BHART SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
CORPORATE OFFICE
PERSONNEL- I Section
R. No. 102/B, Statesman House, 148, Barakhamba Road New Delhi

No.400-61/2004-Pers.I Dated: 18 January, 2007

OFFICE MEMORANDUM

Subject: Time bound/post based executive promotional policy for Group 'B' level officers of BSNL –regarding.

1.0 Pursuant to absorption of Group 'B' officers of various services/cadres into BSNL, the BSNL Management had constituted a High Level Committee and subsequently a Sub- committee to sort out outstanding issues on account of absorption and to recommend the time bound/post based Executive Promotional Policy for Group 'B' level officers. The recommendations of these Committees have been duly considered by BSNL Board in consultation with the Department of Telecom. Accordingly, Approval of Competent Authority is hereby conveyed to time bound/post based executive promotional policy in respect of Group 'B' level Executives of BSNL as per details given below:-

I Time Bound IDA Scale Up-gradation Policy

a. Scope:

Time Bound IDA scale up-gradations shall be provided to the Executives from Pay-scale of Rs 9,850 – 250 – 14,600 (IDA) up to IDA pay scale of JAG Selection Grade. (Rs. 17,500-400-22,300).

b. Eligibility:

1. **Due Date**: The date on which the Executive fulfills the qualifying service conditions for upgradation to next higher IDA pay scale as defined in sub Para **3** below.

2. **Review Date**: As on October 1st of each year with the first review under the policy with reference to October 1st, 2004.

3. **Qualifying Service Conditions**:

3.1 **FIRST Upgradation**: The FIRST UPGRADATION of IDA Scale of individual Executive will be due for consideration on completion of 4 (Four) years of Service in the current IDA scale subject to the condition that the Executive's basic pay in the current IDA scale has crossed / touched the lowest of the higher IDA scale for which his / her upgradation is to be considered OR he / she has completed 6 (Six) years of service in the current IDA scale, whichever is earlier.

3.2 **SUBSEQUENT Upgradation**: The subsequent upgradation of IDA scale to the next higher IDA scale will be due on completion of 5 (Five) years of service in the current IDA scale.

4. The qualifying service conditions indicated in sub Para **3** above will only enable the Executive for "consideration" for upgradation to next higher IDA scale. Completion of such period alone shall not entitle any Executive for automatic upgradation to the next higher IDA scale.

5. The service rendered by any Executive in existing IDA pay scale in BSNL will only be counted for upgradation to next higher IDA scale.

c. Upgradation criteria:

1. **Review:** The review for all Executives meeting the qualifying service conditions of sub Para **b - 3** above will be done every year with reference to Review date i.e. on 1st October. On being found fit, the IDA scale upgradation will be effective from the due date.

2. The fitness for IDA pay scale upgradation to the next higher IDA scale of the eligible executives will be judged by prescribed Screening Committee on the basis of performance rating of ACRs, as per details given in sub Para **3** below, subject to necessary disciplinary / vigilance clearance and no punishment is current.

3. **Performance Ratings in ACRs**: The ACRs of the previous 5 (five) years shall be taken in to consideration, for assessing fitness of eligible Executives of various grades on the basis of following fitness criteria:

SN	Scale	Categ.	Grading criteria
1.	JTO to SDE	OC	No adverse, not more than four Average.
		SC/ST	No adverse
2.	SDE to Sr.SDE	OC	No adverse, not more than two Averages.
		SC/ST	No adverse, not more than three Average.
3.	Sr. SDE to STS	OC	No adverse, not more than two Average.
		SC/ST	No adverse, not more than three Average.
4.	STS to JAG	OC	No adverse, not more than one Average.
		SC/ST	No adverse, not more than two Average.
5.	JAG TO NFSG	OC	No adverse, not more than one Average
		SC/ST	No adverse, not more than two Average.

4. Sealed Cover proceedings, wherever applicable, shall remain in vogue as per Standing Instructions.

d. General Principles:

1. On being found fit for IDA Scale upgradation, fixation under FR 22 (I) (a) (1) shall be allowed.

2. Time bound IDA scale upgradations are not linked with availability of Posts and thus, the provisions relating to application of post based rosters are not applicable. However, as a concession to SC/ST executives, relaxed standards of evaluation, as indicated in sub para **c -3** above, have been prescribed.

