



Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

No. 32-27/04/Trg

Dt. 19th July, 2007

Sub: Mandatory Training under Executive Promotion Policy

Background

Time bound/Post based Executive promotion policy for Group 'B' officers were circulated by Personnel branch vide their letter no 400-61/2004-Pers.1 dated 18th January, 2007. Under the policy, every Executive whose pay is upgraded to next higher IDA scale will have to compulsorily undergo two weeks training (one week in Administration/Management/Customer care and one week in latest developments in Core Competence Area) for being eligible for second increment in the upgraded IDA scale, i.e. the training is to be completed within a period of two years from the date of upgradation to the higher scale. The Executive who fails to successfully undergo the prescribed two weeks training will not be eligible for consideration for next upgradation even if he/she is due for upgradation otherwise found eligible.

A: Training Scheme:

A(1)... Course Modules (Core)

Core course modules for **E1 to E2** (JTOs to SDEs), **E2 to E3** (SDE to Sr. SDE) & **E3 to E4** (Sr. SDE to Sr. Time Scale) have been finalized.

The module for E1 to E2 (Telecom) has been developed by BRBRAITT, Jabalpur, while modules for E2 to E3 and onwards for Telecom / Civil / Electrical / Architecture have been developed by ALTTC, Ghaziabad.

The module for TF has been prepared by TF, Jabalpur.

The concerned cadre controlling authorities for Civil, Electrical, T/Factory and Architecture cadres have duly endorsed these modules.

For Finance & Accounts cadre, the same have been finalized by Finance wing.

A(2)... Course Module (Management)

The one week Management module has been kept **common across all streams and for all up-gradations of executives** under the Executive Promotion Policy.

Both the modules-Core & Management, would be conducted at a stretch, making this a 2-weeks training, as stipulated in the policy.

A(3)... Co-ordinating Training Centers

The requests for all such trainings for E1 to E2 promotions (for all cadres except Fin & Accounts), are to be sent to CGM, BRBRAITT, Jabalpur.

The requests for all such remaining trainings (for all cadres except Fin & Accounts), are to be sent to CGM, ALTTC, Ghaziabad.

For Fin &Accounts, all such trainings for all the levels are to be requested to CGM, NATFM, Hyderabad.

All CGMs need to send their respective training requirements, in time, to the concerned nodal training centers as above. The training management cells of these centers would schedule the desired trainings, as per the demand from the field units, as & when these are put to them.

As per the stipulations in the Promotion Policy, these mandatory trainings are to be conducted within 2 years of the issue of the up-gradation orders. Accordingly Heads of Circles may raise their training needs, as early as possible so as to help their staff get these mandatory trainings within the mentioned period. In general first-come, first-serve principle needs to be applied should there be accumulation of such bulk demand at training centers at any point of time.

B . Training Evaluation

As per the Executive promotion policy, all the Executives who are given the promotion to the upgraded scales have to successfully undergo the mandatory training of one week in Core & one week in Management. Accordingly following guidelines on modalities and evaluation of the training are issued with immediate effect & till further orders, with the approval of the competent authority:

B(1)... Mode of Examination

The examinations will be conducted with break-up of 30% subjective & 70% objective pattern questions in each of the modules.

The three designated apex training centers, as mentioned at A(3) above , would be the nodal centers for the design & setting up of examination papers for their concerned group of trainee-executives irrespective of whether the training/examination is conducted at these centers or at any other place.

B(2)...Duration of Examination

Examination duration will be uniformly kept as 90 minutes for each of Management / Core modules across all the streams for all up-gradations

B(3)... Qualifying marks

For the successful completion of the training, the executive undergoing the training ought to score a minimum of 50% of the total marks in each of the modules.

B(4)... Failure & Re-appearance

B(4)(1)...The Executives who don't qualify the examination would be given another chance to undertake/clear the examination in continuation of their training. This supplementary examination would be arranged within 3 days of the declaration of the results at the same venue.

B(4)(2)...For still failing executives, a second / subsequent supplementary examination would be held on the date & place as finalized by the corresponding co-ordinating training centers. However no TA/DA would be admissible to the executives appearing for the same.

B(4)(3)...No repeat of training would be provided for the unsuccessful executives, unless specifically agreed by the Head of Co-ordinating training centre in consultation with corresponding circle CGMs.



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Assistant Director General (TRG)

To

1. All Chief General Managers of Circles/ Districts & Other Administrative units of BSNL / Training Centres.
2. DDG (Personnel) BSNL CO: with request to include these guidelines as part of Executive promotion policy.
3. Sr DDG (Estt) / Sr.DDG (FP) / Sr.DDG (BW) / Sr.DDG (Architecture) / Sr DDG (Electrical) of BSNL CO
4. DDG (Restructuring) / DDG (TF), DDG (SR) BSNL CO
5. All recognized Associations/Unions of BSNL.

Copy for information to:

1. CMD/ Board Directors of BSNL
2. All Sr.DDGs /DDGs, BSNL CO