



**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]

CORPORATE OFFICE

**PERSONNEL (DPC) SECTION**

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 451-15/2016-17/Pers (DPC)/02

dt. 01.03.2017

To

All heads of Telecom Circles /

Metro districts / Maintenance Regions / Projects / Stores / BRBRAITT / ALTTC

All Other Administrative Units

Bharat Sanchar Nigam Limited

Sub :- Preparation **for e-DPC** – requirement of **Screening Committee report** & APARs of AGM/DE(T) Regular – Reg.

Ref : BSNL CO letter dated **20/07/2016** & 23-02-2017 (available on BSNL intranet)

The Management has decided to adopt the best HR practices in BSNL with ERP as its core. Accordingly, various HR modules in ERP were planned to be developed. In this regard, **e-DPC** is under active consideration for implementation at the earliest.

In this regard, all circles are requested to forward the Screening Committee report of all AGM/DE(T) working on regular basis in the enclosed format. Initially, the screening committee report of the executives mentioned in the list shall be **forwarded on priority, urgently, to this section** so that e-DPC can be given effect at the earliest. Names of all AGM(T)(Regular), who have declined the DGM(T) (Adhoc) promotion in the year 2016 also shall be included, without fail, while forwarding the screening committee report, in addition to the executives mentioned in the list.

1. Screening Committee report (hard & soft copy) shall be forwarded to DPC section **on priority in the enclosed format** (APARs from 2010-11 to 2015-16 are to be taken in to consideration) (soft copy) (excel format) shall be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com)
2. **APARs (attested photo copy of APARs & disclosure certificate) shall be forwarded to CS to DIR(HR) only (CR cell, BSNL CO).**
3. Circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APAR folders. DPC section will not display the list of non-availability of APARs. Hence, circle nodal officers may contact CS to DIR(HR) for reconciling the availability of APARs. Phone No. 23736031-32 / fax no. 23736033. Email – [bsnlapar@gmail.com](mailto:bsnlapar@gmail.com)
4. **Soft copy** of APARs shall be forwarded to DPC section in CD / Pen drive leisurely.

Encd 1 soft copy

*P.S.V. Rama Rao*  
(P.S.V. Rama Rao)  
A. G.M.(DPC)

DPC section no. 011-23037657, FAX – 23326546

Mail id :- [dpcagm@gmail.com](mailto:dpcagm@gmail.com)

Note :-

**Hard copy of APAR shall be forwarded to CS to DIR (HR) ONLY :-**

Sh. Bhupendra, CS to DIR (HR)

CR section, Room No. 210, Eastern Court, Janpath, New Delhi – 1

Phone no. 23736031 -32 / fax no. 23736033

Email ID - [bsnlapar@gmail.com](mailto:bsnlapar@gmail.com)

Lr No. 451-15/2016-17-Pers(DPC)/02

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Name of the circle:-

Preparatory work for e-DPC

Format for Tabulation Sheet

1	2	3	4	5	DOB			9	Date Since when working as DE (Adhoc)			Date since working as DE(Regular)			Whether absorbed	Grading/Marks in APAR (NOTE- pl Mention numerical grading as mentioned in the APARs)					Any adverse entry in penpicture of APARs (Y/N), specify, the APAR, if any	Integrity is beyond doubt (Yes/No)	Recommendations of circle screening committee	Remarks	
					6	7	8		10	11	12	13	14	15		17	18	19	20	21					22
Sl.No.	Staff.No.	HR NO	Name	CAT	DD	MM	YY	Circle	DD	MM	YY	DD	MM	YY	Y/N	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	23	24	25	26

**CGM / PGM**  
Chairman

**Sr GM / GM (HR / Admn.)**  
Member

**Addl GM/Jt. GM/DGM level officer**  
Member

Note : one of the members of the screening committee must belong to SC or ST category, else, one additional SC/ST member of DGM/AGM level may be co-opted