3. For the purpose of counting the service in current IDA payscale for any Time Bound upgradation, technical break periods in the Adhoc arrangements ordered by DoT / DTS / DTO / BSNL Corporate Office will be treated as continuous for the limited purpose of counting of current IDA scale service period only without any other benefit, monetary or otherwise. Further, IDA scale granted to any Executive by virtue of any local officiating arrangement will not count for the purpose of IDA payscale upgradation.

4. Review to be done at Circle Level for all disciplines on a time bound basis & on being found fit as per concerned regulatory conditions, the IDA scale of the Executive will be upgraded to the concerned IDA scale from due date. On being found unfit, the next review will be due on next review date and the Screening Committee while judging the fitness of the executive, will also decide about the date of effect of upgradation of payscale.

5. Consequent to upgradation of IDA payscale, there will be NO CHANGE IN SUBSTANTIVE STATUS, designation and duties & responsibilities of the Executive, unless any change is ordered in any specific context.

6. Since time bound upgradation of IDA payscale of any executive under the policy is personal to the executive concerned, no claim what -so-ever can be made by comparison on grounds of Seniority, Class, Community, Cadre, Stream etc. Further, except as provided in instant guidelines, no claim will lie on account of any of the other provisions of FRSR in the context of payscale's, pay fixation, substantive status etc.

7. Since the first review under Executive upgradation policy is to be made with reference to 01.10.2004, any upgradation due to the Executive on or before 01.10.2004 based on earlier time bound policies, such upgradation will be granted to the executive on the basis of options as ONE TIME RELAXATION if he/she is willing for such promotion and adjudged fit in accordance with concerned regulatory conditions. OPTIONS ONCE EXERCISED, SHALL BE FINAL. The subsequent eligibility for IDA pay scale upgradation of such Executives will be governed by BSNL's Time Bound Upgradation scheme as provided in Para **1(I) (b) (3.2)** above.

8. With the implementation of IDA TIME BOUND Pay Scale Upgradation scheme with effect from 01.10.2004, provisions with regard to arrangements like In-situ/ACP or any other time bound promotion / upgradation scheme of Government set up shall stand withdrawn, unless permitted in any specific context.

e. **Screening Committee:** The fitness of the eligible Executive for upgradation to next higher IDA scale shall be judged by a Screening Committee. The details of Screening Committee for various IDA scale upgradations will be as follows:-

Sl. No.	Pay Scale UPGRADATIONS	Constitution of Screening Committee
1.	Rs. 9,850 -250 – 14,600 to Rs 11,875 – 300 – 17,275	1. DDG/General Manager 2. Jt DDG /Deputy General Manager 3. Jt. DDG / Deputy General Manager
2.	Rs. 11,875 – 300 - 17,275 to Rs. 13,000-350-18,250	
3.	Rs 13,000-350-18,250 to Rs. 14,500-350-18.700	
4.	Rs. 14,500-350-18,700 to Rs. 16,000-400-20,800	1. Sr. DDG/Chief General Manager 2. DDG/General Manager 3. DDG/General Manager
5.	Rs. 16,000-400-20,800 to Rs. 17,500-400-22,300	

One of the Members of the Screening Committee must belong to SC or ST category, else, one additional SC/ST member of STS/JAG level may be co-opted.

f. **Training**: Every Executive whose pay is upgraded to next higher IDA payscale will have to compulsorily undergo TWO weeks of training *(One Week in Administration / Management / Customer Care and One week in latest developments in Core Competence Area)* for being eligible for drawal of SECOND increment in the upgraded IDA scale, i.e. the training is to be completed with in a period of two years from the date of the upgradation to the higher scale. The Executive who fails to successfully undergo the prescribed TWO weeks training wil not be eligible for consideration of next IDA Scale upgradation even if he/she is

due for upgradation otherwise. The detailed instructions with regard to training shall be issued by the training branch of BSNL.

II. Post Based Promotion Policy

In order to bring uniformity in evaluation, judging suitability for promotion and consequent selection, following has been decided with regard to Post Based promotion:-

(i) For all disciplines, the Post based promotions be made as per following uniform hierarchy levels:-

JTO / JAO / Assistant / PA -→ SDE / AO / SO / PS → DET / CAO / ADG / EE / Arch → Jt DDG / DGM / SE / SA → DDG / GM / CE / CA → Sr DDG / CGM / PCE / PCA

(ii) Post based regular promotions, in tune with above hierarchy levels, be regulated as per provisions of concerned already notified / to be notified R/Rs of BSNL.

