



BHARAT SANCHAR NIGAM LIMITED  
[A Government of India Enterprise]  
Corporate Office  
Personnel DPC Branch  
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 451-31/2014- Pers. (DPC)/Pt.II/19

Dated: March 16<sup>th</sup>, 2017

To

All Heads of Telecom Circles/  
Metro Districts/Maintenance Regions/Projects/Stores/ALTTC/BRBRAITT  
All other Administrative Units of  
Bharat Sanchar Nigam Limited

Sub: **Preparatory work for promotion to AGM/DE (T) on adhoc/regular basis - regarding screening committee report**

Ref: BSNL CO letters dated 16/06/2016, 20/07/2016, 22/08/2016, 06/10/2016, 04/11/2016 and 16/12/2016 (available on intranet)

BSNL corporate office vide aforementioned letter(s) had requested all Circles to forward the details (sl no. 1 to 14) of all SDEs(T), AGM/DE(T)(Adhoc) including the screening committee report, whose names appear in the seniority list no. 5, 6 and 7 by verifying the entire seniority list, but the information is still awaited from the most of the circles.

This office is enclosing the seniority list no. 6 and 7, intimating the details of the SDEs for whom screening committee report have not been received till date. In this regard, the circles are requested to;


- Forward the details of the executives including retired/expired/VR etc in column 1 to 14 of the letter dated 16-06-2016 (**enclosed again**).
- Forward the screening committee report of all SDEs (T), AGM/DE(T)(Adhoc) presently working in their circles (**by reconciling with ERP data**) & whose names appear in the seniority list no. 6 and 7 (enclosed) including those whose APARs were shown not available in the screening committee report already sent to this office for considering them for promotion to AGM(T).
- The circles, while forwarding the screening committee report should ensure to mention the period (in months) including the numerical grading of the APARs against each officers from 2009-10 onwards up to 2014-15 and grading for 2008-09. The APAR grading for the FY 2015-16 also may have to be taken.

19/3/17  
16/3/17

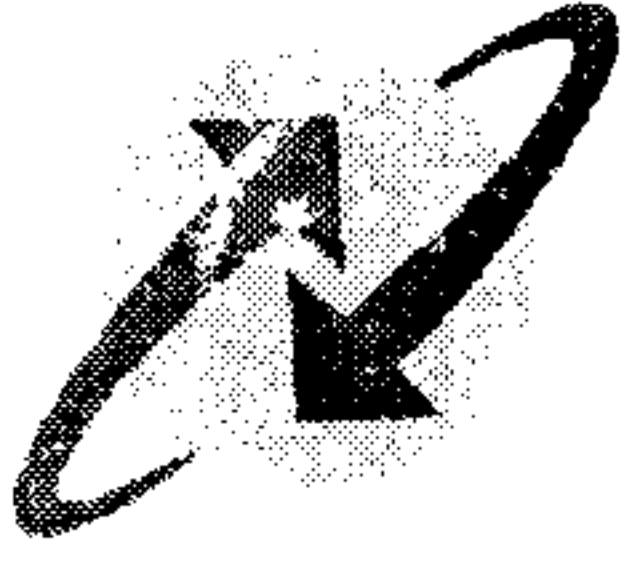
- d. Forward the soft copy of the APARs in respect of all SDEs(T), AGM/DE(T)(Adhoc) whose names appear in the seniority list no. 5, 6 and 7 to DPC section excluding those executives for whom the soft copy of APARs has already been sent to this office. Besides, the circle nodal officer may also contact CS to Dir(HR) on phone no. 23736031(mail ID- [bsnlapar@gmail.com](mailto:bsnlapar@gmail.com)) for reconciliation of availability of APAR folders of all SDEs(T), AGM/DE(T)(Adhoc)/DGM(T) whose names appear in the seniority list no. 5, 6 and 7.
- e. Instruct and ensure that all SDE(T)/AGM/DE(T) have updated/entered their individual Staff no. allotted in SDE(T) grade in ERP (through ESS).

