

Restructuring Cell, Corporate Office,  
7<sup>th</sup> Floor, Bharat Sanchar Bhavan,  
Janpath, New Delhi-110001  
Tel No 23710400 / 23037137



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

No. 3-6/2022-RSTG

Date: 11.10.2022

To

All the CGMs (Territorial and Non Territorial Circles)  
Unit Heads, BSNL Corporate Office

**Sub: Online IPMS for executives – Time Schedule and FAQ**

In continuation of this office letter of even no dated 04.10.22, it is informed that the window for entering achievements for the Aug-Sep cycle is now open. To give maximum time to all executives to carry out IPMS activity at their convenience, cut-off dates are re-notified as below and they will not be extended.

Achievements not entered by due date will not be counted towards the weighted score and with respect to heads of circles, as IPMS was assigned offline, achievements data (excel file) may be sent to [dmrestg@gmail.com](mailto:dmrestg@gmail.com) by 30 Oct 2022 for further compilation, reporting and reviewing by Corporate office.

This will not be applicable to Corporate Office and non-territorial circles, for whom online IPMS has been implemented from Q3 onwards. A consolidated FAQ based on the queries from circles is enclosed at Annexure 1.

**Table 1 – Cutoff Dates for entering Achievements of Aug-Sep IPMS cycle**

	IPMS period	Achievements to be entered by executive by	Reporting Officer to agree/disagree	Reviewing Officer to decide
1	Aug-Sep 2022	30 Oct 2022	20 Nov 2022	15 Dec 2022

## 2.0 Q3 IPMS cycle.

Regarding the Q3 cycle, quantifiable and measurable KPIs/targets have been assigned individually to 27,673 executives. **This will enable them to plan their work for the quarter ahead and deliver their best performance with the available resources.**

However, IPMS of 1,717 executives remained pending. GM HRs of circles have reported that in many cases reporting officers of the executives could not be prevailed upon to submit the IPMSs in a time bound manner. Therefore, I am directed to convey the time schedule to be followed by reporting officers for assigning KPIs in upcoming quarters and negative marks applicable for pendency of IPMS initiation, reporting and reviewing.

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## 2.1 Time Schedule for target setting.

Maximum time taken by Reporting Officers to assign KPIs for any quarter from receipt of targets in online IPMS portal shall be as below. HR vertical of the circle/BA shall monitor the same with the aid of reports from ERP and ensure compliance such that last day rush is avoided. **Monitoring and implementation of IPMS shall be a key KPI in the IPMSs of the GM/DGM/AGM/SDE/JTO HR**


Reporting Officer Designations	Max time to assign targets
Circle Heads	7 days
BA Heads	5 days
DGMs/AGMs	4 days
SDEs	3 days

## 2.2 Negative Marking.

In partial modification of pt. no 6 of letter of even number dated 4.10.22, details of IPMSs pending for initiation, reporting and reviewing by an executive in any IPMS **main window** shall be displayed in the IPMS portal itself, when the executive is entering his/achievements. The executive shall enter the reason for the pendency in each case and based on the justification, reporting officer **may/may not apply negative marks up to a maximum of 2 marks in each case.** Total of all negative marks shall be subtracted from the weighted score to calculate the final score and this provision shall apply from the date of issue of this letter.

**In each cycle, one supplementary window shall be opened in order to cover all executives. Negative marking will be applicable for the supplementary window too. If the IPMS of an executive is still left pending by the reporting officer, KPIs will be assigned to the executive by the reviewing officer.**

This is issued with the approval of the competent authority.

  
(Anita Johri)  
PGM(Restg./WS&I)

Copy for kind information to:

1. PPS to CMD BSNL
2. PS to Functional Directors, BSNL CO
3. All Nodal Officers of IPMS
4. GM Pers, BSNL CO.

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### Online IPMS FAQ

Sr. No	Query	Reply
1	One officer is looking after the charge of two BAs. How is the IPMS to be entered? Can we add the targets of the two?	Yes, targets will be added, with weightage accorded to all the targets adding up to 100. IPMS in individual to the executive and all job roles assigned to him should reflect in his quarterly IPMS.
2.	One AGM is looking after the charge of a BA. However, system does not allow the entry of more than 15 rows in case of AGM or DGM.	The enhancement of 100 rows has been implemented for GM and above level officers only, in order to assign targets from multiple verticals. However, the same feature can be provided on request for exceptions such as OA heads (perner to be sent to <a href="mailto:dmrestg@gmail.com">dmrestg@gmail.com</a> )
3.	In case of transfer of executive in the middle of the quarterly cycle, how the IPMS will be filled.	In this event, if joining is in the first half (1.5 months) of quarterly cycle, docket will be raised by concerned L1/ L2 SPOC of the new place of joining, to close the IPMS at previous post & generate IPMS of new post.  In case the joining happens in second half (1.5 months) of the quarterly cycle then IPMS in old place of posting may be closed. The weighted score will apply for the entire period of the quarterly cycle. New IPMS shall be made in the next quarterly IPMS cycle.
4	In case of dual reporting, how IPMS will be filled.	This feature is currently under development. Until the feature becomes available, first reporting officer may take KPIs from second reporting officer on file and assign the same in online IPMS system for both reporting.
5	In case an executive proceeds on leave, how will the targets be affected?	For leave periods less than 30 days in a quarter, the KPIs/targets shall remain unchanged. For leave periods greater than 30 days in a quarter, ESS will render the quarterly IPMS as ' <b>short-duration</b> ' and will not include the score in the final score calculated for the financial year.
6	How achievements are to be entered for offline IPMSs issued for the Aug-Sep period?	Achievements, Reporting and Reviewing of offline IPMSs may be done offline (excel files through e-office recommended) Procedure for entry in the online IPMS portal will be notified in due course.