(iii) The Present quota of 25% earmarked for promotion of JTOs to the grade of SDE through LDCE in existing BSNL RRs for SDEs of various streams is increased to 33%. The relevant SDE level Recruitment Rules stand modified to this extent.

(iv) All existing BSNL RRs will be reviewed by the concerned staff branch and the RR provisions rendered infructuous on implementation of Executive Promotion policy may be rescinded. RRs to be notified in future must confirm to above hierarchy levels. HR policy changes including changes in RRs in future will automatically become part of executive promotion policy from time to time.

(v) Consequent to grant of any post based promotion, the officer's pay will be fixed under FR 22 (I) (a) (1) only in cases where such post carries higher scale from the current scale of the executive being promoted. Further, where executives pay scale is the same as that of promoted post, benefit of one increment in the current scale of the executive shall be granted on promotion. However, in cases where the executive's pay is higher

than that of promoted post, such post based promotions will be treated as placement with grant of

substantive status of the post. Further, except as provided in instant guidelines, no claim will lie on account of any of the other provisions of FRSR in the context of payscale's, pay fixation, substantive status etc.

(vi) The provisions of Adhoc / officiating arrangements will cease to exist in the company consequent upon completion of Group "A" absorption and implementation of Promotional avenues in respect of Group "A" officers as well. Thus, only regular post based promotions, as per BSNL RRs (either notified or to be notified), and looking after arrangements under FR 49 will remain operational.

(vii) Reservations to SC / ST Executives will be provided as per standing instructions on the subject.

(viii) Eligibility, promotion criteria & DPC will be as prescribed in concerned Recruitment Rules. However, zone of consideration for promotions shall be three times the number of posts to be filled up or number of eligible candidates, whichever is less.

(ix) The Fitness of the Executive for the post based promotion will be assessed on the basis of fitness criteria as indicated in the following table and meeting of selection criteria as prescribed in concerned R/Rs, subject to necessary disciplinary / vigilance clearance and no punishment is current.

SN	Scale	Categ.	Grading Criteria
1.	JTO to SDE	OC	No adverse, not more than three Average.
		SC/ST	No adverse, not more than four average.
2.	SDE/Sr. SDE to STS	OC	Selection bench-mark Good, no adverse, not more than one Average.
		SC/ST	Selection bench-mark Good, no adverse, not more than two Average.
3.	STS to JAG	OC	Selection bench-mark Very Good, No adverse, not more than one Average.
		SC/ST	Selection bench-mark Very Good, No adverse, not more than two Average/good.

Sealed cover proceedings, wherever applicable, shall remain in vogue as per standing instructions.

(x) **Induction of Management Trainees:** - Each year, the BSNL Management will decide about the total number of STS posts to be filled up from feeder cadre executives as well as from Management Trainees (both, Internal as well as External). Fifty percent 50% of the total STS posts earmarked for filling up in any year be filled up by seniority-cum-fitness from amongst the feeder cadre executives and rest 50% by management trainees (with 50% reserved for Internal Executives and remaining 50% for External candidates), as per BSNL RRs (to be notified). Thus, the induction of Management Trainees will be corresponding to STS level posts in the ratio of 50:25:25 through Departmental promotion, LDCE with internal candidates and Direct Recruits respectively.

(xi) **Training:-** With every promotion resulting in change in substantive status, the concerned Executive shall have to compulsorily undergo TWO weeks of training *(One Week in Administration / Management / Customer Care and One week in latest developments in Core Competence Area)* for being eligible for SECOND increment in the promoted post, i.e. the training is to be completed with in a period of two years from the date of promotion. The Executive who fails to successfully undergo the prescribed TWO weeks training will not be eligible for consideration for next post based promotion even if he/she is found eligible for promotion otherwise. The detailed instructions with regard to training shall be issued by the training branch of BSNL.

