

Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)
Office of the Chief General Manager Telecom, H.P.Circle, Shimla-171009.

To

TIME BOUND

All SSAs Head in HP Circle,

GM (CM)

DGM (NTR/NTP) Shimla

No:- Staff/S-2319/Conf/51

Dated: 19 -09-2014.

Subject: Confirmation of JTOs -regarding.

Kindly refer to this office letter of even no. dated 09.01.2008, D.O. of even no. dated 10.02.2009 and subsequent reminders dated 02.01.2014, 01.05.2014 and 16.07.2014. Till date there is no progress for confirmation of JTOs who have already completed 2 years regular service.

Therefore, you are again requested to initiate the following action immediately regarding the confirmation of BSNL Recruited JTOs (including those promoted as SDEs) working in your SSA/Unit who are yet to be confirmed in their basic cadre/entry grade:

1. List out all the BSNL Recruited JTOs who have completed 2 years regular service on or before 31.03.2014.
2. Screening work for confirmation is to be done by the screening committees. Re-constitution of screening committee i.r.o. all the SSA/Units is enclosed as **Annexure-I**. Policy guidelines issued vide DOP&T letter no. 18011/1/86-Estt(D) dated 28.03.1988 and instructions contained on other letters issued by same department from time to time regarding confirmation may be strictly adhered to while making assessment, based on ACRs of the probation period.
3. Obtain the vigilance clearance in respect of all those JTOs listed in Para 1. above from SDE (Vig.) of your unit (**Annexure-II**).
4. Preparation of recommendations proforma (**Annexure-III**).

Contd. on next page

5. Assessment of Screening committees may be made as per **Annexure-IV** duly signed by all members of the committees. Assessment of screening committee in Annexure-IV alongwith Annexure-II and recommendation proforma (Annexure-III) be sent to Circle Office for final issue of confirmation orders by Circle Office Shimla after acceptance of recommendations of screening committee by CGMT HP Shimla.
6. The above exercise may be **completed strictly by 30.09.2014** by **SSA/Unit** and assessment/recommendations of the screening committee be sent to this office **latest by 05.10.2014** complete in all respect.

This issued with the approval of CGMT HP Circle Shimla.

DA: Annexure-I to IV


(C.R. CHAUHAN)
DGM (HR/ADMN)

19/9/2014

Copy to:

1. P.S. to C.G.M.T HP Circle Shimla.
2. Sr. GM(CFA)/CM/GM (BD&IT) Circle Office Shimla
3. DGM(Plg)/DGM(BD&IT)/DGM(OPN) Circle Office Shimla.
4. DGM(F&A) Circle Office Shimla.
5. GM(QA) New Delhi.
6. DGM(Satellite Project) New Delhi
7. All Chairman/Members of Screening Committee for necessary action, please.
8. Principal CTTC/AGM(MM) administrative incharge of CTSD Circle Office Shimla.
9. VO(T) Circle Office Shimla.
10. Office Incharge of IN/QA/T&D units in HP Circle.
11. Circle Secretaries of recognized Associations in Himachal Pradesh Telecom Circle with a request to pursue the cases immediately enabling this office to complete the process within scheduled time.
12. Notice Boards in Circle Office.
13. Office copy.

