

F.No. CS/Adv(HRD) APAR / 2014-15
Department of Telecommunications
(Establishment Division)

Dated 28th Aug 2015

To

All ITS Officers

Sub: Completion of ER data sheet of ITS officers for Cadre Management/ Empanelment.

DoPT has now mandated submission of batch-wise Joint Secretary Empanelment proposal under Central Staffing Scheme online (via EASY software) – intimating that no offline proposals will be entertained henceforth.

2. EASY is ready for implementation in respect of ITS Officers for which inputting of ER data sheets, APAR and vigilance information are to be carried out. The same data will be required for implementation of Online APAR and IPR modules. A meeting to discuss implementation of EASY and other Cadre Management issues was held on 24.08.2015, wherein BSNL/MTNL/BBNL have been requested to facilitate creation of bulk NIC email ID & password and also coordinate in compilation of ER data sheet/ APAR grading related information with regard to ITS officers working in these Organizations.

3. ITS officers working in DoT Hq./DoT units or on deputation in other ministries/ organisations may ensure **creation of name based NIC email ID / password** at the earliest. Further, an **ER data template for JS Empanelment** has also been uploaded in DoT's portal. After filling the ER data sheet, the ER data sheet may be named as StfnoNAMEmmyy.xlsx (Five digit Staff No. followed by first four letters of the name, and month and year of generation of ERP data in mmyy format). For example, ERP data sheet for Shri Brajesh Mishra, Staff No. 02466, generated in Aug 2015 will be named as 02466BRAJ0915.xlsx

4. Similarly, the latest Annual IPR information is to be scanned and resulting pdf file to be named as StfnoNAME.pdf. For example AIPR file of above officer will be named as 02466BRAJ.pdf

5. Target date for submission of ER data & AIPR scanned copies by BSNL/MTNL/BBNL and other ITS officers working in DoT Hq./units or on deputation elsewhere:-

Batch	Target Date
1984 to 1987	15 th Sep 2015
1988 & 1989	30 th Sep 2015
1990 & 1991	15 th Oct 2015
1992 & 1993	31 st Oct 2015
Remaining batches	30 th Nov 2015

6. Above mentioned details may be forwarded to Shri Brajesh Mishra, Dir (Staff-II) at brajesh.m@nic.in. In case of any query, he may be reached at 9868132268.


(S K Jain)

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