



**BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL DPC BRANCH

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

No.451-31/2015-Pers.(DPC)/16

Dated:20.07.2018

To

All Heads of Telecom Circles /  
Metro Districts/Maintenance Regions/Projects/Stores/  
BRBRAITT /ALTTC  
All other Administrative Units  
Bharat Sanchar Nigam Limited

**Sub: Requirement of Screening Committee Report (SCR) in respect of all OC category SDEs(Telecom) in List 8 regarding.**

**Ref: This office letter no. 451-31/2015-Pers(DPC)/21 dated 22.06.2018.**

This office vide letter referred to above has instructed to keep the APARs ready for providing the Screening Committee Report (SCR) in numeric gradings for period 10-11 to 15-16, in respect of all OC executives working in List 8, since SCRs may be called at short notice, if required.

In this regard, Circles are hereby instructed to complete the Screening Committee Report in numeric gradings for the period from 2010-11 to 2016-17 in respect of all OC category executives (SDEs) working in list, in a consolidated form in the enclosed format, as it may be required at short notice

As per the procedure, one of the original copy of APARs of all executives [SDEs(Telecom)] and above are supposed to be available with CS to Dir(HR), Room No. 210, 2<sup>nd</sup> Floor, Eastern Court, Janpath, New Delhi-110001. Hence all Circles are instructed to make available one of the original copies of the APARs for the period from 2010-11 to 2016-17 with CS to Dir(HR) on top priority.

Encls: As above

*P.S.V. Rama Rao*  
20/7/18

(P.S.V.Rama Rao)  
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Sl. No.	STAFF NO.	HRMS NO.	CIRCLE	NAME	CAT.	DOB	DATE OF JOINING AS		Whether absorbed (Yes/No)	Assessment years							Adverse entry in pen picture of APARs(Y/N)	Integrity is beyond doubt (Y/N)	Whether all APAR disclosed (Y/N)	Remarks								
							DD	MM		DD	MM	YYYY	YYYY	2010-11	2011-12	2012-13					2013-14	2014-15	2015-16	2016-17				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
																3.2M-7.5 2.8M-PS 2M-NA 2M-8.23(NR) 2M-7.63												

NOTE

- 1 Please ensure that there should be no merged cells in Assessment Sheet.
- 2 Gradings are to be provide in month format considering a month of 30 days and 3 days equal to 0.1Month.
- 3 Period in months to be rounded of to decimal one place.
- 4 For an year, entry is to be made in single cell as per example shown above.
- 5 PS stands for the period of APAR which are available but Reviewing Authority has put his remarks as 'Period too short to comment or Period less than 90 days'
- 6 NA stands for the period for which executive has not submitted Self Appraisal.
- 7 NR stands for that APAR has graded as 8.23 by Reporting Authority .but reviewing authority has not reviewed
- 8 NRNR stands if Self Appraisal submitted by executive but Neither Reported by Reporting Officer nor Reviewed by Reviewing Authority

*(Handwritten signature)*  
20.11.2018