

Bharat Sanchar Nigam Limited
(A Govt. Of India Enterprises)
Welfare & Sports Section,
1st Floor, Bharat Sanchar Bhawan,
Janpath, New Delhi-110001

No. 26 - 1 / 2018- BSNL (WL)

Dated: 11th June 2018

To

All Chief General Managers -Telecom Circles / Telephone Districts / Project Circles
All Chief General Managers - Maintenance Regions / Telecom Factories
Chief General Managers - NE Task Force / T & D / QA Circle / Rly. Electrification
Chief General Managers - ALTTTC / BRBRAITT / Telecom Stores / NCES / Data Network
All Principal Chief Engineers/ Chief Engineers - Civil / Electrical / Architect

Subject: Nomination for Bharat Sanchar Seva Padak, Vishisht Sanchar Seva Padak awards of BSNL for Exemplary / Meritorious performance for the year 2018

The exemplary / meritorious performance awards 'Bharat Sanchar Seva Padak' of BSNL to individual employees, earlier known as 'Vishisht Sanchar Seva Padak' has been instituted from 2007. Nominations for these awards may be submitted as per the time schedule indicated in para (8) below, for the year 2018.

1) Presentation of Awards: The presentation of the awards will be conducted on 1st October, 2018 on BSNL day. The awards will be given at Corporate, Circle and SSA levels. The awards at SSA levels will be given by the respective SSAs in an inexpensive manner. The details of award winners at corporate level and at circle level may be posted on intranet in order to have adequate publicity of these awards to propagate the exemplary performance of the award winners and as inspiration to other BSNL officials.

2) COMPOSITION OF AWARDS: The awards will comprise of the following:-

Bharat Sanchar Seva Padak: (a) Rs. 1,00,000 in cash (b) 100 grams silver medal (c) Citation (d) Travelling allowance: The awardees are eligible to travel anywhere in India in his entitled class with family, with ten days special casual leave to be availed on or before 30th September of next calendar year.

Vishisht Sanchar Seva Padak: (a) Rs. 21,000 in cash, (b) 50 grams silver medal (c) Citation; and (d) Travelling allowance: To receive the awards, the awardees are entitled to and fro travel along with spouse or one family member as per their entitlements,

3) CATEGORIZATION / CLASSIFICATION OF EMPLOYEES: The classification of personnel will be on Executives & Non - Executives basis. In Executive category, the number of sub - categories will be two and in Non-executive the sub - categories will be four. Hence the total no. of categories of employees comprising one set of awards will be 6. The sub - categorization of Non - executive & Executive categories are to be given as per **Annexure – I**.

- 4) **NOMINATION / AWARD PROCESS:** Each SSA or 'SSA-equivalent' will be the 'nominating unit' and send nominations to the concerned Circle-Head / Nodal-Authority in the format given in **Annexure – II**. Listing of nominating units and designated Circle - Head / Nodal - Authority is given in **Annexure – IV**. Each SSA-Head / nominating - unit - Head will send only one nomination per category for the total 6 categories of employees as given in **Annexure - I**. On receiving the nominations, these would be sorted as per the clubbing of nominating units into 'groups' as given in Sl. 6. Each of the said groups would be entitled for one set of Vishisht Sanchar Seva Padak award. Each of the Circle - Head / Nodal - Authority shall, however, recommend a single nomination for national award for each of the 6 categories of employees by nominating only one set of 6 officials out of those selected for Vishisht Sanchar Seva Padak. All persons thus nominated would be awarded the Vishisht Sanchar Seva Padak in case not awarded national awards. In case an official gets selected for national award, the official next in line, in the same category and in the same group, will get the Vishisht Sanchar Seva Padak award.

The Circle - Head / Nodal - Authority will be responsible for the selection / award processes involved in the stated arrangement.

Nominations for all the entitled categories should not necessarily be sent. Cases of only deserving officials may be forwarded.

