	<p><b>No.451-03/2010-11/13-Pers(DPC)</b>  <b>BHARAT SANCHAR NIGAM LIMITED</b>          [A Government of India Enterprise]</p> <p><b>CORPORATE OFFICE</b></p> <p><b>PERSONNEL(DPC) SECTION</b></p> <p>4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.</p>
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Dated: 15<sup>th</sup> Mar , 2013

To,

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

Sub: Collection of ACRs –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 2005-06 to 2009-10 may be furnished in respect of the officers having seniority numbers mentioned below ,to this office (The retired/VRs etc.cases may be excluded) .

	From	To
Seniority no.for OC	14290	16747
Seniority no.for SC	14049.6.1	17198.277
Seniority no.for ST	Refer annexure-B	

2. The Tabulation Sheets may also be furnished indicating the grading of the various Executives duly checked and signed by an officer of the rank not below DGM(HR/Admn) of the Circle concerned. 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 said format may be followed by all the Circles.**

3. While furnishing the ACRs, the following instructions may be adhered to.

- I. In case of ACRs lying in Corporate office,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, 4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi.The tabulation sheet will be signed/stamped by concerned AGM(admn) therein on behalf of DGM(HR/Admn) of the Circle concerned.

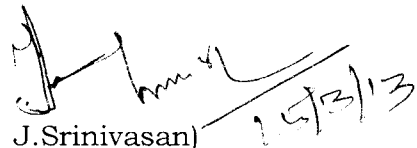
Contd...

- II. In case of any ACR found missing or not written, the reasons as to why the ACR was missing/not written may be given. In case of any ACR not reported/reviewed during the period mentioned, the certificate as per instructions contained in the DOP&T O.M. No. 21011/1/93-Estt.(A) dated the 14<sup>th</sup> January, 1993 may be furnished along with ACRs of previous years.
- III. Kind attention is also invited to this office letter No. 400-70/2010-Pers.I dated 10.05.2010 (copy enclosed) regarding instructions issued by DoP&T vide letter No. 21011/1/2010-Estt.A dated 13.04.2010 on 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 ACR or for upgradation of the final grading. It is requested that in case of the below benchmark gradings in ACRs during the years 2005-06 to 2009-10 in respect of any officer, in such case a photocopy of ACR may be sent to the officer for his representation, if any, within 15 days of such communication and the decision of the competent authority may please be intimated to this office. As per BSNLMS RR,2009, the benchmark grading for considering the officers for promotion to the grade of Executive (STS) is 'Good, no adverse, not more than one Average' in case of OC category and 'Good, no adverse, not more than two Average' in case of SC/ST category.
- IV. A 'Shown Certificate' (As annexed) in regard to below benchmark grading in ACR(s) for the year 2008-09 may please be placed in ACRs and may be ensured that disclosure certificate for the year 09-10 is filled as mandatory.

***It is requested that one set of authentic copy of ACRs may be retained in circles for their use and the ACRs sent to DPC section will be returned only after completion of the prescribed task.***

4. Above exercise may be completed by the Circles on top priority basis and ACRs be kept ready. The circle wise schedule for submission of ACRs will be intimated in due course.

Encl: As above



J.Srinivasan)  
Assistant General Manager (DPC)  
Ph: 23037657

3/13

Format for Tabulation Sheet

S. No.	Sen. No.	ST. No.	Name	CAT	DOB			Circle	Date since when wkg as Adhoc DE			Whether absorbed (Yes/No)	2005-06	2006-07	2007-08	2008-09	2009-10	Remarks, if any
					DD	MM	YYYY		DD	MM	YYYY							
1	xxxx.xx.x	yyyyy	xyz	OC	15	12	1953	A&N	17	1	1994	Yes	EXC	1.3-PS, 5.5-G, 5.2-VG	7-OS, 2.9-PS, 2.1-NA	VG	2.3-PS, 4.0-G, 5.7-VG	

Checked by:

DGM(A)/GM(A)

Certificate by the Officer reported upon regarding his/her ACR for the year

1. I,..... Staff No.....  
Designation .....Unit.....  
hereby certify that I have gone through my ACR/APAR for the year .....  
and agree and accept the remarks and grading given in the ACR/APAR by  
my Controlling and reviewing officers.

