All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited.

Subject: Executive Promotion Policy: regarding advance processing of
time bound IDA pay scale upgradation twice a year.

With reference to BSNL CO order No. 400-61/2004-Pers.l (Pt.II) dated 10th
October, 2011, this office has been receiving queries from filed units seeking
clarification on practical aspects of the system of advance processing of time bound
IDA pay scale upgradation cases under EPP, which are broadly categorised as
below:-

(a) For cases maturing between July to December which are to be processed in
April [same year], the APAR for the latest year [i.e. ending March of the same
year] do not become available in April.
(b) For cases maturing between January to June which are to be processed in
October [previous year], which APAR is to be considered if the due date falls
in April/May/June of the next year. [The premise of this query is that the
last APAR of the performance review period will not be available.]
(c) Doubts on Vigilance issues emanating after the processing of the cases and
before the due date have been expressed.

The above situation has been examined and it is stated that the problems
noted above are mainly administrative and can be dealt by administrative methods
only. Accordingly, the above problems may be approached on the following lines:-

1. Since APARs are completed on financial year basis ending in March,
depending upon the timing of the processing of any promotion [time bound
or post based], a length of service [varying between 1 to 11 months]
immediately before the holding of DPC/CPC gets ignored with regard to
performance appraisal of the official. The queries on APAR noted above will
be managed accordingly. An ideal illustrative chart in his regard is shown
below:-

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Processing of TBP cases</th>
<th>Due date</th>
<th>APARs to be considered</th>
</tr>
</thead>
</table>

However, administrative exigencies may cause delay in processing of
these cases and on such occasions the administrative authority
concerned will take a decision with regard to the period of
performance review and the related APARs.

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2. Further, in case of advance processing of TBP cases, it has already been prescribed in the order dated 10.10.2011 that the eligible executives will be granted the IDA pay scale upgradation under EPP from their actual date of upgradation after completion of requisite number of years of qualifying service, subject to vigilance clearance on the date of such upgradation. This establishes that the advance processing will be done on the basis of APARs and Vigilance clearance as prescribed under the EPP and on the due date of grant of the time bound IDA pay scale upgradation, fresh VC will have to be obtained.

The Circles may process the cases accordingly. This issues with the approval of the Competent Authority.

( R. K. Verma )
Assistant General Manager(Pers.-I)

Copy to:-
1) The PPS to CMD, BSNL/ all Executive Directors, BSNL C.O., New Delhi
2) The CVO/PGM/GM(Pers.)/(Estd.)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.)/(Arch.)/(TF), BSNL C.O.
3) GM(Rectt.), BSNL CO, New Delhi.
4) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
5) The DM(Admin.)/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
7) All AMs, Pers. I Section.
8) Spare copy/Order Bundle.

(Keshav Kumar)
Deputy Manager (Pers.I)