- 5) **FIELD FORMATION FOR AWARD PURPOSE:** Nominations received from nominating units by Circle-Head / Nodal-Authority will be sorted out into groups formulated below. Each group would be entitled for only one set of Vishisht Sanchar Seva Padak award to be decided by the Circle-Head / Nodal - Authority as mentioned previously: -

For **Territorial Circles**, all SSAs of the Circle will be divided into maximum 3 groups (with a minimum of 6 SSAs in each group) on the basis of number of connections (Landline + WLL + GSM). A Circle with 11 or less SSAs will have 1 'SSA group', 12 to 17 SSAs will have 2 SSA groups and 18 or more SSAs will have 3 SSA groups. First, SSAs will be listed in ascending order of number of connections. For Circles with SSAs from 12 to 17, the first $[n / 2 + \text{remainder}]$ SSAs will form the first group and the next $n / 2$ SSAs will form the second group. For Circles with 18 or more SSAs, the first $[n / 3 + \text{remainder}]$ SSAs will form the first group, the next $n / 3$ SSAs will form the second group and next to next $n / 3$ SSAs will form the third group (where n is total number of SSAs). Circle office along with related field offices of **Civil Wing, Electrical Wing, Architect** etc. in the territorial Circle, will form a separate group in which their circle staff will be equivalent to one SSA for the purpose of initial nomination. The maximum number of groups in a circle would be 4. Circles not having the requisite number of SSAs will have less than 4 groups. Circle office staff, Civil Wing (including Architect) and Electrical wing each will be equivalent to one SSA for the purpose of initial nomination.

IT (Pune) will be clubbed with '**Maharashtra Circle Office**' group for the purpose of award and will be equivalent to one SSA for the purpose of initial nomination. In view of this, the selection committee for 'Vishisht Sanchar Seva Padak' / nomination for national award for Maharashtra Circle must include one member from IT (Pune).

Each **Telecom Project Circle** (namely Eastern, Western, Northern, Southern and NETF excluding IT Project) will be a separate entity like a territorial circle but containing a single group only. Each GM domain will be equivalent to one SSA for the purpose of initial nomination. The Circle office staff will be clubbed with respective GM, holding HQ / ADMN **Telecom Maintenance Regions** except for Northern Telecom Region i.e. Eastern, Western and Southern Telecom Maintenance Regions, will follow the same arrangement as in the case of Telecom Project Circles above.

However, **NCES (Delhi) & Broad Band Circle (Delhi)** both will be combined with **Northern Telecom Region** to form a separate entity but containing a single group. The **Nodal Authority to handle the selection / award process for the entity will be rotated** starting with CGM, Northern Telecom Region from the year 2007; CGM, NCES from the year 2008 and so on. NCES and Broad Band each will be equivalent to one SSA for the purpose of initial nomination. For NTR, each GM domain in the Region will be equivalent to one SSA for the purpose of initial nomination and the Circle office staff will be clubbed with respective GM holding HQ / ADMN.

Each **Metro District** (Chennai & Kolkata) will also be a separate entity like a territorial circle but containing a single group. Domain of each field GM will be equivalent to one SSA for the purpose of initial nomination. All officials not covered by the field GMs would come under the GM in charge of administration, whose domain would also be equivalent to one SSA.

ALTTC (Ghaziabad), BRBAITT (Jabalpur) & NATFM (Hyderabad) combined will form a single group for the purpose of award with **G.M. (TRG), BSNL HQ being the Nodal Authority** to handle the selection / award process. Each of the three training centers will be equivalent to one SSA for the purpose of initial nomination.

All **Telecom factories + Telecom Stores** combined will form a single group. Each of the CGMs, Telecom factories will be equivalent to one SSA and CGM (TS), Kolkata will be equivalent to one SSA for the purpose of initial nomination. **G.M. (TF), BSNL HQ will be the Nodal Authority** to handle the selection / award process.

Inspection and QA Circles combined will form a single group for the purpose of award. Domain of each GM will be equivalent to one SSA for the purpose of initial nomination. The **Nodal Authority to handle the selection / award process will be rotated** between the two Circles starting with CGM (Inspection) from the year 2007.

To avoid any confusion, the details of formation of groups for award purpose, in tabular form, are given in **Annexure - IV**.

- 6) **ELIGIBILITY / EVALUATION CRITERIA:** The eligibility / evaluation criteria applicable to the Vishisht Sanchar Seva Padak as well as the Bharat Sanchar Seva Padak awards, including marks are given as in **Annexure-III**.
- 7) **COMPOSITION OF SELECTION COMMITTEE:** The composition of selection committee for the awards will be as given below : -
- (a) **Vishisht Sanchar Seva Padak award and nomination for national award:** To be appointed by Circle-Head / Nodal-Authority. The committee will consist of at least two Sr. Officers not below the level of GM, in addition to one representative from Finance Wing. As a special case for Maharashtra Circle, there must be a member from IT (Pune) in the committee.
- (b) **Bharat Sanchar Seva Padak:** A committee headed by a Director of the BSNL Board and comprising of Sr. GMs / GMs of Corporate Office.
- 8) **TIME SCHEDULE FOR AWARD SCHEME:** The following schedule will be followed for the award scheme: -

