

CORPORATE OFFICE, PERSONNEL – I SECTION  
4<sup>th</sup> Floor Bharat Sanchar Bhawan, Janpath, New Delhi-

No.400-63/2007-Pers-I

Dated 27 July 2009,

To

**All Heads of Telecom Circle  
&  
Other Administrative Units of BSNL,  
All SrDDG/ DDG/CVO/ JtDDG. BSNL, CO.**

**Subject:- Completion of Annual Confidential Reports for the year 2008-2009-  
regarding**

The undersigned is directed to say that with the closing of the financial year 2008-2009, the task of writing ACRs is required to be undertaken immediately and complete Reports in respect of officers who are on deemed deputation to BSNL are to be sent to DoT, vide DDG( Estt) DoT letter dated 08.07.2009 (a copy enclosed for ready reference).

You are therefore, requested to ensure that all the ACRs due in respect of unabsorbed officers, with backlog if any, be completed and sent directly to the CS to Advisor (HRD), DOT latest by 31.08.2009 along with a completion certificate, under intimation to this office. Similarly the ACRs in respect of absorbed officers are required to be sent to CS to Dir (HRD), BSNL Corporate Office, Room No. 210, Eastern Court, Janpath, New Delhi by 31.08.2009 under intimation to the office. Your kind attention is also invited to this office letter No. 400-99/2009-Pers dated 27.07.2009.

Encls: as above.

  
(Virender Prasad) 27/7/09  
Dy General Manager (Pers)

Copy to:

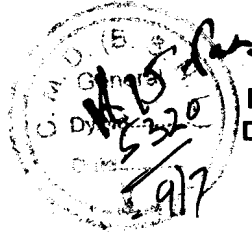
The DDG (Estt.) for information w.r.t. his D.O. letter No CS/Adv.(HRD)/ACRs 2009 dated 08.07.2009



हिन्दी का मान : राष्ट्र का सम्मान

A.K. Das  
DDG(Estt.)  
Tel:23710035

भारत सरकार  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
दूरसंचार विभाग  
संचार भवन, 20, अशोक रोड  
नई दिल्ली-110 001  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhawan, 20 Ashok Road  
New Delhi-110 001  
WEBSITE : www.dotindia.com  
www.investindiatelecom.com  
Dated: 23.07.09



D.O.No.CS/Advr.(HRD)/ACRs/2009



Dear Shri Goyal,

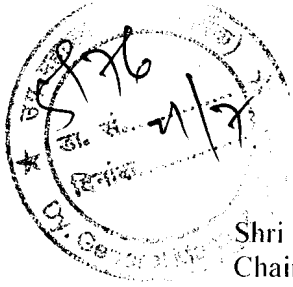
Kindly refer to my D.O. letter of even number dated 15th April, 2009 with which the instructions received from Deptt. of Personnel & Training (vide their OM dated 16<sup>th</sup> February, 2009) were enclosed for timely preparation and proper maintenance of ACRs. and you were requested to furnish the Completion Certificate indicating that "no ACRs are pending in your Circle/Unit for report/review." by 30<sup>th</sup> June, 2009.

As per the instructions "in case the ACR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he/she shall forfeit his/her right to enter any remarks in the ACR of the officer to be reported upon and he/shall submit all ACRs held by him/her for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his/her right to enter any remarks in the ACR beyond 31<sup>st</sup> August of the year in which the financial year ended. The names of all those Reporting/ Reviewing Officers who have failed to initiate/review the ACRs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be, are required to be brought to the notice of Secretary. The Secretary in the Department may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACRs be placed in the ACR folder of the defaulting officer concerned."

Accordingly, all the Reporting/Reviewing officer in BSNL may be requested to comply with the directions issued by DOP&T in this respect and adhere to the prescribed time limit therein for completing of all the ACRs and ensure that the completed ACRs for the year 2008-09 are received in the concerned Administration maintaining the ACRs positively by 31<sup>st</sup> August, 2009

With warm regards

Yours sincerely



Shri Kuldeep Goyal  
Chairman & Managing Director,  
BSNL Co. Office  
Bharat Sanchar Nigam Ltd.

DIRCHP/...  
A.K. Das

URGENT  
M/M/PI (PIpurup)  
Vms  
20/7  
M/M/PI  
DM (S)

QCM/Per, 20/7/09  
C/1/2