

Tamilnadu Telecom Circle
16 Greams Road,
Chennai-600 006.
Tel: 28290919/28290929
Fax: 28292129



Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)

No. DPC/57-4/TBP/GENL.Corres./2013-2015 / 38
08-01-2015

To
All Heads of SSAs in
Tamilnadu Circle


Sub: Review of Time Bound Promotion in respect of Executives of BSNL
for the review period -reg.
Ref: This office DPC/57-4/Genl.Corres./2013-14/TBP dated 22.07.2014.

As you are aware that Time Bound Promotions to all Executives have to be completed within the stipulated time for the review periods 1st April and 1st October of every year as per Guidelines of the BSNL C.O. contained in Letter No. 400-61/2004-Pers. (Pt. II) dated 10.10.2011.

Of late, it is observed that the guidelines are not being followed based on the two review periods and its completion in advance. Most of the SSAs are sending Minutes of DPC with many specific points missing, such as Date of Appointment, Earlier promotions (either Post Based or Time Bound), completion details of Mandatory Training for earlier TBPs, Justification for belated cases, Communication of Below bench mark cases to the affected officer, appeal/disposal of BBM cases, necessary entries in APARs, Punishment details for non-recommended cases, Sufficient Validity period for VC & no breakup in APARs, etc. A circular was already issued vide this office even letter dated 22.07.2014, detailing "Do's and Don't's during review of Time Bound Promotions" (copy enclosed for reference).

Hence, all SSAs Heads may bestow their personal attention in each and every case during DPC so as to eliminate any discrepancies before sending to this office for approval. Also, adequate care may be taken to avoid delays in processing Time Bound Promotions.

[G.V. REDDY]
CHIEF GENERAL MANAGER


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.corrns/2013-14 / TBP dtd at CNI -2 the 22/07/2014

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.

[Signature] 22/7/14

महाप्रबंधक (एच.आर.एवं प्रशासन)

General Manager (HR & Admn.)

का. म.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 recomme nded						

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) concerned.

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 .

Name of the SSA :-

Member I		Member II										Chairman				
1	SL.NO															REMARKS
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															
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 next upgradation															
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															
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															

