



No.451-03/2010-11/13/1-Pers(DPC)
BHARAT SANCHAR NIGAM LIMITED
[A Government of India Enterprise]

CORPORATE OFFICE

PERSONNEL(DPC) SECTION

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

Dated: April 30th, 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, 4th 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