This may be treated as most urgent

Encl:- As above

  
(PSV Rama Rao) 26/3/12  
Assistant General Manager (DPC)  
Tel no. 011-23037657  
Fax No.011-23326546  
**e-mail: [dpcagm@gmail.com](mailto:dpcagm@gmail.com)**

SRL. No.	CIRCLE		Screening Committee report received from the circles (in no's)			Remarks
			List No 5	List No 6	List No 7	
1	A&N		0	0	0	Nil information received
2	ALTTC	TRG CENTER	0	4	7	
3	AP / TLNG (TELANGANA)		4	46	0	
4	AS		0	8	85	
5	BR		0	8	36	
6	BRBRAITT	TRG CENTER	0	1	13	
7	CHGR (CHHATISGARH)		1	3	19	
8	CHNI TD	METRO	57	1	128	
9	CTD	METRO	0	17	1	
10	BBNW	DATA CENTER	0	4	6	
11	GUJ		3	91	185	
12	HP		0	0	0	Nil information received
13	HR		0	1	0	
14	J&K		0	6	0	
15	JKND (JHARKHAND)		1	2	8	
16	KRL		0	47	0	
17	KTK		62	75	1	
18	MH		8	59	269	
19	MP		0	0	0	Nil information received
20	MTCE - ETR	TERRITORIAL	0	10	55	
21	MTCE - NTR	TERRITORIAL	0	0	0	Nil information received
22	MTCE - STR	TERRITORIAL	20	60	166	
23	MTCE - WTR	TERRITORIAL	1	1	90	
24	NCNGN	NEW GENERATION NETWORK	0	2	10	
25	NE-I		0	0	0	Nil information received
26	NE-II		0	0	0	Nil information received
27	NETF	TAKS FORCE	0	3	10	
28	OR		3	1	0	
29	PB		2	13	0	Numerical grading in screening report not provided. Same to be sent
30	PROJECT - WTP	TERRITORIAL	0	8	26	
31	PROJECT-ETP	TERRITORIAL	0	1	18	
32	PROJECT-NTP	TERRITORIAL	0	0	0	Nil information received
33	PROJECT-STP	TERRITORIAL	1	11	53	
34	PROJECT-IT	TERRITORIAL	0	4	58	
36	RAJ		1	0	0	
37	INSPECTION & QA	TESTING CIRCLE	2	37	0	
39	TN		38	66	250	
40	TS CA	STORES	0	0	3	
41	UP - E		1	24	70	Numerical grading in screening report not provided. Same to be sent
42	UP - W		3	15	54	
43	UKND (UTTRAKHAND)		0	5	0	
44	WB		0	0	0	Nil information received
	<b>TOTAL</b>		208	634	1621	


**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.

No. 451-31/2014-Pers (DPC)/Pt. II

16

dt. 15 - 06-2016

To

All heads of Telecom Circles /

Metro districts / Maintenance Regions / Projects / Stores / BRBRAITT / ALTTC

All Other Administrative Units

Bharat Sanchar Nigam Limited

Sub:- Preparatory work for ensuing CPC for promotion from SDE(T)s / Adhoc DEs to AGM/DE(T) on adhoc / regular basis – updating of APARs and tabulation sheet - Reg.

As per earlier instructions / practice, all Circle nodal officers are requested to make it available one of the ORIGINAL (Corporate office copy) copies of APAR along with disclosure certificate of **all SDEs & above officers** at CS to DIR(HR)office immediately. Here after, the same copy only will be taken for conducting CPCs for promotion to next grade. **DPC section will not display any list of non-availability of APARs.** It is the responsibility of the section, who is maintaining the APARs at circle/SSA, to reconcile the APARs with CS to DIR(HR). If only one ORIGINAL is available with circle, they may forward the photo copy, (attested on each page), of the same period immediately with out further delay to CS to DIR(HR).

**Initially**, the APARs in respect of **all SDEs/ AGM(T)(Adhoc)**, whose names are appearing in seniority list no. 5, 6 & 7 are required, as a preparatory work for considering them for promotion to AGM/DE(T) on regular / adhoc basis. In this connection, ACR/ APARs of all those working SDEs/AGMs(T)(adhoc), whose names are appearing in seniority **list no. 5, 6 & 7** are required for the period **from 2008-09 to 2014-15** along with disclosure certificate **on priority basis**. Hence, ACR/APARs of above period may be made available at CS to DIR (HR) office before **30-06-2016**.

