



Connecting India

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

OFFICE OF THE CHIEF GENERAL MANAGER TELECOM.
RAJASTHAN TELECOM.CIRCLE,
SARDAR PATEL MARG,
C-SCHEME, JAIPUR-8
(PERSONNEL CELL)

No.:STA/8-11/GA/PP/Gcnl/2008/55

Dated at Jaipur the 11.08.2009.

To,

1. All SSA/Unit Heads in Rajasthan Telecom.Circle.
2. The Principal Chief Engineer(Electrical), BSNL, Jaipur.
3. The Chief Engineer(Civil), BSNL, Jaipur.
4. All Chairman/Member/Coordinator of Committee.
5. The Architect BSNL, Jaipur.

Sub:-Time bound promotion policy for Group-B level Executives of BSNL – Ist / IInd IDA
Upgradation cases due up to 1.10.2009.

In continuation to this office letter of even No.(54) dated 29.07.2009 under which the Screening Committee has been constituted in Rajasthan Telecom. Circle for all Ist / IInd IDA upgradation cases due up to 1-10-2009.

All SSA/Unit Heads are requested to conduct the Screening Committee for cases upto 1-10-2009 and send the recommendation of Screening Committee for acceptance of Head of Circle latest by 31.10.2009. Performa of Check list, special report (Annexure-II) and vigilance clearance (Annexure-I) are enclosed for ready reference to all concerned.

Further, all SSA/Unit heads are requested to obtain the vigilance clearance through his vigilance cell directly from vigilance cell CO Jaipur for all IDA upgradation cases.

The all pending/new cases may be screened by the screening committees constituted by this office letter of even no. (54) dated 29.07.2009 and may be forwarded to AGM(Pers.) CO Jaipur (for Engineering wing) and AGM(Admn) CO Jaipur for (Finance wing) of Circle Office Jaipur.

- Encl: 1.Check list performa
2.Vigilance clearance performa
3.Special report Performa for Ist/IInd IDA upgradation.

(O.P.Bansal)

Asstt.General Manager(Pers.)
Tele.No.0141-2369500
FAX No.0141-2360633

Copy to:- All GMs/DGMs in CO Jaipur, they are requested to send the Special report(Annexure-II) and Vigilance clearance proforma (Annexure-I) duly signed for the officers working under their control to AGM(Pers) CO Jaipur **latest by 31.08.2009** for Ist/IInd upgradation.

VIGILANCE CLEARANCE PERFORMA

ANNEXURE A

Sub: - VC request /status

Purpose of VC: Vigilance clearance for the purpose of

| S. No | Name Shri/Smt | Design | Staff no. & IRMS No. | Scale of pay | Date of birth | Date of posting in present Circle | Whethe r absorbe d Y/N | Status (Regular /adhoc /offg.) | Ending date of minor punishment falling in last 3 years or minor penalty imposed in last 3 years | Ending date of major punishment falling in last 5 years or major penalty imposed in last 5 years | Any disciplinary cases/contem pted/ Penning as per record | Any complaint under investigation as per records if yes (Date of receipt of Complaint) | VC may be Granted/ With held |
|-------|------------------|--------|-------------------------------|-----------------|---------------|--|---------------------------------|---|---|---|--|--|------------------------------------|
| | | | | | | | | | 10 | 11 | 12 | 13 | 14 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | |
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Note:- All columns are mandatory. NA, -- and blank columns are not acceptable.

**Verified by AO/SDE
(Responsible for maintaining
the Service Book)**

**DE(A)/AGM of
Concern SSA/Unit**

Special Report for upgradation in IDA Pay Scale for Executives

Ref.:- BSNL CO ND OM No. 400-61/2004-Pers.I Dated 18.01.2007

Part-I

| Sno. | Items | | |
|------|--|--------------------|--------------|
| 1 | Name of the Executive | | |
| 2 | Community(OC/SC/ST) | | |
| 3 | DOT Staff No. | | |
| 4 | HRMS No. | | |
| 5 | Date of Birth: | | |
| 6 | Present post/Grade(Adhoc or Regular) | | |
| 7 | Date since working on present post/ Pay Scale | | |
| 8 | Date of 1st IDA upgradation & letter No (applicable for those eligible for IIInd upgradation) | | |
| 9 | Status as on 1.10.2000 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| 10 | Whether absorbed in BSNL or not | | |
| 11 | Status as on | Substantive | Adhoc |
| | (A) 1.10.2004 | | |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| | (B) 1.10.2005 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| | (C) 1.10.2006 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| | (D) 1.10.2007 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| | (E) 1.10.2008 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| | (F) 1.10.2009 | Substantive | Adhoc |
| | (a) Post/Grade | | |
| | (b) Pay Scale | | |
| | (c) Basic pay with DNI | | |
| 12 | Dies-noon with break in service, if any | | |
| 13 | Due date for 1st upgradation as per promotion Policy of BSNL. | | |
| 14 | Other information, if any, regarding time bound/Post based promotion given to the executive after 1.10.2000. | | |
| 15 | Option exercised by the executive as per Para I-d.7 of Promotion Policy Dated 18.01.2007, if any. | | |

Certified that particulars given above Sno. (1) to (15) are verified from Service Book.

