



BHARAT SANCHAR NIGAM LIMITED

[A Government of India Enterprise]

CORPORATE OFFICE

PERSONNEL (DPC) SECTION

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 451-31/2014-Pers (DPC)/Pt. II / 42

dt. 20 - 07-2016

To

All heads of Telecom Circles /

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

All Other Administrative Units

Bharat Sanchar Nigam Limited

Subject:- Regarding mode of submission of APAR details for holding CPC in Corporate Office - **screening committee report** - Reg.

1. In order to stream line and reduce the time limit in CPC process, henceforth, the Competent Authority has decided, whenever CPCs will be convened by the corporate office, physical copies of APARs are not to be forwarded to Pers. sections any more. Instead, circles will be forwarding duly filled up Screening Committee report (in the Proforma as enclosed) to the Pers. Section in Corporate Office for the list of executives as communicated by this office, which in turn will form the basis of CPC at the Corporate Level. Accordingly, the Circle offices are hereby requested to send **only** the Screening Committee report in respect of the officers communicated by this office, whenever CPCs are conveyed by corporate office for promotion to SDE / AO and above grade.
2. One of the original copies of APARs of all executives from SDE/AO and above grade shall be forwarded to CS to DIR (HR) / DIR (Finance) of concerned unit at BSNL Corporate Office, New Delhi.
3. The Screening Committee at Circle level will consists of following members
 - a) Chairman : Sr. GM/ GM (HR) / GM(Finance) / CE of concerned stream
 - b) Member : Sr. GM / GM level officer
 - c) Member : JAG level officer of concerned stream
 - d) Co-optee : One of the members of the screening committee must belong to SC/ST category, else, one additional SC/ST member of STS/JAG lever may be co-opted.

(H)
20.7.16

4. It is reiterated that the above practice may be scrupulously followed by all Circle offices concerned to facilitate prompt action by the CPC. In cases where CR dossier in respect of some officers has not been updated, immediate remedial action be taken to complete the dossier and forward it to the Confidential Secretary to Director(HR) as the customary practice.

5. It has also been decided that the above procedure should be evolved and followed in other streams viz Finance/Electrical/Civil/Arch for uniformity, with immediate effect and without any exception.

6. Circle offices concerned are therefore requested to comply with the instructions henceforth.

This has the approval of Director (HR) from BSNL, Board


(Manish Kumar)
Jt. GM (Pers)
23718070

Copy to :-

1. All Cadre Controlling Authorities of BSNL Corporate Office (Sr. GM/GM(Pers) / Sr. GM/GM (Estt.)/ Sr. GM/GM (FP) / PGM (Elect) / PGM (Arch) / PGM (BW)
3. CS to Director (HR) / Director(Finance) , BSNL CO, New Delhi for inf. & n/a

No. 451-31/2014-Pos (DPE)/P.D/42

(Modal Proforma for sending Screening committee report of circle)

Name of the circle

preparatory work for promotion from _____ to _____

Format for Tabulation Sheet

S. NO	STAFF NO	HR NO	Seniority no	name	CAT	DOB			DD	MM	YY	Circle	DD	MM	YY	Y / N	14	15	16	17	18	19	20	21	22	23	24	25
						DD	MM	YY																				
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				

Grading / Marks in APAR (NOTE - Pl. Mention **numerical** grading as mentioned in the APARs of last 7 years) say Example - 2008 to 2015

Any adverse entry in picture of APARs (Y / N), specify, the APAR, if any

Integrity is beyond doubt (Yes/ No), specify, the APAR, if any

whether all APARs are disclosed (Y/N)

Sr. GM/GM (HR) /Sr. GM /GM (Finance) / CE of concerned stream
Chairman

Sr. GM / GM Level Officer
Member

JGM Level officer of concerned stream
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