2. I,..... Staff No.....  
Designation .....Unit.....  
hereby certify that I have gone through my ACR/APAR and do not agree  
and do not accept the remarks and grading given in the ACR/APAR by my  
Controlling and reviewing officers. I shall submit my representation within  
15 days from today. I also understand that if I do not submit my  
representation within 15 days then this ACR/APAR will be treated as final  
and will be binding on me.

Signature.....

Date.....

5/13

Connecting India

**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

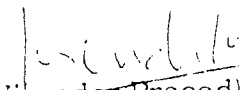
To  
All Heads of Telecom Circles  
& Administrative units of  
BSNL.

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:

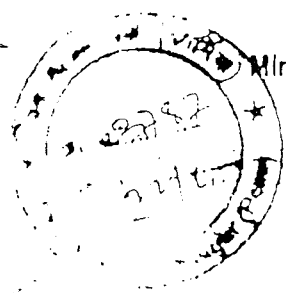
1. PPS to CMD/All Directors.
2. ED (CN/CA/NB/Fin), BSNLCO, New Delhi
3. PGMs/GMs/DGM BSNLCO, New Delhi
4. GM (Restructuring) BSNLCO, New Delhi
5. CS to Dir (HR), BSNLCO, New Delhi.
6. Rajbhasha Adhikari, BSNL CO for Hindi Version.
7. O/c.

6/13

5355  
9/11/10

2085  
75/4

Estt/ACR matters



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

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.

sh Lochary (P) (C.A. Subramanian)  
Director

To  
All Ministries/Departments of Government of India

DAV

21/4 2010  
for and on behalf of

## Annexure-B

SL.No	ST. NO.	NAME	DOB			CAT
			DD	MM	YY	
1	101502	BASANT BARJO	22	2	1960	ST
2	101506	V.N.NINAMA	22	5	1960	ST
3	101507	C.M.MEENA	14	6	1957	ST
4	101508	ASSEM KUMAR TIRKEY	6	3	1960	ST
5	101509	H.R.NAIK	20	6	1958	ST
6	101510	J.A. TIRKEY	16	1	1958	ST
7	101511	R.P.KATHIRIA	1	6	1959	ST
8	101512	MANIKRAM HANSDA	12	3	1956	ST
9	101520	H.H. KANGARI	30	5	1955	ST
10	101521	NAND KISHORE SINGH	24	12	1956	ST
11	102935	N.R. KUSANGWAR	4	2	1959	ST
12	102937	SUREN KUMAR BHAGAT	9	3	1960	ST
13	102939	B.L.MEENA	7	10	1958	ST
14	102941	ANUP PRAKASH MINZ	20	10	1957	ST
15	102943	VIDYA SAGAR VISHWA	29	09	1961	ST
16	102944	B.N. BUTE	1	7	1953	ST
17	102946	RAGHAW PRASAD	09	03	1957	ST
18	102949	RAIKWAR R.D.	3	5	1954	ST
19	102952	MOHAN LAL MEENA	29	7	1956	ST
20	102956	SRI. SADHANANDA DAIMARI	1	3	1960	ST
21	102957	SRI NIRAPADA MAHATA.	02	08	1954	ST
22	102959	M.L.MEENA-I	9	12	1959	ST
23	102960	PREM SINGH	5	4	1953	ST
24	102961	B.RAJESWAR RAO	1	2	1960	ST

