



Bharat Sanchar Nigam Limited
(A Govt of India Enterprises)
CORPORATE OFFICE, SEA SECTION
7th Floor, Bharat Sanchar Bhawan,
New Delhi - 110 001

No. No. CS/Director (F)/3-1/Disclosure/2012

Dated 19th Oct, 2012

To
All CGMs/IFAs concerned

Subject: Promotion of STS (CAO) regular to DGM on ad-hoc basis - furnishing of 'Disclosure Certificate' regarding.

Sir/Madam,

Kindly refer to letter No 1-4/2012 SEA BSNL dated 14.08.2012, enclosing therewith a list of STS(CAOs) regular, who are within the zone of consideration for promotion to the grade of DGM on ad-hoc basis.

In this connection the undersigned is directed to draw your kind attention towards DoP&T circular No 21011/1/2005-Estt (A) (Pt II) dated 14.5.2009 vide which instructions have been issued for maintenance and preparation of Annual Performance Appraisal Reports and communication of entries to the officers reported upon for making representation, if any. As per the instructions contained in the above order, while communicating the entries, it should have been made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. Moreover, if the concerned APAR section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

The above practice of communicating the entries in the ACR/APAR was effective from the reporting period 2008-09, which was made effective from 1st April, 2009.

After the introduction of practice of ACR/APAR disclosure, it has become obligatory on the part of administration, to produce a certificate to the Corporate Promotion Committee that ACRs/APARs have been disclosed, on the basis of above guidelines. Hence, circles are requested to intimate to this office in the form of a certificate, about disclosure of APAR for the period 2008-09, 2009-10, 2010-11 and 2011-12 in respect of the CAOs mentioned in the list circulated on 14.08.2012, as per the instructions contained in above mentioned DoP&T guidelines to this office on or before 27.10.2012. This issues with the approval of the Competent Authority.

The matter may be treated as URGENT.

(Sudhira Sabharwal)
Assistant General Manager (SEA)