In this regard, the following instructions are issued for smooth conduction of CPCs in near future

1. **All circles are requested to forward the details (s.no 1 to 14) of these SDEs /AGM(Adhoc) immediately** w.r.t. those executives whose names are appearing in seniority list no. 5, 6 & 7. The excel data may be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com) immediately. All circles are requested to verify entire seniority list and furnish the details of all executives including retired, expired, VR etc. with relevant information.
2. APARs for the period from 2008-09 onwards of these SDEs/DE(Adhoc) may be get it **scanned sequencelly** (first 2008-09,2009-10,2010-11.....2014-15 along with disclosure certificates. The **staff no of concerned executive** is to be given as individual file name for easy identification [ex. If staff no. of A is 'BCDEF', File may be named with 'BCDEF'.PDF].


Continue..

- 2-
3. **Soft copy of scanned APARs & tabulation sheet duly checked and signed by the screening committee (format enclosed) are to be forwarded to DPC section before 30.06.2016** w.r.t. those executives whose name is appearing in seniority list no. 5 & 6 & working as SDE / DE(Adhoc) and. Soft copy w.r.t. rest of executives, whose name is appearing in seniority list no. 7 & working as SDE / DE(Adhoc) are to be forwarded by **31.07.2016. Soft copy of tabulation sheets also may be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com)**
  4. **All the executives (SDE and above) may be instructed to update their staff no in ERP immediately. (provision will be given by ERP)**
  5. Circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APAR folders. **DPC section will not display the list of non-availability of APARs.** Hence, circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APARs. Phone no. 23736031 - 32 / fax no. 23736033, Email ID - [confidentialcelldirhr@gmail.com](mailto:confidentialcelldirhr@gmail.com).
  6. If APARs of any period (Even if it is less than 3 months also) is not available, the justified reasons for non availability of APAR is to be mentioned and non-availability certificate may be given. The same may be scanned and included in the soft copy of respective executive.
  7. you are, therefore, requested to issue suitable directions / instructions to all the concerned officers / authorities and field units for strictly adhered to the time scheduled prescribed for smooth conduction of DPCs for promotion to AGM/DE(T) on adhoc/ regular basis.

This has got the approval of competent authority

Name and other contact details of CS to DIR (HR) is mentioned below :-

Sh. Sushil Kumar, CS to DIR (HR)  
CR section, Room No. 210, CTO building  
Eastern Court, Janpath, New Delhi - 1  
Phone no. 23736031 -32 / fax no. 23736033  
Email ID - [confidentialcelldirhr@gmail.com](mailto:confidentialcelldirhr@gmail.com)


  
(Manish Kumar)  
Jt. GM (Pers)

DPC section no.-011-23037657, FAX - 23326546  
Mail - [dpcagm@gmail.com](mailto:dpcagm@gmail.com)

Encl :- as above

Copy to :-

CS to Director (HR) , BSNL CO, New Delhi for inf. & n/a please

ISSUED &  
uploaded on  
INTRANET on 16/6/16  
  
16/6/16

Lr No 151-31/2014-Pers(DPC) / Pt. II **16** dt. 16.06.2016

Name: \_\_\_\_\_ the circle

preparatory work for promotion to AGM/DE(T) on adhoc / regular basis

Format for Tabulation Sheet

S. NO	STAFF NO	HR NO	Seniority no	name	CAT	DOB			Circle	date since working as SDE	whether absorbed	Grading / Marks in APAR (NOTE - PL. Mention <b>numerical</b> grading as mentioned in the APARs)							Any adverse entry in penpicture of APARs (Y / N), specify, the APAR, if any	Integrity is beyond doubt (Yes/ No)	Recommendations of circle screening committee	Remarks		
						DD	MM	YY				2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

GM Level officer  
Chairman

DGM Level officer  
Member

DGM Level officer  
Member

Note : one of the members of the screening committee must belong to SC or ST Category, else, one additional SC/ST member of STS/JAG level may be co-opted