



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

From: The Chief General Manager,
Bharat Sanchar Nigam Ltd.,
Tamilnadu Circle
Chennai – 600 002.

To: 1.The Chief General Manager
Projects/Maintenance,BSNL, CNI.
2. All Heads of SSAs, BSNL, TN Circle /PGM(D)
3. The Pr. C.E.,Civil/Elect.
4. The GM, MS-O, TR/MS-D, CNI
5.The Dy. G. M. , RGM TTC, CNI.
6. The DGM, Circle A/T/T&D Circle, CNI.

NO: DPC / 10-12 / 2009 dtd at CNI-2

02/03/2009


Sub: Writing of CRs - reg.

While Scrutinizing the CRs of JTOs, in connection with their promotion to SDEs , it is observed that the CR grading against the general Assessment column has not been filled up properly by the reporting officers.

Some samples are given below:

- (i) Fair
- (ii) Satisfactory
- (iii) Normal
- (iv) Just Good
- (v) Generally Good
- (vi) Poor
- (vii) Very Poor
- (viii) Just Satisfactory

The remarks of the reporting/reviewing officers also found to be vague in some cases. As the Promotion of the officers depends upon their performance ratings and the above terms could not be judged on its merits, it is requested that the assessment on the performance of the officers should be written correctly with unambiguous terms in a separate column as mentioned in the manual of Estt. and Administration i.e the grading should be given one among (i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Unfit and all officers may be advised to avoid any other gradings.


(D.THAMIZHMANI)
Deputy General Manager (Admn)
For CGM, BSNL, TN Circle,
Chennai - 600 002.

Copy to:

- 1) All GMs, Circle office for circulation among Executives.