



No.20-11/2017-Pers.II  
BHARAT SANCHAR NIGAM LIMITED  
[A Government of India Enterprise]  
CORPORATE OFFICE  
PERSONNEL-II SECTION  
Bharat Sanchar Bhawan, 4th Floor, New Delhi - 110 001.

Dated:- 15<sup>th</sup> June, 2017.

To

All Heads of Telecom Circles/Metro Districts  
Maintenance Regions/Project Circles etc.  
Bharat Sanchar Nigam Limited.

**Sub:- General guidelines regarding promotion to higher grade in BSNL.**

Sir,

This Office while examining the documents received from Circles regarding approval of the Appointing Authority for promotion to higher grade has observed the following discrepancies:

1. Year-wise vacancies not calculated as per DOP&T guidelines where two streams exists in a cadre i.e., Seniority Quota as well as LICE Quota.
2. Proposal for intermittent vacancies arised during the year are sent for approval before the completion of the vacancy year.
3. Assessment Period of ACRs/APARs are not as per the DOP&T guidelines.
4. Assessment of cases by DPC/CPC beyond the availability of vacancy.

Accordingly, Circles are requested to follow the following guidelines before forwarding the promotion cases to this office:

1. While calculating vacancy, the current year vacancies arised in the two streams of the cadre i.e., Seniority-cum-fitness quota and LICE quota should be merged and then split as per the percentage fixed in the Recruitment Rules. The unfilled vacancies of previous years shall be brought forward to the respective streams only and should not be merged and split as per ratio fixed in RR. In such cases the sanctioned strength of the respective stream may change but the overall sanctioned strength of the cadre will remain same.

For Example:

Year/ Period as on	Total Sanctioned Strength (SQ+LICE)	Sanctioned Strength		Working Strength		Unfilled Vacancies		Vacancies arised during the year (1 <sup>st</sup> April to 31 <sup>st</sup> March of succeeding year)		Distribution of current year vacancies as per RR		Total number of vacancies	
		SQ	LICE	SQ	LICE	SQ	LICE	SQ	LICE	SQ 67%	LICE 33%	SQ (7+11)	LICE (8+12)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
2013-14 (31.03.14)	67	45	22	45	2	0	20	2	0	2	0	2	20
2014-15 (31.03.15)	67	45	22	43 (45-2)	2	2	20	5	0	3	2	5 (2+3)	22 (20+2)
2015-16 (31.03.16)	67	43 (45-2)	24 (22+2)	38 (43-5)	2	5	22	4	1	3	2	8 (5+3)	24 (22+2)

Contd...

*[Signature]*  
15.6.2017

(2)

- (a) Column 9 to 12 in the above table indicates merger and distribution of current year vacancies in Seniority Quota and LICE quota as per percentage fixed in the RR.
- (b) There is variation in the sanctioned strength of respective stream in column 3 & 4 but the overall sanctioned strength of the cadre remains the same.
- (c) The Unfilled vacancies of both the streams as shown in column 7 & 8 is forwarded to the same stream and is not diverted to other stream.
- (d) In case any promotion is initiated in any year, the unfilled vacancy of SC/ST becomes the back log vacancy of that year.

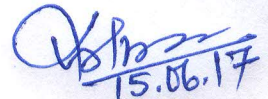
The above said calculation is based on the guidelines issued vide DOP&T Letter No.AB.14017/2/1997-Estt.(RR)/Pt. & Annexure dated 12.1.2007 and further clarifications issued from time to time.

2. It is seen that whenever a vacancy arises due to retirement, promotion, death, VR etc. in a cadre, proposal is forwarded to this office for immediately filling up of vacancies. This is not as per rule. The entire vacancy arised during a vacancy year i.e., from 1<sup>st</sup> April to 31<sup>st</sup> March of a vacancy year should be considered for promotion and it should not be in piecemeal.

3. The assessment period of ACR/APAR should be as per the guidelines stated in Department of Personnel and Training OM No.22011/9/98-Estt(D) dated June 16, 2000 is to be followed, which illustrates that in order to fill the vacancy pertaining to seniority quota for the year 2015-16, the ACRs should be considered which became available during the year immediately preceding the vacancy/panel years even if DPCs are held later than the schedule prescribed in the Model Calendar. In other words, for the vacancy/panel year 2015-16, ACRs from the year 2009-10 upto the year 2013-14 are required to be considered irrespective of the date of convening of DPC.

4. While considering the panel of executives for the year, DPC/CPC should assess only upto the vacancy available and approved by the competent authority.

Yours faithfully



(Rajesh Mattoo)

Asst. General Manager(Pers.II)

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