

(A Government of India Enterprise)  
**CORPORATE OFFICE**  
TE Section

5th floor, Bharat Sanchar Bhawan, Janpath , New Delhi -1

F. No. 27-7/2008-TE

Dated : 20 -09-2010

To

All Heads of Telecom Circles,  
Metro Districts & Administrative Units,  
Bharat Sanchar Nigam Limited.

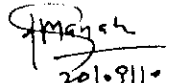
SUB: Non-Executive Promotion Policy (NEPP) for employees in the IDA pay scales of NE-1 to NE-10 of Bharat Sanchar Nigam Limited. - Communication of below benchmark/fitness criteria gradings in ACRs/APARs during consideration for next upgradation by the prescribed Screening Committee.

REF: BSNL C.O. letter no. 400-70/2010-Pers.-I dated 10/05/2010.

Kindly refer to BSNL Corporate Office letter No. 400-70/2010-Pers.-I dated 10/05/2010, vide which DOP&T O.M. No. 21011/1/2010-Estt.A dated 13/04/2010 (copies enclosed) regarding below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading during conduct of DPC for promotion has been forwarded to all Telecom Circles.

In this regard, it is clarified that as per decision taken during 24<sup>th</sup> National Council meeting, while implementing Non-Executive Promotion Policy (NEPP) and granting financial upgradation through prescribed Screening Committee, the instructions/guidelines issued by DOP&T vide their O.M. dated 13/04/2010 may also be followed.

Enclosures: As above

  
20.09.10

(S. L. Manak)

Deputy General Manager (TE)

TEL. NO. 23737886

FAX NO. 23734365

Copy to :

1. PS to Secretary, DOT
2. PS to CMD/All Board of Directors of BSNL
2. DDG (Estt.), DOT
3. All PGMs/GMs/DGMs, BSNL C.O.
4. CSS/Pers.-III/SEA/TF/Civil Wing/Electrical Wing/Arch. Wing, BSNLC.O.
5. Secretary General, BSNLEU
6. Guard File - TE Section/Intranet BSNL C.O.
7. OL Section - For Hindi translation

BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
(PERSONNEL-I SECTION)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-70/2010-pers.1

Dated: May 10th, 2010

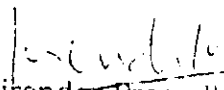
To  
All Heads of Telecom Circles  
& Administrative units of  
BSNL.

Subject: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

The undersigned is directed to forward herewith DOP&T O.M. No.21011-2010-Estt.A regarding below benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

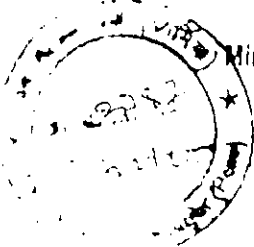
The above directions may kindly be brought to the notice of all concerned officers/authorities.

Encls:As above.

  
(Virender Prasad) 10/5/10  
Deputy General Manager (Pers.)  
BSNLCO, New Delhi.  
TF: 011-23037181  
Fax: 011-23734254

Copy to:

1. PPS to CMD/All Directors.
2. ED (CN/CA/NB/Fin), BSNLCO, New Delhi
3. PGMs/GMs/DGM BSNLCO, New Delhi
4. GM (Restructuring) BSNLCO, New Delhi
5. CS to Dir (HR), BSNLCO, New Delhi.
6. Rajbhasha Adhikari, BSNL CO for Hindi Version.
7. O/c.



No. 21011/1/2010-Estt.A  
Government of India

Estt/ACR matters

Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 13<sup>th</sup> April, 2010

**OFFICE MEMORANDUM**

**Subject:** Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for upgradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks/gradings given by them in the APAR. The UPSC has informed this Department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The Commission has further observed that in a majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/APAR gradings at par with the benchmark for next promotion.

3. All Ministries/Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service and in case of upgradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the competent authority.

To

All Ministries/Departments of Government of India

(C.A. Subramanian)  
Director

DAM

*[Handwritten notes and signatures in the bottom right corner, including 'to V.P.S.', 'for', and 'for and in relation to']*