Staff/S-2319/Conf/51

Dated: 19.09.2014

CONSTITUTION OF SCREENING COMMITTEE FOR CONFIRMATION OF JTOs

- (i) **All eligible JTOs working in Circle Office Shimla (including Mobile Wing CTTC/CTSD/IN/QA/NTR/NTP).**
- | | | |
|---|----------|--------------------------------------|
| 1 | Chairman | DGM (A) O/o CGMT HP Circle Shimla |
| 2 | Member | AGM(OPN) O/o CGMT HP Circle Shimla |
| 3 | Member | AGM (Estt) O/o CGMT HP Circle Shimla |
- (ii) **All eligible JTOs working in Shimla Telecom District.**
- | | | |
|---|----------|---------------------------|
| 1 | Chairman | Addl. GM O/o GM TD Shimla |
| 2 | Member | AGM(A) O/o GM TD Shimla |
| 3 | Member | AGM(Plg) O/o GM TD Shimla |
- (iii) **All eligible JTOs working in Solan Telecom District.**
- | | | |
|---|----------|-------------------------|
| 1 | Chairman | DGM Solan |
| 2 | Member | AGM (A) O/o GM TD Solan |
| 3 | Member | AGM(CM) O/o GM TD Solan |
- (iv) **All eligible JTOs working in Hamirpur Telecom District.**
- | | | |
|---|----------|-----------------------------|
| 1 | Chairman | DGM O/o GM TD Hamirpur |
| 2 | Member | AGM(Plg) O/o GM TD Hamirpur |
| 3 | Member | AGM(CM) O/o GM TD Hamirpur |
- (v) **All eligible JTOs working in Mandi Telecom District.**
- | | | |
|---|----------|--------------------------|
| 1 | Chairman | Addl. GM O/o GM TD Mandi |
| 2 | Member | AGM(A) O/o GM TD Mandi |
| 3 | Member | AGM(Plg) O/o GM TD Mandi |
- (vi) **All eligible JTOs working in Dharamshala Telecom District.**
- | | | |
|---|----------|------------------------------------|
| 1 | Chairman | DGM O/o GM TD Dharamshala |
| 2 | Member | AGM(Plg) O/o GM TD Dharamshala |
| 3 | Member | AGM/DE(OD)) O/o GM TD Dharamshala |
- (vii) **All eligible JTOs working in Kullu Telecom District.**
- | | | |
|---|----------|---------------|
| 1 | Chairman | TDM Kullu |
| 2 | Member | AGM(CM) Kullu |
| 3 | Member | AGM(A) Kullu |

If in above screening committees, no member belongs to SC/ST category, then one additional SC/ST category STS level officer can be co-opted as member of the committee by the Chairman of that committee.

(C.R. CHAUHAN)
DGM (HR/ADMN)

19.9.2014

(Vigilance clearance p
 (To be filled in by the Admin/HR Branch))

Purpose of VC: Confirmation of JTOs

Sr. No.	Name (S/Sh.)	Desgn.	Staff No.	Scale of pay	Date of birth	Whether absorbed Y/N	Status (Regular/ Adhoc/ Off.)	Report of SSA/Unit Admn. on any pending complaints and currency of punishment	Report of Circle Vig. Head	
									No adverse Vig. record	VC may be with-held due to

Signatures
 DGW/DE(Admin)

RECOMMENDATION PROFORMA FOR CONFIRMATION OF JTO

- 1 Name of the Officer
- 2 Designation
- 3 C.G.L. No. (if allotted)
- 4 Office in which working
- 5 Community
- 6 Whether Departmental or outsider
- 7 Date of Birth
- 8 Educational Qualifications
- 9 Date of appointment as JTO
- 10 Recruitment Year of JTO
- 11 Date of completion of JTO induction training
- 12 Marks obtained / Total marks of JTO induction training
- 13 Whether completed the training in 1st or 2nd or ---- attempt
- 14 Date of completion of probation period
- 15 Work and conduct of the officer
- 16 Whether any Disc. / Vig. Case is pending / contemplated against the officer. If so, details thereof
- 17 Whether Medical / Health certificate is available in record
- 18 Whether C&A papers are available
- 19 Whether CR is complete and written up to year 2006-07
- 20 Recommendation of the Head of SSA/Unit
- 21 Remarks

Certified that the particulars given above have been duly verified from the service record of the officer.

Signatures of Head of the Unit

No:- Staff/S-2319/Conf/3 Dated 09.01.2008.

ASSESSMENT SHEET FOR CONFIRMATION OF JTOS

Name of the SSA/ Unit: - _____

Sl. No	Name of the officer (S/SA/Sant)	Designation	IR Packages No.	Present Station or Posting	Comm unit/ (SC/ST/OBC)	Date of regular appointment as JTO	Whether Medical/ Health certificate is available	Whether CBA papers are available	Date of completion of probation period	AOR of probation period		Whether fit for confirmation or not	Due date for confirmation	Remarks if any
										1st year (mention period)	2nd year (mention period)			
1.														
2.														

Member Screening Committee

Member Screening Committee

Chairman Screening Committee