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BHARAT SANCHAR NIGAM LIMITED
[A Government of India Enterprise]
CORPORATE OFFICE
PERSONNEL-II SECTION
Bharat Sanchar Bhawan, 4th Floor, New Delhi - 110 001.

Dated:- 15th June, 2017.

To

All Heads of Telecom Circles/Metro Districts
Maintenance Regions/Project Circles etc.
Bharat Sanchar Nigam Limited.

Sub:- General guidelines regarding promotion to higher grade in BSNL.

Sir,

This Office while examining the documents received from Circles regarding approval of the Appointing Authority for promotion to higher grade has observed the following discrepancies:

1. Year-wise vacancies not calculated as per DOP&T guidelines where two streams exists in a cadre i.e., Seniority Quota as well as LICE Quota.
2. Proposal for intermittent vacancies arised during the year are sent for approval before the completion of the vacancy year.
3. Assessment Period of ACRs/APARs are not as per the DOP&T guidelines.
4. Assessment of cases by DPC/CPC beyond the availability of vacancy.

Accordingly, Circles are requested to follow the following guidelines before forwarding the promotion cases to this office:

1. While calculating vacancy, the current year vacancies arised in the two streams of the cadre i.e., Seniority-cum-fitness quota and LICE quota should be merged and then split as per the percentage fixed in the Recruitment Rules. The unfilled vacancies of previous years shall be brought forward to the respective streams only and should not be merged and split as per ratio fixed in RR. In such cases the sanctioned strength of the respective stream may change but the overall sanctioned strength of the cadre will remain same.

For Example:

Year/ Period as on	Total Sanctioned Strength (SQ+LICE)	Sanctioned Strength		Working Strength		Unfilled Vacancies		Vacancies arised during the year (1 st April to 31 st March of succeeding year)		Distribution of current year vacancies as per RR		Total number of vacancies	
		SQ	LICE	SQ	LICE	SQ	LICE	SQ	LICE	SQ 67%	LICE 33%	SQ (7+11)	LICE (8+12)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
2013-14 (31.03.14)	67	45	22	45	2	0	20	2	0	2	0	2	20
2014-15 (31.03.15)	67	45	22	43 (45-2)	2	2	20	5	0	3	2	5 (2+3)	22 (20+2)
2015-16 (31.03.16)	67	43 (45-2)	24 (22+2)	38 (43-5)	2	5	22	4	1	3	2	8 (5+3)	24 (22+2)

Contd...

[Signature]
15.6.2017

