



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERSONNEL - I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi 11 0001

No 400-84/2015-Pers.I

Dated May 04/2015

To

All Heads of Telecom Circles
& Administrative Units of BSNL

Subject: **Guidelines for forwarding transfer requests on completion of tenure posting or otherwise-regarding.**

This office is in receipt of transfer requests from officers/ Executives having All India Transfers Liability either on completion of their tenure postings or on personal grounds, directly or through proper channel, on regular basis. In order to streamline processing of such transfer requests in tune with BSNL transfer policy, the following guidelines are hereby issued:-

Request for transfer or modification of transfer order

- I. All Transfer Requests/ representations received in this office, will now be considered on quarterly basis i.e. **1st week of July/October/ January/April**. As such, Circles shall compile all transfer requests received at their end and shall forward to this office after consolidating the list by 10th of the last month of every quarter, i.e. by 10th June for representation ending quarter April to June and thereon respectively for each quarter (in the order they have been received).
- II. **All Circles will invariably forward list of long standing officers/ executives twice in a year i.e by last week of September/ March limited to 10 in the grade of SDEs/DEs and 5 in the grade of DGMs/Addl.GMs. Completion of prescribed soft tenure period (within the circle) by an Executive shall be treated as break in the circle stay .**
- III. However, in cases of grave and exceptional circumstances needing immediate attention, requests may also be forwarded by the specific approval of Circle Head individually.
- IV. Comments of the circle head shall accompany in all the transfer requests submitted by the officer(s) giving their recommendation on the merits of the representation.
- V. Officers requesting for transfer on medical grounds may be asked to provide documentary evidence including the certificate of the disease issued by a recognized doctor(Chief Medical Officer) to support their representations. Further the request made by the officer(s) on medical grounds related to his family members, the comments/documentary evidence on the dependency of the family members on the officers shall also be given.
- VI. The severe diseases like cancer/ Brain Tumor or similar such disease suffered by the officer(s) or any of his dependent shall be considered from immunity from transfer subjected to submission of medical certificate by competent medical authority and comments/recommendation by Circle head on the facts including dependency submitted by the officer concerned. Similarly in the case of request on the grounds of mentally challenged/physically handicapped dependent, the comments on its dependency on the officers shall be given along with the certificate by Competent Medical Authority.

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VI. Officers requesting for transfer on grounds of Working spouse [working in Central/State Government or a Public Sector Undertaking (PSU)] / Children education may be asked to submit its documentary evidence along with the request.

VII. In case of representation on the grounds of Immunity against transfers available to the office bearers of the recognized Unions/ Associations, as per the policy of BSNL, shall also be commented upon indicating thereby the period of holding the post(s) and details of benefit, if any availed by him earlier on this ground.

In view of above, the circles shall be submit the details in the enclosed Performa (**Annexure -A**) while forwarding the representations of the officer(s).

2. Only those representations, which are received through proper channel, would be entertained for consideration. Representations (if any) received directly would not be entertained.

3. If the transfer is due to personal reasons at the cost of the employee, it should be so mentioned in an unambiguous manner.

4. Notwithstanding above, the Management reserves the right to transfer the executives based on the administrative requirement and service exigencies and are not bound by aforesaid proposition.

This issues with the approval of the Competent Authority.


(Manish Kumar)

Deputy General Manager (Pers.)

Copy to:

1. PPS to CMD/All Directors of BSNL
2. All EDS.
3. All PGMs/Sr.GMs/GMs BSNL CO, New Delhi for similar action.
4. O/C.

ANNEXURE -A

S.No	Name of the executive	Grounds on which request made					Comments on				Enclosures / remarks	
		Medical/ mentally challenge d or physically handicap ped	Family/ personal issues other than medical	Immunity to transfer on a/c of office bearer in Union	others	Medical/ mentally challenged including the comments on dependent	Family /personal issues	office bearer in Union (Post held, Period and previous facility availed by him	Others			
1	Sh/Smt											
2												

Note I: Soft copy of above information is also required to be emailed on adgp1@bsnl.co.in.

Note II : Telephone Number/Mobile Number of DGM(Admn) and AGM(Admn), dealing with the above subject is to mentioned.