



## BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL – I SECTION

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, H. C. Mathur Lane, Janpath, New Delhi-1

No. 400-111/2011- Pers-I

Dated:- 14-09-2015

To,  
All Heads of Telecom Circles /  
Metro Districts / Maintenance Regions /  
Projects / Stores / BRBRAITT / ALTTC  
All other Administrative Units  
Bharat Sanchar Nigam Limited

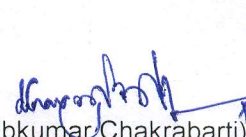
**Subject:-Delay in relieving the executives under transfer to other units in BSNL-Direct Relieving by Corporate office, New Delhi, regarding.**

A process has been developed in ERP, whereby an executive can be relieved forcefully in ERP system from BSNL CO itself who is under transfer to other circles/units in BSNL.

For implementation of same the following procedure will be used.

1. The list of the executives who have not been relieved by respective heads of circles in spite of repeated directions will be sent by GM(Pers) with the approval of Director(HR) to the designated officer, i.e. Sh. Sunil Gupta, DM(ERP) under GM(CIT) BSNL CO, by intimating the date of relieving and such executives will be relieved through the ERP System directly by the Corporate system.
2. The message generated through ERP system will be sent to the CGMT, GM(HR), controlling officer and the concerned officer who is to be relieved regarding date of relieving.
3. The officer will be relieved through ERP system from circle as per date mentioned on order.
4. If the officer is under any leave or apply for any leave after issue of Direct relieving from BSNL CO, the leave cases will be settled by the reporting circle.

This issues with the approval of Competent authority.

  
(Deb Kumar Chakrabarti)  
General Manager(Pers.)

14.9.2015

Copy for kind information, to:-

1. PPS to CMD/All Board Directors, BSNL C.O. New Delhi.
2. All EDs BSNL C.O. New Delhi.
3. All PGM/GMs in BSNL Corporate Office, New Delhi.