25	102963	SRI. SHYAMACHARAN DEB BARMAN	22	6	1957	ST
26	102965	SRI. DHANANJAY LASKAR	20	1	1954	ST
27	102974	MUNIRATHNAPPA M.	30	05	1954	ST
28	102975	B.W. CHANDEKAR	27	7	1955	ST
29	102978	B.K. WALKOLI	1	1	1955	ST
30	102979	MAST RAM	15	09	1953	ST
31	102980	P.S.MARTOLIA	2	11	1957	ST
32	102981	C.L.MEENA	2	4	1953	ST
33	102983	V.H. TUMRAM				ST
34	102984	S.S. GAJBE				ST
35	102985	N.L.MEENA	15	11	1961	ST
36	102989	V.D. SHENDRE	24	9	1953	ST
37	102991	T.P. VALVI	1	6	1956	ST
38	102992	S.S. KHAMBORE	1	3	1955	ST
39	102994	N.M. BONDANWAD				ST
40	102999	PATEL S M				ST
41	103001	P PRASAD	1	7	1958	ST
42	103002	M K VASAVA	24	5	1954	ST
43	103004	KRISHNAMURTHY P.	20	3	1954	ST
44	103005	SRIKANT K G	27	04	1963	ST
45	103006	SOBHA KANT SINGH	5	2	1962	ST
46	103007	SUKUMAR KISKU	17	7	1964	ST
47	103010	SUKUMAR V.	2	6	1966	ST
48	103012	V.L.MEENA	2	1	1964	ST
49	103013	MEENA LAKHAN LAL	15	6	1957	ST
50	103014	ANITHA S.	1	6	1966	ST
51	103015	SRI SANKAR CH. MURMU				ST



52	103016	AHSWATHNARAYANA K.	11	2	1962	ST
53	103017	UTALE P D				ST
54	103019	MOHAMMED SALIK	14	11	1961	ST
55	103021	SRI. N.G.DAZH	15	12	1962	ST
56	103023	JOHN TIGGA				ST
57	103024	D RAVINDRA KUMAR	15	Jul	1969	ST
58	105481	C.VAIJANATH	2	8	1954	ST
59	103025	SRI TSHERING DUKPA.	15	8	1971	ST
60	103026	KRISHNAPPA M.N.	5	6	1966	ST
61	103027	VIJAY	21	1	1963	ST
62	103029	J.V. DHAKATE				ST
63	103031	SELUKAR C G				ST
64	103032	SAMAD.N.C	10	5	1961	ST
65	103033	BABU RAM HEMBROM	08	04	1953	ST
66	103034	SONKUSRE M.W.	5	4	1963	ST
67	103035	TANKADHAR NAKA	3	4	1962	ST
68	103036	BHIMSEN MUNDARI				ST
69	103037	KANNAN K.	16	9	1954	ST
70	110169	SHANKARA NARAYANA .N	310	3	1971	ST
71	111705	R.D.BHAMRE	29	5	1969	ST
72	105177	KRISHNA KUMAR MEENA	21	5	1967	ST
73	105178	VISWANATHAPPA L.	21	5	1968	ST
74	105179	BALACHANDRUDU M	6	7	1954	ST
75	105180	SHANTHI D.	27	4	1967	ST
76	105181	RAMESHWAR PRASAD GOND				ST
77	105183	BABU.R	24	12	1963	ST
78	105568	KALAISELVI A	1	5	1968	ST

79	105184	SUBASH BHOI	20	1	1954	ST
80	105185	K.C.S.RAWAT	1	1	1962	ST
81	105187	BIMAL LOCHAN NAIK	02	09	1964	ST
82	105188	KUNHIKOYA.N B.SC. B.ED.	1	12	1967	ST
83	105454	NANDI B S	29	1	1962	ST
84	105455	D V PRASAD RAO				ST
85	105189	FAZALUL RAHMAN.M.P B.SC.	1	5	1969	ST
86	105456	SUBBARAYAPPA	2	4	1960	ST
87	105190	CHANDER PRAKSH MEENA	15	12	1967	ST
88	105191	N.SRINIVAS	17	Mar	1959	ST
89	105192	SHIV SINGH RAWAT	1	1	1966	ST
90	105195	MARSHAL TOPNO	7	2	1956	ST
91	105196	JANARDAN PD SINGH	1	2	1958	ST
92	105197	SUSHIL BASKEY	8	7	1964	ST
93	105198	R.SHANKAR	21	Jan	1961	ST
94	105199	D.V. POTALWAD	21	03	1954	ST
95	105200	A.P. GAIKWAD	1	1	1968	ST
96	105201	T.B. THAKARE	15	3	1959	ST
97	105204	SUDHAKARA.A	5	10	1958	ST
98	105205	AMANULLA.P B.SC.	9	7	1965	ST
99	105206	V.YEDUKONDALU	2	Mar	1955	ST
100	105457	SUSHIL MARANDIH				ST
101	105207	JAYARAM MUNDA	21	4	1953	ST
102	105208	SRI ARUP KR. NARJINARI				ST
103	105209	VISHRAM MEENA	4	1	1969	ST
104	105212	PARAS RAM MEENA	18	3	1958	ST
105	105213	OM PRAKASH	28	9	1956	ST

