

OFFICE OF THE CHIEF GENERAL MANAGER  
TELECOM, KERALA CIRCLE,  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

HR-III/TBP/2016/2

dated at TVM-33 the 23/ 7/2016

To

Heads of all Business Areas, Kerala Circle.

Sub:- Time Bound Promotion to Executives reg:-

As per standing instructions, Assessment sheet (assessment of 5years APAR upto 2015-16) and Special report of all executives under your control who are eligible for upgradation for the review date of 1/10/2016 may be sent to the undersigned for further processing the case. Left out/missing cases in previous years if any, also may be forwarded.

While sending the assessment sheet, following points may positively be included in each individual case.

1. Scale to which upgradation is to be done may be clearly mentioned.
2. Eligible date of review may be clearly shown.
3. For 1<sup>st</sup> upgradation, date of joining in the cadre and details of promotion if any after that date may be clearly given.
4. For 2<sup>nd</sup> upgradation onwards, date of review of previous upgradation and details of promotion if any after that date may be clearly given. Also, it may be shown whether the officer has completed the necessary training /ON LINE EXAM for the previous upgradation.
5. Details of non qualifying service/adverse entry in APAR, if any, may be shown.

HR Number and DOB are also mandatory.

**The details may be submitted latest by 12/08/2015.**

**Details may be entered in excel format only as shown in the enclosed Performa and soft copy of the same may be sent to [sdehr3@gmail.com](mailto:sdehr3@gmail.com).**

VC as on the date of upgradation may be entered for these executives.

उप महाप्रबंधक (मा.सं) Dy. General Manager (HR)  
मु.म.प्र.दू का, भा.सं.नि.लि O/o CGMT, BSNL  
तिरुवनंतपुरम Thiruvananthapuram-33  
फोन: 0471-2302222

Sample Performa of assessment sheet.

SSA.-----

Assessment sheet for upgradation from ---scale to ---scale for the review date of 1/10/2016.

Sl No	Name	HR No	DOB	Category oc/sc/st	Date of joining as JTO **	Assessment years					Remarks , if any
						2011 -12	2012 -13	2013 -14	2014 -15	2015 -16	
1											

\*\* For 2<sup>nd</sup> upgradation onwards, instead of date of joining, date of previous upgradation may be shown. Promotion if any, after this date may also be given.

Note:- All dates should be entered in DD/MM/YYYY format only.