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MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVT. OF INDIA ENTERPRISE)

**NOTE FOR CONSIDERATION IN THE 228th MEETING OF THE BOARD
OF DIRECTORS OF MAHANAGAR TELEPHONE NIGAM LIMITED**

ITEM NO. 4

Sub: Time Bound/Post Based Promotion Policy for Group 'B' Level Executives/Officers of MTNL.

The Board of Directors of MTNL in the 223rd Meeting held on 29/03/2007 had considered the proposal regarding Time Bound/Post Based Promotion Policy for Group 'B' Level Executives/Officers of MTNL and approved the Promotion Policy for Group 'B' Level Executives/Officers of MTNL in line with BSNL's Promotion Policy for Group 'B' level officers, which was issued on 18/01/2007 (Annexure II).

However, there are slight differences in the structure of manpower and nomenclature used in Executive grades in MTNL as compared to BSNL, which necessitate suitable amendments in the Promotion Policy notified by BSNL for adoption in MTNL. These differences are:-

1. There is no Grade below the level of JTO/JAO in BSNL in Executive Cadres. Hence, the JTO/JAO level grade is the lowermost Grade in both Time Bound Scales Upgradations and Post Based Promotion Policies.

In MTNL, we have one Grade, i.e., E1 Grade, which is lower than the grade of JTO/JAO, i.e. E-2 Grade, in the Executive Cadres. The aforesaid Policy needs to be applied to this Grade also so as to ensure comprehensive coverage.

2. In BSNL Promotion Policy document, the terminology used for specifying different grades is same as that were used in DoT set up. For example, they have used terms like STS, JAG etc. for defining different grades. In MTNL, we have significantly reduced the use of the aforesaid terms existing in DoT set up and are using the terms like E-1, E-2 etc. which are normally used in PSU set up. Hence, we need to use these terms in our Promotion Policy. This will not make any material difference in the provisions of the Promotion Policy of MTNL vis-à-vis the Policy of BSNL.

3. As per BSNL Promotion Policy-Clause I(b)(3.1 & 3.2), the basis for calculation of Qualifying Service is no. of years of service in current IDA Pay Scale. As it is retention of Clause I (b)(3.1) of BSNL's Promotion Policy, which pertains to First Time Bound Scale Upgradation, will result into disparity in treatment to the MTNL's Direct

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Recruits (JTO/JAO/MTs) vis-à-vis BSNL Direct Recruits and which shall be unfavourable to our said employees.

This is because in BSNL, for new recruits at JTO/JAO level, stipend is paid **FOR FOURTEEN WEEKS OF TRAINING** and then they are placed in the IDA pay scale, whereas in MTNL the new recruits are paid stipend for **ONE YEAR** and then they are placed in the IDA pay scale. Hence, the counting of Qualifying Service period for Direct Recruits of BSNL shall start after 14 Weeks whereas in MTNL it will start only after one year, putting the latter at a distinct disadvantage.

Proposal

In view of the above, it is proposed to include the following amendments in the Time Bound/Post Based Promotion Policy for Group 'B' Level Executives/Officers of MTNL.

1. Grade of E-1, equivalent of which does not exist in BSNL, may be included to be covered in the aforesaid Policy for MTNL Group 'B' level Executives.
2. Terminology used for defining various Grades may be as per MTNL and not as per DoT/BSNL, i.e. E-1, E-2, etc. for the corresponding grades. This will not make any material difference in the provisions of the Policy.
3. Training Period for which Stipend has been paid to the Direct Recruits may be included for calculating the Qualifying Service for First Time bound Scale Upgradation as well as computation of eligibility for Limited Departmental Competitive Examination (LDCE) subject to the condition that the inter-se seniority already enforced, if any, shall not be changed on this account.

In this regard following amendments may be incorporated.