Seal & Signature of AO/SDE
(Responsible for maintaining of
Service Book in SSA/Unit)

Seal & Signature of SDE
(Dealing with HR matters in
SSA/Unit)

Special Report for upgradation In IDA Pay Scale for Executives

Ref.:- BSNL CO ND OM No. 400-61/2004-Pers.f Dated 18.01.2007

Part-II Name : _____ Desgn. : _____

| | | | | | | | | | | | |
|----|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| 16 | (a) Details of Vigilance/ Disciplinary cases, if any, pending or initiated against the executive since 1.10 2000 till date and its present status. | | | | | | | | | | |
| 17 | Details of punishment, if any, awarded after 1.10.2000 till date and date of completion of currency, if any. | | | | | | | | | | |
| 18 | Grading on the basis of ACRs for last 5 years(Previous of due date of upgradation) (For example OST/VG/G/AVG/ADV) | | | | | | | | | | |
| | 1999-2000 | 2000-01 | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 | 2006-07 | 2007-08 | 2008-09 | |
| | | | | | | | | | | | |
| 19 | Any other relevant information i.e. date of retirement in case of retired executives | | | | | | | | | | |
| 20 | Recommendation of SSA Head | | | | | | | | | | |

Note:-All columns are mandatory. NA, -- — and blank columns are not acceptable

Signature of SSA/Unit Head
(Concerned GMs In CO/CMTS)

Name of SSA

CHECK LIST FOR IInd UPGRADATION

BHARAT SANCHAR NIGAM LIMITED

RECOMMENDATION OF SCREENING COMMITTEE HELD ON _____ 2009 FOR UPGRADATION FROM IIDA PAY SCALE _____ TO IIDA PAY SCALE _____, DUE UPTO 1.10.2009 AS PER BSNL TIME BOUND PROMOTION POLICY FOR GROUP B I FVHL EXECUTIVES IN BSNL CIRCULATED WIDE BSNL O.M.No.400-61/2004-Pt.1 DATED 18.01.2007 AND CLARIFICATION

DATED 30.05.2007/24.08.2007

| Sno | Name (S/Sb, Smt./Ms.,) Staff No. | HR Package No | SCI/ST/OC | DOB | Present post held (Regular/Adhoc) | Date since working in IIDA on Upgraded | Days absent with break in service if any (mentioned period) | Date of completion of 5 years in present IIDA scale | Due date for final upgradation as per promotion policy | Due date recommended by the Scr. Com. | Current VC Status(As per Report of Vg. Cell CO JPI) | Whether any currency of punishment on due date of upgradation | Assessment of ACRs of the years | Recommendation of Scr. Com. FIT/UNFIT |
|-----|----------------------------------|---------------|-----------|-----|-----------------------------------|--|---|---|--|---------------------------------------|---|---|---------------------------------|---------------------------------------|
| | | | | | | | | | | | | | 04-06 | |
| | | | | | | | | | | | | | 05-06 | |
| | | | | | | | | | | | | | 06-07 | |
| | | | | | | | | | | | | | 07-08 | |
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* Only preceding five year ACR ratings from the due date is required to be mentioned

Member Chairman Member Coordinator

Name of SSA

CHECK LIST FOR 1st IDA UPGRADATION

EHARAT SANCHAR NIGAM LIMITED

RECOMMENDATION OF SCREENING COMMITTEE HELD ON _____ 2009 FOR UPGRADATION FROM IDA PAY SCALE _____ TO IDA PAY SCALE _____ DUE UPTO 30.09.2009 AS PER
 BSNI. TIME BOUND PROMOTION POLICY FOR GROUP B LEVEL. EXPECTIVES IN BSNI. CIRCULATED WIDE BSNI. O.M.No.400-61/2004-Pers.1 DATED 18.01.2007 AND CLARIFICATION DATED

30.05.2007/24.08.2007

| Sl No | Name (S/Sl, Smt/Ms.) | Staff No. | HR Package No | SCJ ST/ OC | DOB | Present post held (Regular/A (thoc) | Date since working in IDA scale | Data on which present scale touch the Minimum of Higher scale | Date of completed n of 5 years in the present IDA scale | Dis-non with break in service if any (mentioned period) | Due date for first upgrade n as per promotion policy | Current VC Status/ As per Report of Vtg.Cell (CO Jp) | Whether any currency of punishment on due date of upgrade | Assessment of ACRs of the years * | | | | | | | | | | Recommendation of Scr-Com-FITMENT | | | | | | | | | | | | | | | | | | | | | | |
|-------|----------------------|-----------|---------------|------------|-----|-------------------------------------|---------------------------------|---|---|---|--|--|---|-----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | 99-00 | 00-01 | 01-02 | 02-03 | 03-04 | 04-05 | 05-06 | 06-07 | 07-08 | 08-09 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

* Only preceeding five year ACR ratings from the due date is required to be mentioned

Member

Chairman

Member

Coordinator