



# BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

O/o Chief General Manager Telecom  
Bihar Circle, Patna 800001

To,

1. The PGM, PTD, Patna.
2. The GMTD CHP / BGP / KTR/ GYA/MZP/DBN
3. The TDM *Ara / Sasaran / Hajipur / Samastipur / Begusarai / Khatwar / Saharsa / Motihari / Belthia / Madhubani / Munger*
4. The TDE Kishanganj
5. The AO (B&A) C.O. Patna.

No. ST/5-1/IDA upgr/2007

Dated 22/10/2010

Sub: Time Bound / Post based executive promotion policy for Gr. B level officer of BSNL 1<sup>st</sup> and 2<sup>nd</sup> IDA pay upgradation as on 01/10/2010- Reg.

Kindly arrange to furnish Annexure-I (Proforma already circulated) and Annexure-II (enclosed) in respect of executives who are eligible for 2<sup>nd</sup> pay upgradation. The Annexure II may be prepared by Accounts wing / custodian of *S/Book* and duly signed with proper seal by A.O. / SDE (Admn) of the SSAs.

Further Annexure- I and II already circulated earlier for 1<sup>st</sup> time bound pay upgradation will continue.

14 column proforma (enclosed) for the purpose of taking vigilance clearance may also be furnished.

The above required documents may be sent to this office immediately for further necessary action at this end.

Encl: As above.

*L. S. Minz* 22/10/10

(L. S. Minz)

Asstt. General Manager (A)



**Annexure II**

**PROFORMA FOR SECOND IDA PAY UPGRADATION OF EXECUTIVES WORKING IN BIHAR CIRCLE**

Special report for upgradation in IDA Pay Scale for Executives

Ref:- BSNL C.O., ND NO. 400-61/2004-Pers.I dated 18/01/2007

S/No	Items	
1	Name of the Executive	
2	Staff Number	
3	Employee no. as per HR Package	
4	Present post held (Regular/Adhoc/Officiating)	
5	Date of 1 <sup>st</sup> upgradation with Circle office Memo no.	
6	Pay scale of 1 <sup>st</sup> pay upgradation (Pre-revised)	
7	Date since working on present post	
8	Substantive status as on 01.10.2009	
	(a)Post/Grade	
	(b)Pay Scale	
	(c)Basic pay with DNI	
9	Substantive status as on 01.10.2010	
	(a)Post/Grade	
	(b)Pay Scale	
	(c)Basic pay with DNI	
10	Whether Mandatory training has taken or not (if yes Memo of concerned training centre must be attached)	
11	Due date for Second upgradation as per promotion policy of BSNL	
12	Whether any punishment was / in currency	
	a. On due date of upgradation.	
	b. At present	
	c. If yes, date of award of punishment and date completion of currency of punishment be indicated.	

Certified that particulars given above S/No. (1) to (12) are verified from Service Book.

Seal and Signature of AO / SDE  
(Responsible for maintaining of Service Book)



