

भारत संचार निगम लिमिटेड

(भारत सरकार का उद्यम)

**BHARAT SANCHAR NIGAM LIMITED**

**( A GOVT.OF INDIA ENTERPRISE)**

From To

The Chief General Manager , All Heads of SSAs

Bharat Sanchar Nigam Limited, BSNL Tamil Nadu circle ,

Tamilnadu circle The Pr.CE ( Civil) / Electricals/

 Chief Architect - Chennai .

No : DPC/57-4/ TBP Genl.corrs/2010- 13/ dtd at CNI -2 the 11/02/2013

 Sub: Review of Time bound promotion for Executives of BSNL - Reg.

 Ref :- CGM ,CNI. Lr.No. DPC/57-4/Genl.Corres/2010-2011/ dt 10/4/2012 &

 28/10/2012.

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 Kindly refer to this office letters cited above. Necessary instructions have already been given to adhere certain procedures before submitting the TBP proposals to the DSCs of the concerned SSAs and to this office for approval. In spite of

 it , it is observed that in most of the SSAs the instructions are not being followed . In order to avoid rejections of the proposals repeatedly for omissions and corrections and revised DSCs , the proposal should be thoroughly checked up for the correctness of the same before submitting to the DSC of the concerned SSAs so as to avoid delay in getting approval from the competent authority and complaints from union representatives .

 Hence, it is requested to check up the following points while preparing and submitting the TBP proposals to this office please.

 1.The assessment sheet should be submitted only in the prescribed format ( Copy enclosed) All the columns must be duly filled up with relevant data in the relevant column since some of the SSAs are not furnishing the correct particulars , such as DOA , Due date of Ist /IInd /IIIrd TBP and the review dates etc in the assessment sheet and some of the SSAs are not using the prescribed format of assessment sheet . This may be avoided

 2. Number of TBP cases considered/recommended/ Not considered may be clearly noted in the DSC Minutes. If the case is not recommended , the reasons & the supportive documental

 evidences for punishment etc may be furnished along with the proposals.

3.The AO particulars in the prescribed format ( Copy enclosed) along with the certificate of service book verification, received from Accounts officers of the concerned SSA is a must and hence the same may be furnished without fail

4. While submitting the proposal in order to avoid unnecessary correspondence, in the vigilance clearance reports , if the vigilance is not granted , reasons may be furnished in remarks column, And also the VC should be submitted in new vigilance format only.

 5. All the cases are to be processed in concerned Review dates without delay.

 This issues with the approval of competent authority .

Encl As above.

( K.OYYARI)

सहायक महाप्रबंधक ( स्टॉफ)

**Assistant General Manager (Staff)**

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

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