



भारत संचार निगम लिमिटेड / BHARAT SANCHAR NIGAM LIMITED

(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

मुख्य महाप्रबंधक का कार्यालय, तमिलनाडु दूरसंचार परिमंडल, चेन्नै -600 002
O/O CHIEF GENERAL MANAGER, T.N.CIRCLE, CHENNAI-6

From
The Chief General Manager ,
Bharat Sanchar Nigam Limited,
TamilNadu circle ,
Chennai 600 002.

To
All Heads of SSAs,
BSNL , Tamil Nadu Circle.
The Pr.C.E.Civil/ Electrical
Chennai.

No : DPC/57-4/Genl.corrs/2013-14 / TBP dtd at CNI -2 the /07/2014

Sub: Review of Time bound promotion in respect of Executives
of BSNL for the review period 1/10/2013 & 1/4/2014 - Reg.

Ref :-CO, Pers-I(pt.II) ND , Lr.NO. 400-61/2004-PersI (Pt.II) dt
10/10/2011.

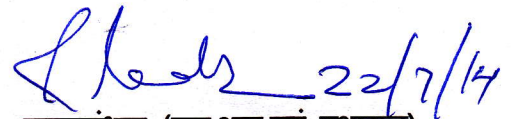
As per the guidelines vide BSNL, New Delhi letter cited above, review under the Time bound promotion policy for the year 2014 is to be completed within a stipulated time, well in advance.

Of late, It is noticed that the proposal for the above said two review periods in respect of some of the SSAs have not been received so far. Hence, it is requested to send the same with full details if not sent earlier.

On scrutiny of the proposals, few discrepancies are noticed. In this connection guidelines containing Do's and Dont's are issued separately in the enclosed annexure. The same may be followed scrupulously.

Due care may be taken during reviews in order to avoid delays.

Encl As above.

 22/7/14

महाप्रबंधक (एच.आर.एवं प्रशासन)

General Manager (HR & Admn.)

का. म.मु.प्र.बी.एस.एन.एल. / O/o CGM,BSNL

तमिलनाडु परिमंडल, चेन्नै 2./ Tamilnadu Circle, Chennai-2

Annexure

Do's and Dont's during review of Time bound promotions

Do's

1. TBP review should be done twice in a year in advance as follows:-

- a). October review - TBP cases which falls due during the first half of the next calendar year (i.e. January to June).
- b). April review - TBP cases which falls due during the second half of the same calendar year (i.e. July to December).

2. The following data should be furnished in the DSC Minutes .

- a). DSC Nomination for the review of TBP for the particular year should be got approved by the Head of Circle.
- b). DSC Minutes recommendations should contain the consolidated details of the Assessment sheet in the following format .

Sl. No.	Total no. of TBPcases		Design	Grade from which upgradation to be considered	Review date	Whether Upgradation is Ist/IIInd /IIIrd	Scale of pay From ---to	Remarks
	Recomm ended	Not recomm ended						

c). For Non-recommended cases due to currency of punishment on the review date , Adverse entries in the APARs , etc., full details of the case should be furnished in the DSC Minutes and the relevant documents for the same has to be submitted for scrutiny.

3. The assessment sheet/ AO particular form (Format enclosed) has to be submitted in the prescribed Format and verified thoroughly without any correction & duly signed by the AO(Drawal/Cash) conerned.

4. Vigilance clearance report should be current with a valid period of three months.

5. DSC has to record in their minutes about the scrutiny of all records in detail including mandatory training particulars. In addition, any communication made for Below bench mark, currency of punishment, any disciplinary case/criminal case is pending or under suspension etc.

6. A time schedule for sending the proposal should be streamlined and should be followed strictly.

7. Since all TBP cases are being carried in advance, any delay beyond the due date has to be justified in detail in the DSC minutes

8 Regarding E4 to E5 review, the duly attested (each page) APARs/Assessment sheets & vigilance clearance for the eligible STS Officers should be sent to circle office well in advance as per TBP guidelines.

9. On completion of the above work, a status report pertaining to each review period as per the enclosed Proforma may be Sent for cross verification.

Dont's :- 1. No overwriting / corrections should be made in the Assessment sheet /AO particular form and Vigilance clearance form submitted to the DSC. If any corrections made, the same should be attested by DSC members only.

2. Every year, the review should be completed within the scheduled time. For belated review cases DSC Minutes should justify the reasons for the delay.

3. Adequate care has to be taken up to complete all TBP cases during the review period failing which such cases **has to be taken up for the next review period** with the prior approval of the Head of SSA for such inclusion .

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Name of the SSA :-

Member I	1	SL.NO	
	2	Name of the officer	
	3	Designation	
	4	HRMS. NO	
	5	DOB	
	6	COMMUNITY	
	7	SSA/UNIT	
	8	D.O. Promotion / (1st TBP)	
	9	D.O. Promotion (2 nd TBP)	
	10	Present IDA scale	
Member II	11	Date from which in the said IDA scale as at Col.10(other than Technical break if any to be mentioned in addition)	
	12	Review Date	
	13	1st or 2 nd or 3 rd upgradation	
	14	E1-E2	The mandatory training undergone The date of training under gone
	15	E2-E3	
	16	E3-E4	
	17	Due date from which entitled for nextupgradation	
	18	IDA scale to which upgradation is to be given	
	19	Pay on the Review Date in the IDA scale as mentioned at Col.10	
	Chairman	20	APAR/ACR GRADINGS FOR THE PREVIOUS FIVE YEARS
21		Any punishment is current on the Review Date. If so details	
22		Cleared by vigilance Y/N	
23		Recommendations of the Committee	
24		REMARKS	

Annexure - Proforma for assessing the eligibility of the TBP upgradation in respect of executives by Accounts wing.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
SL NO.	NAME AND DESIGNATION	HRMS NO.	DOB	DOA in the present Cadre	COMMUNITY	SSA/UNIT	Present IDA scale	Date from which in the said IDA scale as at Col.8 (other than Technical break if any to be mentioned in addition)	Review Date	1st or 11nd Upgradation	In case of 2nd TBP Date of 1st TBP Whether Mandatory training undergone or not		Due date from which entitled for upgradation	IDA scale to which upgradation is to be given	Pay on the Review Date in the IDA scale as mentioned at Col.8	Whether the pay at Col.16 on the Review Date touched/ crossed the minimum of the IDA scale mentioned at Column 15

(AC Drawal)