

Chennai Telephones,  
O/o DY. General Manager(HR/Admn),  
89 Millars Road,  
Chennai-600010.



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

No. AST/TBP/DE/2019/2

dated 16/02/2019

Sub: Time bound upgradation in the grade of DE –Reg

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The under mentioned DE is under consideration for grant of E5 scale under Time bound Promotion Policy. Kindly arrange to forward the APAR along with disciplinary clearance certificate (as per proforma given below) and service particulars (Proforma enclosed) at the earliest

The APAR written upto date may kindly be sent directly to PS to DGM(HR/A)

SL NO	NAME OF THE OFFICER S/SRI/SMT	HR NO	PRESENT DESIGNATION & UNIT
1	VENKATESAN M	198213540	DE S&M-CM

*Sivakami Natarajan* 16/02/2019  
ASST. GENERAL MANAGER (ADMN)  
CHENNAI TELEPHONES

TO

GM (S&M)-CM

AO CBA

**DISCIPLINARY CLEARANCE CERTIFICATE**

SL NO	Name of the DE with HR No	Any disciplinary case contemplated/pending as per records	Any compliant under investigation as per records if yes (date of receipt of compliant)

**Annexure to AST/TBP/2019/DE/2 dated /02/2019**  
**SERVICE PARTICULARS**  
**(Particulars to be furnished by Pay & Accounts Section from Service Book)**

1	Name of the officer				
2	Staff No				
3	H.R.M.S. No.				
4	Present Designation & Unit				
5	Community				
6	Particulars of promotion / upgradation w.e.f. 01.10.2004 to till date				
	Particulars	Date of effect with details	Scale of Pay Rs.	Basic Pay fixed at Rs.	Remarks
	(a) First Upgradation				
	(b) Second upgradaton				
	(C) Third upgradation				
	(c) Date of promotion as DE				
7	Scale of Pay and Present Pay drawn				
8	Date of completion of training (E3 to E4)				
9	Break in service / Dies Non if any				
10	Whether any punishment given during the period from 01.01.2011 to till date (if so, details thereof)				
11	Ending date of currency of minor punishment falling in the last three years or minor penalty				
12	Ending date of currency of major punishment falling in the last five years or major penalty				
13	Whether the officer is eligible for next upgradation (vide Para 1-b 3.1 of office memo dated 18.01.2007)				
<b><u>PARTICULARS ARE VERIFIED AND ATTESTED</u></b>					
JAO/AO along with date and seal		AO (C&A) / (P&A) along with date and seal			