Clause I(b)(3.1): Following sentence may be added

However, for First Upgradation, Qualifying Service shall be calculated as per Clause I(b)(3.1)

Clause I (b) (5): Following sentence may be added

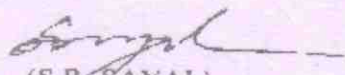
"However, for First Upgradation, Qualifying Service shall be calculated as per Clause I(b)(3.1)"

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The draft Time-bound/Post-based Promotion Policy for Group 'B' Level Executives/Officers of MTNL, including the aforesaid amendments is annexed as Annexure-1. All the other provisions including defined promotion hierarchy have been included as it is.

Approval is sought for incorporating some amendments in the Promotion Policy of BSNL to be adopted in MTNL in the light of slight differences in the nature of manpower and service conditions. The amendments shall enable adoption of BSNL Promotion Policy seamlessly into MTNL.

This note has emanated from IIR Division of Corporate Office with the concurrence of Director(Finance)/Director(T) and has the approval of CMD.


(S.R. SAYAL)
COMPANY SECRETARY

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Annexure -1

MTNL/CO/Pers-II/Prom Pol-Exec./07
Date /08/2007

Office Memorandum

Sub: Time Bound / Post Based Promotion Policy for Group 'B' Level Executives / Officers of MTNL

1. The Board of Directors of MTNL in its _____ meeting held on _____ approved the Time Bound/Post Based Executive Promotion Policy for Group 'B' level Executives/Officers of MTNL. The provisions of the Policy are as under.

I. Time Bound IDA Scale Up-gradation Policy

a. Scope :

Time Bound IDA scale upgradations shall be provided to the Executives from IDA Pay Scale of Rs. 8600-250-14600 (E-1) up to IDA Pay Scale of Rs. 18,500 - 450 - 23,900 (E-7).

b. Eligibility :

1. **Due Date :** The date on which the Executives 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. This qualifying service period shall also include the period of training in which stipend has been paid to the Executives. This period shall also be counted for calculating the eligibility period for Limited Departmental Competitive Examination (LDCE) under Recruitment rules.

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- 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 MTNL will only be counted for Upgradation to next higher IDA Scale. However, for First Upgradation, Qualifying Service shall be calculated as per Clause I (b)(3.1) above.

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 into consideration, for assessing fitness of eligible Executives of various grades on the basis of following fitness criteria :

Sl.	For Upgradation of Scale		Category	Grading Criteria
	(Rs.)	(Rs.)		
1	10000-12500	10000-12500	GE	No adverse, not more than four Averages.
2	12500-15000	13000-18250	OC	No adverse, not more than four Averages.
			SC/ST	No adverse.
3	13000-18250	14500-18700	OC	No adverse, not more than two Averages.
	(E-3)	(E-4)	SC/ST	No adverse, not more than three Averages.
4	14500-18700	16000-20800	OC	No adverse, not more than two Averages.
	(E-4)	(E-5)	SC/ST	No adverse, not more than three Averages.

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5	16000 - 20800 (E-5)	17500-22300 (E-6)	OC	No adverse, not more than one Average.
			SC/ST	No adverse, not more than two Averages.
6	17500-22300 (E-6)	18500-23900 (E-7)	OC	No adverse, not more than one Average.
			SC/ST	No adverse, not more than two Averages.

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 service in the current IDA Pay Scale for any Time Bound Upgradation, technical break periods in Adhoc arrangements ordered by DoT/DTS/DTO/MTNL 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 Pay Scale Upgradation.
4. Review to be done at the Unit level for all disciplines on a time bound basis and on being found fit as per concerned regulatory conditions, the IDA Pay 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 Pay Scale.
5. Consequent to Upgradation of IDA Pay Scale, 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 Pay Scale 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 Pay Scales, 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 MTNL's Time Bound Upgradation scheme as provided in Clause (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.	For Upgradation of Scale		Constitution of Screening Committee
	(Rs.)	(Rs.)	
1.	10250-15750 (E1)	10250-15750 (E2)	<ul style="list-style-type: none"> General Manager Deputy General Manager Deputy General Manager
2.	11500-16750 (E2)	13000-18250 (E3)	
3.	13000-18250 (E3)	14500-18700 (E4)	
4.	14500-18700 (E4)	16000-20800 (E5)	
5.	16000-20800 (E5)	17500-22300 (E6)	<ul style="list-style-type: none"> Chief General Manager/ Executive Director General Manager General Manager
6.	17500-22300 (E6)	18500-23900 (E7)	

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.