Nominations called for Award	11 th June, 2018
Last date for receipt of nomination by Circle-Head/Nodal Authority/ Nodal Committee	16 th July, 2018
Last date for receipt of nominations (in Corporate Office) for national award	16 th August, 2018
Last date for finalization of national award	17 TH September, 2018
Date for presentation of all awards	1 st October, 2018


11.06.2018
(MAYANK MISHRA)
D.G.M (WL & Sports)

CATEGORISATION / CLASSIFICATION OF EMPLOYEES

Non - Executive

(I) CATEGORY 1: Telecom Technician and its feeder cadres including Linemen, Wiremen, Cable Splicers, Sub Inspectors, Line Inspectors, Motor / Jeep / Lorry Drivers, Air conditioning Mechanics, Wireman, and also Draftsman, Motor Mechanics, Mason, Plumbers, Painters, Sanitary Inspectors, Conservancy Inspectors, Carpenters, Operators (F&M), Battery men, Industrial staff of the Department and all other non-executive categories of staff not covered by any other category.

(II) CATEGORY 2: Senior Telecom Operating Assistant (Phones) and its feeder cadres including Telecom Operating Assistants, Sr. Telephone Supervisors, Lady Welfare Superintendents. Senior Telecom Operating Assistants (Telegraphy) and its feeder cadres including Telegraphers, Telegraphs Masters, Section Supervisors, Town Inspectors, Despatch Riders, Telegraph Overseers, Telephone Revenue Inspectors, Junior Accountants, Sr. Accountants, Stenographers, Librarians, Welfare Inspectors, Sr. Telecom Operating Assistants (General) and its feeder Cadres including Telecom Office Assistants (TOA), Accounts Clerks, Work Clerks, UDCs, LDCs, Typists etc. Hindi Translators.

(III) CATEGORY 3: Telecom Technical Assistants including Technicians, Transmission Assistants, Auto Exchange Assistants, Telephone Inspectors, Wireless Operators, Technical Supervisors, Sr. Technical Supervisors, Chief Supervisors etc.

(IV) CATEGORY 4: Caretakers, Peons, Regular Mazdoors, Sweepers, Ayahs, Watchmen, Ferro-Printers including all staff in IDA pay scale of Rs.4000-120-5800 to 4250-130-6200.

Note:- The new designations as issued vide GM(Restg.) BSNL C.O. letter dtd. 12/5/2016 and 26-1/2017-BSNL(WL) dtd 15/11/2017 may be considered for the purpose of above mentioned Non-Executive category of the employees.

Executive

(I) CATEGORY 1: Junior Telecom Officer(JTOs) / Lateral Grade JTOs, Jr. Accounts Officers / Asstt. Account Officers, Raj Bhasha Adhikari, Personal Assistants and other similarly placed Executives working in all the wings of BSNL. Sub Divisional Engineers, Accounts Officers, Private Secretaries and similarly placed Executives of all disciplines working in all the Wings of BSNL.

(II) CATEGORY 2: Sr. Sub Divisional Engineers, Sr. Accounts Officers, Junior Time Scale (JTS), Senior Time Scale (STS) level and JAG level Executives of all the disciplines working in BSNL.

CIRCULAR FOR AWARD NOMINATION

(i) Nominating unit Heads (SSA Heads or SSA - equivalent unit Heads for award purpose) may forward only one nomination per category of employee (total 6 categories) for deserving officials as per the norms of the award scheme to the concern / designated Circle-Head / Nodal - Authority. **It is, however, emphasized that sending of nominations should not be taken as compulsory in the absence of any such deserving officials.**

(ii) RESUME: For each official recommended for award, a detailed resume / citation containing information on the points mentioned below wherever applicable may be submitted. All information pertaining to achievement and performance must be quantified to the extent possible and supported by documentary evidence. The resultant increase in efficiency / productivity / financial-saving in all relevant cases must be clearly brought out. **The level of involvement and time devoted by the official in respect of the achievements/performances may also have to be indicated. If these instructions are not followed, the statements pertaining to the concerned matter are liable to be ignored.**

- (6) Any outstanding achievements especially in the official's field of work in the last three years.
- (7) Any outstanding performance of original / extra-ordinary nature especially in the official's field of work in the last three years.
- (8) Any additional activity in the last three years, like performance / participation in circle / state / national level tournament, welfare work done and any recognition given to the officer by NGOs / State-Govt. etc. may be highlighted.
- (9) Response to emergency situation and instances where the official, in the course of discharge of his / her duties, has not hesitated risking his / her life; as for instance, while working in terrorist - infested / disaster-prone areas including natural calamities like floods, cyclone, earthquake etc.
- (10) Comments about the general behaviour of the nominee, his public relations, relation with staff & superiors and any other relevant contribution/character of the nominee.

