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BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

CORPORATE OFFICE
TE Section
5th floor, Bharat Sanchar Bhawan,
Janpath , New Delhi -1

No. 27-7/2008-TE-II

Dated: 23 /03/2010

To,

**All Heads of Telecom Circles,
Metro Districts & Administrative Units**
Bharat Sanchar Nigam Limited.

SUBJECT: Non-Executive Promotion Policy (NEPP) for employees in the IDA pay scales of NE-1 to NE-10 of Bharat Sanchar Nigam Limited; Implementation thereof.

Approval of BSNL Management is hereby conveyed for Time Bound Promotion Policy in respect of Non-Executive employees of BSNL, as per the details given below:-

I. Time Bound IDA Scale Up-gradation Policy

1. Scope:- Non-Executive employees (absorbed or BSNL recruited), who are working on regular establishment of BSNL as on 01/04/2008 or after, in a substantive Non-Executive post and drawing Non-Executive Pay Scales of NE-1 to NE-10 will be covered by this policy. Maximum 4 (four) up-gradations will be allowed in BSNL, irrespective of any up-gradation provided to such employee before formation of BSNL.

2. Definitions:-

2.1 Due Date: The date on which the Non-Executive employee fulfills the qualifying service conditions for placement in the next higher non-executive IDA pay scale.

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

2.3 Pay Scale Upgradation: In the context of this policy, pay scale upgradation will mean placement of the non-executive employee from his present IDA non-executive pay scale to the next higher non-executive IDA pay scale.

3. Qualifying Service Conditions:-

3.1 All the four upgradations from existing non executive IDA pay scale to the next higher non-executive IDA pay scale of individual Non-Executive employee will be considered on completion of 8 (Eight) years of Qualifying Service in the current non-executive IDA pay scales. The Pay-fixation methodology will be governed by the provision of Para 6.1 below.

3.2 Such non-Executives who have been recruited by DoT prior to 01/10/2000 will, as a concession, be considered for Time Bound IDA pay scale up-gradations in the following manner:-

a. First Time Bound IDA pay scale up-gradation to the next higher non-executive IDA pay scale will be considered after 4 years of service in the IDA pay scale held by the employee as on 01/10/2000. This pay upgradation will be notional if the date of upgradation is before 01/04/2008. The actual benefits of pay fixation will be paid only from 01/04/2008.

b. Second Time Bound IDA pay scale up-gradation to the next higher IDA pay scale will be considered after 7 years of service in first upgraded non-executive IDA pay scale.

3.3 Service rendered by a Non-Executive employee in BSNL in a Non-Executive IDA pay scale only will be counted as Qualifying Service.

3.4 The qualifying service conditions indicated above will only enable the Non-Executive for "consideration" for up-gradation to the existing next higher non-



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executive IDA scale. Completion of such period alone shall not entitle any Non-Executive for automatic up-gradation to the next higher IDA scale.

4. Up-gradation Criteria:-

4.1 Review: The review for upgradation to the next higher non-executive IDA pay scale in case of all Non-Executive employees meeting the above qualifying service conditions will be done every year with reference to review date i.e. on 1st October. On being found fit, the upgradation will be effective from the due date.

4.2 The fitness for up-gradation to the next higher non-executive IDA scale of the eligible Non-Executives will be judged by the prescribed Screening Committee on the basis of performance rating of ACRs/APARs of previous 5 (five) years as per the criteria laid down in para 4.3 and subject to the condition that the Non-Executive is free from disciplinary/ vigilance angle and no punishment is in currency. The Screening Committee shall consist of ;

1. One officer, just below the level of SSA Head but not below the rank of SDE as Chairman

(In circle Office and in SSAs headed by GM and above level officer, the Chairman of the Screening Committee will be of the level of DGM)

2. Two officers, one level below the level of the Chairman of the Screening Committee

Note:

One of the members of the Screening Committee must belong to SC or ST category, else; one additional SC/ST member of the level of the member of screening committee may be co-opted. The Screening Committee recommendations shall be put up for the approval of General Manager (Admn.) (in case of Circle Office) or the SSA Head, as the case may be.



