

**TOP PRIORITY**

**No. BSNLCO-PERB/18(11)/7/2025-PERS1**

**Dated: 02.12.2025**

To  
All CGMs/Unit Heads,  
BSNL

**Sub: Creation of comprehensive competency repository in respect of BSNL Executives- Reg.**

As part of an internal initiative to map and showcase the diverse competencies within our organization, it has been decided by the Competent Authority to undertake an exercise to compile details of competency i.e. knowledge, skills, and expertise etc acquired by executives over the past 25 years. This includes competencies gained through formal/informal educational qualifications as well as those developed during service in various roles within the company.

2. The objective of this exercise is to create a comprehensive competency repository that will support strategic manpower planning, capability enhancement, career development etc. of executives in organizational roles, if required.

3. All executives are therefore, required to furnish the information / details regarding Area(s) of Competencies acquired by them by giving their preferences i.e. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. Further, the executives should also indicate their present area of competency in which working and also indicate preferences of competency areas as per 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in which they would like to work. These information may be submitted through the **Attendance App "My Office" --> HR Module --> Update Competencies.**

4. Accordingly, all the executives under your administrative control may be directed to submit above information through Attendance App mandatorily **by 04-12-2025.**

This issues with the approval of the Competent Authority.



**(M Udaya Kumar)**  
DGM (Pers-I)

Copy to:

1. PPS to CMD/ Functional Directors of BSNL Board
2. PPS to CVO/ all CGMs/PGMs/GMs, BSNL CO, New Delhi
3. All the Executives concerned for compliance.