2. Necessary action may immediately be taken for implementation of Time Bound based IDA scale upgradation policy as provided in Para **1(I)** above on a time bound basis and all out efforts be made to complete the exercise by 31st March, 2007 for all eligible executives w.r.t. review due on 01.10.2004, 01.10.2005 and 01.10.2006. In so far as the implementation of Post based promotion policy is concerned, the same will be carried out by the Corporate Office in consultation with Circles for which instructions shall be issued in due course.

3. It is mentioned that the implementation of the Executive Promotion Policy is in anticipation of DoT's clarification regarding additional pension liability on the part of BSNL.

4. Clarification, if any, pertaining to implementation of Executive Promotional Policy can be had from the Personnel-I Section of BSNL Corporate Office.

5. This OM is issued with the concurrence of Department of Telecommunications.

18/01/07

(S. K. CHOUDHARY)
Jt. Dy. Director General (Pers.)

To

1. The All Head of Circles & Other Administrative Units of BSNL/
2. Sr. DDG (Pers.)/Sr. DDG(FP)/Sr. DDG (BW)/Sr. DDG (Arch)/Sr.
3. DDG (Elect.)/DDG (TF), BSNL CO, New Delhi.

Copy to:

1. PS to Secretary, DoT.
2. CMD/All Board Directors of BSNL
3. DDG (Estt.), DoT.
4. All Sr. DDsG/DDsG BSNL CO, New Delhi.
5. All Recognized Associations/Unions of BSNL
6. O/C

18.1.07

(V. K. SINHA)
Section Officer (Pers. -I)

8.	Whether DDG/GM/CE (Civil)/CE (Elect)/ Chief Architect/Jt. DDG (BW)/ DGM/SE (Civil)/SE (Elect)/ Sr. Architect can be included in the Screening Committee for considering time bound scale upgradation from the scale of 13000-350-18250 to 14500-350-18700. Similarly, whether CE (Civil)/CE (Elect)/Chief Architect can be included in the Screening committee for upgradation from the scale 14500-350-20800 to 16000-400-20800 ?	Constitution of Screening Committee as indicated in the promotion policy order dated 18.01.2007 is to be followed. Wherever necessary, CGM concerned can co-opt GM/DGM level officers from other units.
9.	How the pay anomalies arising out of pay fixation on grant of time bound promotion policy will be settled if executives ask for pay parity with reference to Senior /Junior clause or other provisions of FR/SR?	The provisions contained in Para 1(I)(d)(6) are self explanatory.
10.	Whether the benefit of one extra increment will be granted to Executives on officiating promotion to the higher posts of the same scale in which they have been placed under IDA scale upgradation.	No, the benefit of one extra increment under the Executive Promotion policy will be granted to executives only in cases of ad hoc or regular promotions ordered by Corporate Office.
11.	It is stipulated in Para 1.0(II)(v) of Executive Promotion Policy order that on being found fit for IDA Scale upgradation, fixation in FR22 (1)(a)(1) shall be allowed. It needs to be confirmed whether option clause under FR 22(1)(a)(1) is available, particularly for opting for the next increment date.	Yes
12.	Whether the time bound IDA Scale Upgradation is also applicable to the Executives retired on or after 01.10.2004?	Yes.

The above clarifications are issued with approval of competent authority. The circles are accordingly requested to complete the task of granting IDA scale upgradation at the earliest as per Executive Promotion Policy order dated 18.01.2007

30/05/07

(S. K. Choudhary)
Jt. Dy. Director General (Pers)

Copy to: -

1. PS to MOC & IT/MOS [C & IT]
2. CMD, BSNL New Delhi.
3. All Directors, BSNL Board New Delhi.
4. CVO/DDG (Estt)/Director (Staff)/US (STG-III), DoT
5. CVO/ DDG (Pers.)/DDG (EF)/Jt. DDG (EF)/Jt. DDG(Pers.)/CLO(SCT)/ ADG(Pers.I), BSNL CO.
6. Associations/ Unions,
7. SO,Admn.I/II/CSS/L&A/Paybill/Cash/Pension/PHA Sections, BSNL CO
8. S.O./AD(Pers.I)/All Assistants, Pers-I Section.
9. Sr.CA to Adv (HRD), DoT.
10. AD [OL] for Hindi version
11. Spare Copy/Order Bundle.

30.5.07

(V K Sinha)
Section Officer (Pers.I)