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4.3 Performance Ratings in ACRs/ APARs: The ACRs/APARs of the previous 5 (five) years shall be taken in to consideration, for assessing fitness of eligible Non-Executives of various grades on the following fitness criteria: -

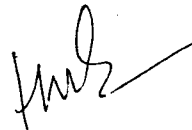
| Sl. No. | Scale | Category | Grading Criteria |
|---------|---|----------|---|
| 1 | NE1 – NE2; NE2 – NE3; NE3 – NE4; NE4 – NE5 | OC | No Adverse, not more than four Average |
| | | SC/ST | No Adverse |
| 2 | NE5 – NE6; NE6 – NE7; NE7 – NE8; | OC | No Adverse, not more than two average |
| | | SC/ST | No Adverse, not more than three Average |
| 3 | NE8 – NE9; NE9 – NE10; NE10 – NE11; | OC | No Adverse, not more than one Average |
| | | SC/ST | No Adverse, not more than two Average |

BSNL is in process of implementing Performance Management System (PMS) for its employees. Evaluation of performance of employees based on the scheme will be kept in consideration as and when it is implemented.

4.4 The instruction regarding sealed cover proceedings as applicable in case of DPC's will also be applicable to this policy.

5. Option to Continue in erstwhile time bound promotion schemes:

5.1 All the Non-Executive employees will automatically and uniformly be covered by this promotion policy. Existing OTBP/BCR/Grade-IV/ ACP policy will cease to exist from the date of notification of this Non-Executive Promotion Policy, as a general measure. An individual non-executive employee may, however, opt to remain out of the purview of this scheme to continue in his erstwhile time bound promotion scheme. Such option to remain out of the purview of this policy will have to be exercised within one month from the date the circle authority/ SSA Head asks for such option at the time of implementation of the policy with reference to the first review date. If option is not exercised within the stipulated time period, it would be construed as if the concerned Non-Executive has opted for this Non-Executive Promotion Policy and accordingly he/she will be governed by the provisions of the Non-Executive Promotion Policy. The Option Form is annexed herewith.



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5.2 The promotion of such person who opts to continue in his/her erstwhile time bound promotion scheme viz., OTBP/ BCR/ Grade-IV/ ACP etc. will be governed by the provisions of such schemes as existed on 01.10.2000 i.e. the date on which BSNL was formed, unless any change is specifically ordered or agreed to by the BSNL Management after issue of this policy. All the concessions given by BSNL to Non-Executives in relation to OTBP/BCR/ Grade-IV/ ACP etc. after 01.10.2000 stands withdrawn with immediate effect. However, the cases settled prior to the issue of this order, need not be reopened unless the employee himself opts for this Non-Executive Promotion Policy.

6. General Principles:-

6.1 In the pre-revised pay scales, the pay fixation of Non-Executives, on Time bound IDA pay scale upgradation as per this order, will be done in the next non-executive IDA pay scale at the stage next above the notional pay arrived at by increasing his pay - in the lower pay scale held by him prior to up-gradation - by an amount equal to one increment, or Rupees one hundred only, whichever is more. On switchover to revised pay scales after 1/1/2007, pay fixation will be carried out as per pay fixation principles enunciated in the pay revision order, which is yet to be issued.

6.2 Time bound IDA pay scale up-gradations are not linked with the availability of posts and thus, the provisions relating to application of rosters are not applicable. However, as a concession to SC/ST employees, the grading criteria have been relaxed for SC/ST employees in comparison to OC employees.

6.3 Time Bound IDA pay scale upgradations are personal to non-executive concerned and no claim what-so-ever can be made by comparison on grounds of seniority, class, community, cadre, stream etc. Further, except as provided in the instant guidelines, there will be no claim on account of any of the other provisions of FRSR in the context of pay scale, pay fixation, substantive status etc.

6.4 Upgradation in Pay scale availed by a non-executive employee on the basis of existing OTBP/BCR/Grade-IV/ACP scheme etc. or by way of conversion/restructuring/pay scale upgradation etc. after 01/10/2000 and before notification of this new policy will be treated as the first upgradation under the new policy. The concerned employee may, however, opt for first upgradation as per this policy by foregoing the promotion already availed under the erstwhile OTBP/BCR/Grade-IV/ACP schemes etc. or by way of conversion/restructuring/pay scale upgradation etc.