(6) The resume has to be personally signed by the nominating unit Head concerned. And in the event of the official getting nominated for national award, the resume has to be personally signed by the Circle-Head/Nodal-Authority.

(iii) All nominations may be submitted to the designated Circle-Head / Nodal Authority latest by 16th July, 2018 positively.

(iv) Bio - data of the candidate nominated for the award may be sent in the following format: -

BHARAT SANCHAR NIGAM LIMITED

NAME OF SSA / NOMINATING
SSA - EQUIVALENT UNIT:

Executive / Non - Executive

Category of employee:

Designated Circle - Head / Nodal - Authority:

Bio-data for nomination of an official (up to JAG) for BSNL award

- a. Name of the official:
- b. HRMS No.
- c. Contact No (Mob./Tele.) :
- d. Date of birth:
- e. Name of father / husband:
- f. Whether scheduled caste / scheduled tribe:
- g. Cadre / designation:
- h. Date of entry in department:
- i. Date of appointment to present cadre:
- j. Record of Earned Leave in last 3 years (no.of occasions, duration + reason for each leave):
- k. General conduct and discipline in the last 3 years:
- l. Resume prepared in the manner explained in para (ii) above, may be attached separately.
- m. Integrity:
- n. Has there been any disciplinary case against the official at any time. If so, details be given:
- o. Attested photocopies of **ACRs** for last 3 years to be enclosed.(2015-16,2016-17 & 2017-18)
- p. If the official is to be nominated for national award- Yes/No

(Signature)
personally signed by
Circle Head / Nodal Authority

CHECKLIST:

- (4) Bio - data duly filled.
- (5) Attested ACRs of last 3 years
- (6) Resume duly signed as stated in para (ii)/ 6 of this circular along with relevant documents.

ELIGIBILITY / EVALUATION CRITERIA

(a) RESUME: For each official recommended for award, a detailed resume / citation which must contain information on the points mentioned below, wherever applicable, may be submitted. All information pertaining to achievement and performance must be quantified to the extent possible and supported by documentary evidence. The resultant increase in efficiency / productivity / financial savings in all relevant cases, must be clearly brought out. The level of involvement and time devoted by the official in respect of the achievements / performances may also have to be indicated. If these instructions are not followed, the statement pertaining to the concerned matter, are liable to ignored.

- (i) Any outstanding achievements especially in the official's field of work in the last three years.
- (ii) Any outstanding performance of original/ extra ordinary nature, especially, in the official's field of work in the last three years.
- (iii) Any additional activity, in the last three years like performance / participation in Circle / State / National level tournament, welfare work done and any recognition given to the official by NGO / State Govt. etc., may be highlighted.
- (iv) Response to emergency situation and instances where the official, in the course of discharge of his / her duties, has not hesitated risking his / her life; as for instance, while working in terrorist-infested / disaster-prone areas including natural calamities like floods, cyclone & earthquake etc.
- (v) Comments about the general behaviour of the nominee, his public relations, relation with the staff & superiors and any other relevant contribution / character of the nominee.
- (vi) The resume has to be personally signed by the nominating unit Head concerned. And in the event of the official getting nominated for national award, the resume has to be personally signed by the Circle - Head / Nodal Authority.

(b) 'Very good' will be benchmark for ACRs. Cases of even a single entry or below his benchmark will disqualify for nomination.

(c) A clear '**beyond doubt**' entry will be benchmark for integrity. Any other entry or blank entry will disqualify for nomination.

(d) It is **not mandatory** for sending nomination in each and every category if **deserving candidates are not available**.

