



# BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE  
(PERSONNEL - I SECTION)

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-168/2015-Pers.I

dated 14-07-2017

**Subject: Streamlining the work by HR integration & processing of promotions/upgradations in the case of executives of all cadres of BSNL.**

Under the process of HR integration Pers Branch, has been processing/conducting the cases of promotions across different grades of executives hierarchy from SDE onwards to PGM/CGM equivalent level. Added to these are the cases of non-functional up-gradations for Jt.GM/Addl.GM/Sr.GM and equivalent. Both the processes are carried for all the streams/cadres of BSNL. The multiplicity of these cases of promotion and NF upgradations and their random processing at any time of the year causes continuous engagement of many executives and officers.

2 Besides engaging the perennial attention of HR administration of Corporate Office, this also distracts the attention of higher management and the competent authorities i.e. Dir (HR) & CMD who have innumerable other functions in their domain, requiring urgent attention at times.

3 In line with above considerations, it has been decided to regulate the processing/conduct of promotions/up-gradations in the following time-defined manner.

- i. All cases for the vacancy arising of functional promotion to be conducted once a financial year, between December to March (next), as per eligibility prescribed in the RRs. Only one file for one grade of all cadres will be prepared. The prescribed period will cover the processing /conduct of CPC as well as the acceptance of CPC recommendation by the competent authority well in advance, so that promotion can be issued from 1<sup>st</sup> April of vacancy year.
- ii. All cases of NF up-gradation under MSRR shall be submitted once in a year i.e. from Oct to Dec of preceeding year as per the prescribed eligibility requirement. Only one file for a grade of all cadres will be prepared. The prescribed period will cover the processing /conduct of CPC as well as the acceptance of CPC recommendation by the competent authority.

Continued., page 2/-

From prepage,

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**Note for point (3) above:** All proposals received by Pers Wing, pertaining to CPC/Functional or time bound promotions/transfers & postings, etc; till now, will be processed/cleared as a onetime measure. (up to 31-7-2017)

All proposals subsequent to 31-7-2017 will be covered under the proposed time-line/schedule.

4 Other than the above, in order to strengthen HR integration and enforce proper utilization of available manpower, it has been decided that-

(i) All HR cases of DE equivalent grade and above for all cadres be processed by Pers. Branch w.e.f. 01.09.2017.

(ii) For the SDE/AO equivalent grades, HR cases of all cadres be taken up by Pers. Branch w.e.f. 01-10-2017.

**Note for point (4):** As preliminary activities of integration have been completed for civil/Elect/Arch wings, the integrated functioning may be started from 1-9-2017. For Finance Wing, the effective date for this purpose will be fixed on 1-10-2017.

This issues with the approval of competent authority.

  
(Manish Kumar)

Jt. General Manager (Pers.)

Copy to:-

- 1) The PPS to CMD, BSNL/ all Directors, BSNL Board.
- 2) The CVO/ Executive Directors, BSNL C.O., New Delhi
- 3) The All PGMs/Sr.GMs/GMs, BSNL Corporate Office, New Delhi.
- 4) All PGM/Sr.GM/GM, (Pers.)/(FP)/(BW)/(Civil)/(Elect.)/(Arch.)/(TF), BSNL C.O.
- 5) All DGM/AGMs Pers/Estt/FP/BW/Elect/Arch/TF Branches in BSNL C.O.

  
(Keshav Kumar)

Asst General Manager (Pers-Policy)