106	105214	VARHADKAR D B	9	12	1966	ST
107	105216	RAMESH KUMAR				ST
108	105217	ABDUL KHADER.P.P PDC	14	9	1960	ST
109	105218	RAMAVTAR MEENA	15	2	1969	ST
110	105458	J.R.MEENA	10	6	1961	ST
111	105219	B.G. NAYANE	25	7	1960	ST
112	105220	V.S. SONAWANE	1	6	1965	ST
113	105459	RAMANANDA N	12	10	1962	ST
114	105221	R.U.BHURA	1	12	1956	ST
115	105222	YOGESH PRASAD SINGH	6	4	1963	ST
116	105223	SRI PASSANG YOLMO	4	6	1953	ST
117	105224	MUTHUSAMY P.	18	4	1966	ST
118	105544	NALINI M	1	6	1963	ST
119	105225	ABOOSALA.M.C. M.SC.	15	5	1954	ST
120	105226	A.M. CHOUDHARI				ST
121	105461	D.JAYAKUMAR	11	Apr	1955	ST
122	105227	MANGAL SOREN				ST
123	105228	RUKMANI DEVI	15	08	1956	ST
124	105229	BARAPATRE R.K.	14	6	1957	ST
125	105231	K.NAGESWARA RAO	10	4	1958	ST
126	105233	DAL SINGH	8	7	1960	ST
127	105234	RANBIR SINGH				ST
128	105462	GANESH SARAN	7	1	1958	ST
129	105235	VELUMANI V.	4	5	1968	ST
130	105463	B.MURALI	5	5	1962	ST
131	105236	SAJAN J GEORGE	28	4	1956	ST
132	105238	HARI SINGH MEENA	02	10	1953	ST

12/13

133	105239	MOHANAN.M.I	1	12	1954	ST
134	105240	MUTHUSWAMY C.	12	5	1961	ST
135	105241	LILA KANTA SONOWAL	1	7	1954	ST
136	105464	PRATAP SINGH	15	12	1954	ST
137	105242	M S KUIKAR	30	1	1954	ST
138	105243	SRI JIT NARAYAN HEMBRAM				ST
139	105244	GOVINDARAJAN C K	5	5	1962	ST

140	105245	LAKSHMI K. K.	01	02	1964	ST
141	105246	RAMANANJINAPPA S.V.	6	7	1963	ST
142	105465	A.N. BHENDE	14	1	1964	ST
143	105466	BRIJ KISHORE	20	3	1958	ST
144	105248	RAM SAROOP MEENA	8	4	1954	ST
145	105249	MUNDARGI S.T.	20	6	1958	ST
146	105250	UTTAM KRISHANA MEENA	8	9	1961	ST
147	105253	ERANNA Y S	1	6	1961	ST
148	105254	SHEOJEE PRASAD				ST
149	105256	NAGENDRA B.	22	6	1958	ST
150	105258	DAMODAR LAL MEENA	7	7	1956	ST
151	105259	R.M. SAINDANE				ST
152	105260	PRABHU RAM MEENA	7	10	1961	ST
153	105261	LAXMAN LAL	6	4	1956	ST
154	105262	RAM KHILARI MEENA	5	12	1959	ST
155	105265	D.A.CHAUDHARY	21	6	1962	ST
156	105266	HEDAOO S.N.	5	7	1962	ST
157	105267	MOTI LAL SAH	24	1	1954	ST
158	105269	B.L. TALPADE				ST
159	105270	SUKUMARI.P.R	2	6	1963	ST
160	105271	SRI SUDHIR CH. SARDAR	21	4	1961	ST
161	105272	RAM BILAS DAS	1	2	1954	ST