

MOST IMMEDIATE



BHARAT SANCHAR NIGAM LTD.
(A Govt. of India Enterprise)
PENSION SECTION
Bharat Sanchar Bhawan,
Janpath, New Delhi-1.

No. 40-19/2010-Pen(B)

Dated 22-10-2010.

To

All Heads of Telecom Circles/Telecom District/
Other Administration Offices/
Telecom Stores/ Telecom Factories.
Bharat Sanchar Nigam Ltd.,

Subject:-Instructions on completion/up-dating of Service Books - regarding.

Sir,

It has been noticed that the Service Books of the officers received in the BSNL Corporate Office from the Circle/field units on their transfer to Corporate Office, are not up-dated and are incomplete. As a result, we are unable to verify the particulars of the officers concerned from the Service Book as and when required.

2. The entry in the service book of the officer w.r.t. leave salary, pension contribution, LTC claims and leave balance etc. are required to be up-dated till the date of releasing of the officer from the circle on his transfer to this office or to any other circle. This is the responsibility of the Officer maintaining the Service Book of the officers.

3. It is, therefore, requested that the Officer concerned maintaining the Service Book may be advised to ensure that the Service Book of the officer is complete in all respects till the date of releasing of the officer so that his/her Service Book may be up-dated further, from the date of joining of the officer at his/her new assigned circle. In case of any lapse in this regard, the officer concerned maintaining the Service Book will be held responsible.

Yours faithfully,

(Sheo Shankar Prasad)
Asstt. General Manager(Pers-V)

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