

भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
मुख्य महाप्रबंधक दूरसंचार कार्यालय
केरल परिमंडल, तिरुवनंतपुरम-695033



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)
OFFICE OF THE CHIEF GENERAL MANAGER
KERALA CIRCLE, THIRUVANANTHAPURAM-695033

To

DGM (Admn),
O/o PGM/GM TVM//ENK/TCR/KLM/PTA/ALP/KTM/PGT/CLT/MLP/CNE
GM STR/STSR ENK/GM IMPCS..

DGM(HR)/APAR/2009-2010 dated at Trivandrum-33, the 13.10.2010

Sub: APARs of JTOs (Regular) – for consideration of the officers for
upgradation to Regular status reg:

Ref: 1) This office Ir. No: ST-III/2-63/AIEL/2008 dt. 4.6.2010, & subsequent
Reminders of even No. dt. 9/9/2010 & 22/9/2010.
2) APARs alongwith the assessment sheet of JTOs received from SSAs

While assessing the ACRs received from various SSAs, the following
common issues were noticed in the Special Report/Assessment Sheet/ACR for
rectification. Even after repeated reminders the ACRs in respect of eligible JTOs
from **Ernakulam SSA has not yet been received.**

SSA/ Office	<u>Remarks / Obsns noted</u>
TVM/KLM/ PTA/ALP/KTM/ ENK/TCR/PGT/ MLP/CLT/CNE MOBILE SERVICES/STSR/ STR ENK	1) "Shown Certificates" for 2008-09 were not available in any of the ACRs 2) In many of the cases, the Date of Joining as JTO is not available in SR/AS OR the date written in SR/AS/ACR is entirely difference. 3) There is no HR No. in SR/AS/ACR.

- a) As per the standing instructions from Corp.Office & as per the letter from
DOT vide No.CS/Adv.(HRD)/ACR/2009 dt. 10.7.2009 the ACRs/APARs of
financial yr. **2008-09 onwards** are to be shown to the respective officers.
Necessary noting "Seen and agrees to the remarks made by the

Reporting and Reviewing officers“ and the same to be attested by the officer who maintains the ACRs/APARs.

- b) In cases where the reported officer does not agree with as mentioned above in (a), the same is to be handled as per the guidelines available and circulated vide this office Endt.No.HR-III/4-1/Rlgs/2005 dt. 2.2.2010 & GM(A&D)KL/CON/2010 dt. 10.2.2010 to all SSAs.
- c) Also in the case of ACRs prior to 2008-09, being forwarded with assessment to this office, if any remarks by Reporting or Reviewing officers is below the benchmark expected for the said upgradation, the prevailing formalities such as intimation, getting the report back followed with further scrutiny as per the guidelines available is to be adhered to and completed before forwarding the CR Dossiers with the .assessment sheet.

In cases where the APARs have been sent to this office without following the above standing instructions, this office will be unable to take further necessary action and the concerned SSA will be responsible for the incomplete CRs and not following the proper guidelines.

In this connection, it may be intimated that the target date for the APARS to reach to Corporate office was 31-08-2010. Hence it is requested to view the matter seriously and to take immediate action as per the instructions furnished above.

Sd/-
DGM(HR)
For CGMT, BSNL, Trivandrum-33.