II. Post Based Promotion Policy

In order to bring uniformity in the evaluation, judging suitability for promotion and consequent selection, following has been decided with regards to Post Based Promotions.

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

DATE: 11/17/11 BY: [redacted] /ED

- (ii) Post based regular promotions, in tune with the above hierarchy levels, be regulated as per provisions of concerned already notified / to be notified RRs of MTNL.
- (iii) The quota of 25% earmarked for promotion of JTOs to the grade of SDE through LDCE in the RRs for SDEs of various streams shall be increased to 33% in the relevant SDE level Recruitment Rules.
- (iv) All the existing RRs of MTNL will be reviewed by the concerned branch and the RR provisions rendered infructuous on implementations of the Executive Promotion Policy may be rescinded. RRs to be notified in future must confirm to the above hierarchy levels. HR Policy changes including changes in the 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 executive's Pay Scale is the same as that of promoted post, benefit of the 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 the grant of Substantive status of the post. Further, except

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as provided in instant guidelines, no claim will lie on account of any of the other provisions of FRSR in the context of Pay Scales, 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 the promotional avenues in respect of Group 'A' officers as well. Thus, the only regular post based promotions, as per MTNL 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 the concerned RRs. However, Zone of Consideration for promotions shall be three times the number of posts to be filled up or the number of eligible candidates, whichever is less.
- (ix) The fitness of the Executives for the post based promotion will be assessed on the basis of fitness criteria as indicated in the following table and the meeting the selection criteria as prescribed in concerned RRs, subject to necessary disciplinary / vigilance clearance and no punishment is current.

Sl.	Scale	Category	Grading Criteria
		OC	No adverse, not more than three Averages.
		SC/ST	No adverse, not more than four Averages.
2.		OC	No adverse, not more than three Averages.
		SC/ST	No adverse, not more than four Averages.
3.	E-3 to E-5 [SDE/SR. SDE to DE]*	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
4.		OC	Selection bench-mark Very Good, no adverse, not more than one Average.
	[DE to DGM]*	SC/ST	Selection bench-mark Very Good, no adverse, not more than two Average/good.

* Indicative.

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

- (x) **Induction of Management Trainees:** Each year, the MTNL Management will decide about the total number of posts in the pay-scale of Rs.16400-20800 (E-5) 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 said total posts in the pay-scale of Rs.16000-20800 (E-5) 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 MTNL RRs (to be notified). Thus, the induction of Management Trainees will be corresponding to posts in the pay-scale of Rs.16000-20800 (E-5) level 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 within 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 MTNL.
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 **_____ for all eligible executives with respect to 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 Units for which instructions shall be issued in due course.
 3. Clarification, if any, pertaining to Implementation of Executive Promotion Policy can be had from the HR Section of MTNL Corporate Office.

This issues with the approval of the Competent Authority.

** Within three months from the issue of this Promotion Policy.

General Manager (HR)

BHARTI SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
CORPORATE OFFICE
PERSONNEL- I Section

B. 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.

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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.

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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 (1) (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.

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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 / BTS / 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(1) (b) (3.2) above.

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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 UPGRADATIONS	Scale	Constitution of Screening Committee
1.	Rs. 9,850 - 250 - 14,800 to Rs 11,875 - 300 - 17,275		1. DDG/General Manager
2.	Rs. 11,875 - 300 - 17,275 to Rs. 13,000 - 350 - 18,250		2. Jt DDG /Deputy General Manager 3. Jt. DDG / Deputy General Manager
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 within 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 will not be eligible for consideration of next IDA Scale upgradation even if he/she is

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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 conform 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

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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 pay scale'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 IAG	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.

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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 within 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(X) 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.

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