2013

To,

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

Sub: Collection of ACRs for promotion to DE(T)/AGM on regular basis for probable vacancy year 2010-11 –Preparatory work regarding.

The process of collecting ACRs and setting-right the discrepancies found in ACRs for future STS regular promotions is under process in this office as a **preparatory work**. In this connection, it is requested that ACRs for the period from 2004-05 to 2008-09 and for few cases 04-05 to 09-10 may be furnished in respect of the officers mentioned in Annexure-A. In the annexed list few officers after sen.no.14290 for OC category, after sen.no.14049.6.1 for SC category and 4 ST category officers for whom ACRs have been requested for preparatory work vide this office letter dated 15.3.2013. As requested in the remarks column of the **annexure-A**, the action may be taken on Top priority.

2. The Tabulation Sheets duly checked and signed by an officer of the rank not below DGM(HR/Admn) of the Circle concerned may also be furnished indicating the grading of the various Executives. 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). The softcopy as well as hardcopy of the tabulation sheets are required to be furnished. **Example indicated in the format with this office letter dated 15.3.13 may be followed by all the Circles.**

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

- I. In the case of ACRs (Full/Part) lying in Corporate office it is requested to check with DPC section before proceeding further and AGM(Admn) of the concerned circle accompanied with one officer with laptop who is IT familiar to prepare the tabulation sheet at corporate office will report to AGM(DPC), Personnel Branch, 4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi. The consolidated tabulation sheet will be prepared/signed/stamped by concerned AGM(admn) at BSNL Corporate office on behalf of DGM(HR/Admn) of the Circle concerned.

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*30/4/13*


- II. 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 along with ACRs of previous years.
- III. 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 2008-09 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 bench mark gradings in ACRs during the years 2004-05 to 2008-09 (and for few cases to 2009-10) 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 and the decision of the competent authority may please be intimated to this office. 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.
- IV. A 'Shown Certificate' in regard to below benchmark grading in ACR(s) for the year 2008-09 may please be placed in ACRs and may be ensured that disclosure certificate for the year 09-10 is filled as mandatory.

4. It is further requested that the circle offices may verify their record regarding 79 officers (**Annexure-B**) who come under "non traceable" category and to intimate their present status, whether the executive is working or had ever worked in their circle. If any of these officer is working in their circle, ACRs from 2004-05 to 2009-2010 along with tabulation sheet duly checked and signed by the officer of the rank not below the DGM(Admn) may be furnished to this office immediately.

5. Circle offices are requested to collect ACRs from DPC section in respect of the retired/promoted officers, on their return and the necessary arrangement may be made on their own to take back the ACRs. **The schedule for collection of ACRs for the preparatory work for vacancy year 2011-12 will be issued shortly. The same schedule may be followed for submission of the requisite ACRs/documents in this case also.**

***It is requested that one set of authentic copy of ACRs may be retained in circles for their use and the ACRs sent to DPC section will be returned only after completion of the prescribed task.***

Encl: As above

  
(J.Srinivasan) 30/4/13

Assistant General Manager (DPC)  
Ph: 011-23037657