6.5 Upgradation in Pay scale availed by a Non-Executive employee on the basis of any post based promotion on or after 01/10/2000 and before 01/10/2004 will be treated as first upgradation as per para 3.2 (a) above.

6.6 In case a Non-Executive employee has availed an Upgradation in Pay scale on the basis of any post based promotion after 01/10/2004 and before notification of this policy, his second Time Bound IDA pay scale upgradations under this policy will be considered as per provision of para 3.1 or para 3.2(b), as per applicability, by counting his eligibility from the date of the post based promotion, and by granting him Time Bound IDA pay scale upgradations over the pay scale held by him after the post based promotion.

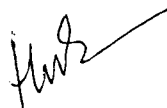
6.7 Review is to be done on time bound basis at the SSA level for all SSA cadres and at Circle level for all Circle cadres. For the non-executive staff of Corporate Office, the review will be done by the Corporate Office.

6.8 Consequent to up-gradation of IDA pay scale as per this policy, there will be no change in the substantive status of the Non-Executive.

II. Post Based Promotion Policy

(i) Post Based Promotion will continue along with the Non-Executive Time Bound Promotion Policy, in the cases where post based promotions already exist. Such regular promotions will continue to be regulated as per the provisions of the Recruitment Rules of the posts already notified/ to be notified by BSNL. Management reserves the right to review & revise the sanctioned strength based on workload, justification & new norms in various scales.

ii) Consequent to any post based promotion, where IDA pay scale on regular promotion is same as that of IDA pay scale in which the Non-Executive is placed under Non-Executive Time bound Promotion Policy, prior to his regular promotion, the pay of the Non-Executive will be fixed by granting one increment in his existing IDA pay scale. However, in cases where the non-executive pay scale, in which he is placed before the post based promotion, is higher than that of the promoted post, then no pay fixation will be allowed. Further, except as provided in the instant guidelines, there will no claim on account of any of the other provisions of FR SR in the context of pay scale's, pay fixation, substantive status etc. On regular post based promotion to the Non-Executive post carrying higher responsibility - in such cases where the IDA pay scale which the Non-Executive is carrying due to Non-Executive Promotion Policy is less than the pay scale of the post to which the employee




is being promoted – the pay in the promoted post will be fixed as per Para 6.1 above.

Necessary action may immediately be taken for implementation of Non-Executive Time Bound Promotion Policy on a time bound basis and all out efforts be made to complete the exercise within 4 months from the issue of this order in respect of all eligible Non-Executives with reference to review dates 01/10/2004 to 01/10/2009. In so far as the implementation of the Post Based Promotion Policy is concerned, the same will be carried out as per the existing guidelines pertaining to different cadres.

Clarification, if any, pertaining to implementation of the Non-Executive Promotion Policy can be had from TE Section of BSNL Corporate Office.

This issues with concurrence of BSNL Finance.

Encl: Option Form


23/3/2010

(Harsh Vardhan Singh)
Deputy General Manager (Estt.)
Tel/Fax no. 23715155

Copy to :-

1. PS to Secretary, DOT
2. PS to CMD/ All Board of Directors of BSNL
3. DDG (Estt.), DOT
4. All PGMs/GMs/DGM's, BSNL C.O.
5. CSS/Pers.-III/SEA/TF/Civil Wing/Electrical Wing/Arch. Wing, BSNL C.O.
6. Secretary General, BSNLEU
7. Order Bundle/ Intranet BSNL CO.
8. OL Section – for Hindi translation.

9. Intranet BSNL CO.

OPTION FORM

I Desgn..... Working in
the Office of..... have gone through the
contents of the Non Executive Promotion Policy circulated vide
letter No.dated..... and hereby

1. Opt for Non Executive Promotion Policy.*

OR

2. Opt for continuation in existing OTBP/BCR/Gr.IV/ACP schème
which will be personal to me.*

***Tick the chosen option**

(Signature)

Name.....

Desgn.....

Staff No.....

Office.....

Date

Place

