



**BHARAT SANCHAR NIGAM LIMITED**  
[A Government of India Enterprise]  
**CORPORATE OFFICE : PERSONNEL BRANCH**  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath,  
New Delhi-110001

No.451-17/2011-12/ Pers(DPC)

Dated 25<sup>th</sup> Oct , 2011

To

All Heads of Telecom Circles &  
Other Administrative Units of BSNL

Sub:- Preparatory work for the promotion of Executives (TES Group B) to STS grade on Ad-hoc basis regarding:-

In continuation of this office letter dated 12<sup>th</sup> Oct 2011, the following data in the format given below may be sent to this office latest by 05<sup>th</sup> November, 2011 in excel format (before sending the screening committee report and ACR) on email id [srinivasan\\_j1959@yahoo.com](mailto:srinivasan_j1959@yahoo.com)

Sl No	Staff No	HRMS No	Name	CAT OC/ SC/ST	DOB			Circle/ Unit	Remark
					DD	MM	YY		
1									
2									
3									


While furnishing the data, the following details also may be included.

1. In case of retirement, VR, death etc, details may be furnished in the "Remark" column.
2. If any name is missing, the same should be included along with particulars.
3. In case of correction in Name, Staff No, DOB, CAT etc, the same may be clearly Indicated in the Remark column

**(For correction of DOB,CAT, addition of Names, etc; valid proof like attested copy of the first page of Service book etc with representation from individual officer may be sent to this office through proper channel).**

5. In case of officers under transfer order, the circle to which they are transferred should be mentioned in the Remark column.

**For any assistance Assistant General Manager (DPC) may be contacted over Phone No .011 23037657/ 09868257979. Fax No: 011-23326546**

  
( J .Srinivasan )  
Asstt.General Manager(DPC) 25/10/11