(e) The following **allotment of marks** will be applicable for both 'Bharat Sanchar Seva Padak' and 'Vishisht Sanchar Seva Padak' awards:-

	[Total marks 40]
(i) Citation / resume	10
(ii) CR	10
(iii) Leave*	5
(iv) Sports & Cultural activity	5
(v) Original work / response - to - emergency situation**	10

*C / L not to be counted. An official availing up to the entitled leave will get 3 marks, nil leave 5 marks. Marks between 3 & 5 may be given by appropriate interpolation. For an official availing more than the entitled leave, the quantum and nature of each leave and the frequency of leave may be taken into account – more quantum (total) or frequency, the less mark.

**An official may be evaluated for the full 10 marks irrespective of whether he / she qualifies for any one or both the stated fields.

GROUPING OF BSNL UNITS FOR AWARD PURPOSE

N.B: It may be noted that some terminologies used in this documentation, for instance 'SSA-equivalent' unit etc. should not be misunderstood. This has been done purely for the purpose of award, taking into account manpower strength and related considerations, and, therefore, may not be misconstrued / misinterpreted.

Sl no	Circle-Head/Nodal-Authority	SSA/SSA-equivalent group or simply group – nominations will be sorted out into these groups; each group entitled for one set of upgraded-SSA-award	Nominating unit Head – will forward the nominations (one set of the 6 categories of staff from each nominating unit) to concern Circle-Head/Nodal-Authority	Nominating unit – basic unit for initial nomination; one unit can nominate only one set of the 6 categories of employees
1	Each Head of territorial Circle (except Maharashtra)	(a) Each SSA group formed as per the clubbing arrangement (b) Circle Office staff, Civil Wing (including Architect) & Electrical Wing combined group	Each SSA Head (a) GM in charge of Admn. (b) Head of Civil Wing in the Circle (c) Head of Electrical Wing in the Circle	Concern SSA staff Circle Office staff All CW including Arch. Staff in the Circle All Elec. Wing staff in the Circle
2	CGM, Maharashtra Circle	(a) Each SSA group formed as per the clubbing arrangement (b) Circle Office staff, Civil Wing (including Architect), Electrical Wing & IT Pune, combined group	Each SSA Head (a) GM in charge of Admn. (b) Head of Civil Wing in the Circle (c) Head of Electrical Wing in the Circle (d) CGM, I.T. (Pune)	Concerned SSA staff Circle Office staff All CW including Arch. Staff in the Circle All Elec. Wing staff in the Circle Staff of I.T. (Pune)
3	Each Head of Telecom Maintenance Region Circle (except NTR)	Singular group comprising all staff under each Region	(a) Each GM except GM holding HQ/ Admn. (b) GM holding HQ / Admn.	Concerned GM staff Concerned staff & Circle staff
4	Rotation: 1. CGM NTR 2. CGM NCES 3. CGM Broad Band	Singular group comprising all staff under each Region Broad Band (Delhi)	(a) Each GM except GM holding HQ/ Admn. (b) GM holding HQ / Admn. (c) CGM, NCES Delhi (d) CGM Broad Band (Delhi)	Concerned GM staff Concerned staff & Circle staff NCES (Delhi) staff Data Networks (Delhi) staff

5	Each Head of Teleom Project (except IT)	Singular group comprising all staff under each TPC	(a) Each GM except GM holding HQ/ Admn. (b) GM holding HQ/ Admn.	Concerned GM staff Concerned staff & Circle staff
6	Each Circle Head, Metro District	Singular group comprising all staff under each Metro District	(a) Each field GM except GM in charge of Admn. (b) GM in charge of Admn.	Concerned staff Concerned staff & Circle staff
7	GM (TRG.), BSNL HQ	Singular group comprising all staff under ALTTC, BRBRAITT, NATFM, RTTC-GRP-I, RTTC-GRP-II	(a) CGM, ALTTC	ALTTC Staff
			(b) CGM, BRBRAITT	BRBRAITT Staff + RTTC Nagpur
			(c) CGM, NATFM	NATFM Staff
			(d) CGM, BRBRAITT (RTTC Group I)	Staff of RTTC, Trivandrum, Mysore, Chennai, Hyderabad & RGM TTC
			(e) CGM, BRBRAITT (RTTC Group II)	Rest of RTTCs excluding RTTC Nagpur
8	GM (TF), BSNL(HQ)	Singular group comprising all Telecom. Factories & Telecom. Stores staff	(a) Each CGM, Telecom Factories	Concerned staff
			(b) CGM Telecom Stores	Concerned staff
9	Rotation: 1. C.G.M Inspection Circle 2. CGM Q.A. Circle	Singular group comprising all staff of Inspection and QA	Each GM	Concerned staff