

# Bharat Sanchar Nigam Limited

[A Government of India Enterprises]

## Corporate Office

5<sup>th</sup> floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001.

### [Personnel – IV Section]

File No: 273-18/2005-Pers.IV

Date: 28.12.2011

To

All Heads of Telecom. Circles.

**Sub: Clarification regarding creation/calculation of vacancies for CGA – reg.**

I am directed to refer to various letters received from circles asking for clarification on the above mentioned subject.

In this regard it is intimated that guidelines have already been issued from this office vide letter No. 268-101/2002-Pers.IV Dt. 01.10.2002 and letter No. 6-5/2004-EB(Part-I) Dt. 26.12.2006 which are again being enclosed for taking necessary action related to appointment on compassionate grounds.

*A.K. Singh*  
28/12/11  
(A.K. Singh)

Astt. General Manager (Pers.IV)

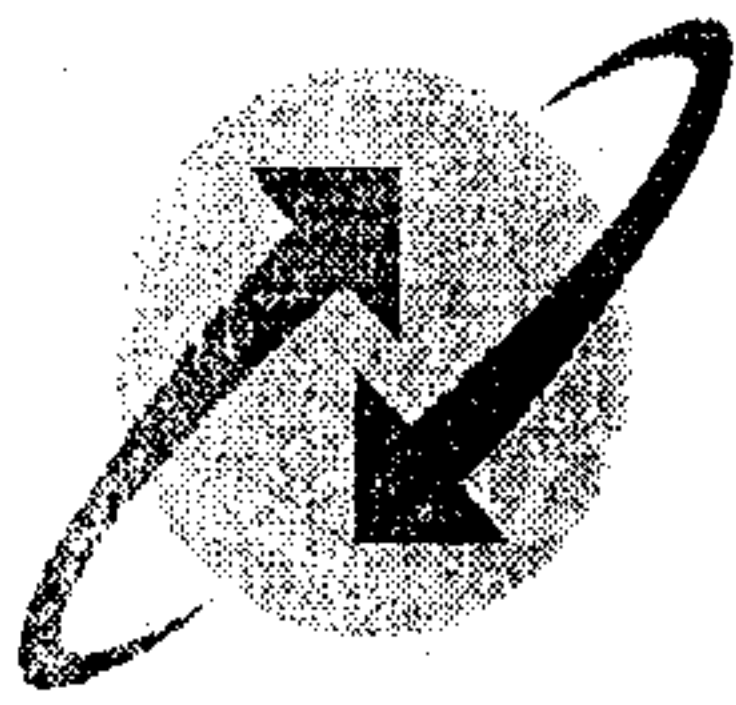
Ph: 011-23734152

Fax: 011-23725255

Enclosure: As above.

Copy to:

1. Dy. General Manager (HR/Admn.), A.P. Telcom. Circle, in ref. to Lr.No. TA/EST/48-1/Rlgs-Genl/04-10, Dt. 30.11.2010.
2. AGM(Estt.), Uttarakhand Telecom. Circle, in ref. to Lr. No. UAL/1-28/Just./TTA./2004, Dt. 05.11.2011.



**Bharat Sanchar Nigam Limited**  
**[A Government of India Enterprises]**  
**Corporate Office**  
**B-102, Statesman House, NEW DELHI-110001.**  
**[Personnel – IV Section]**

No. 268-101/2002-Pers.IV  
Dated: 01.10.2002


All Heads of Telecom Circles,  
Chief General Manager Calcutta/Chennai Telephones,  
All other Heads of Administrative Offices.

Sub: Compassionate ground appointments – Clarification regarding.

Various Telecom Circles have indicated their problem in accommodating candidates approved for appointments on compassionate grounds due to shortage of vacancies. In this connection the undersigned is directed to convey the approval of Competent Authority for the following procedure to be followed to calculate the 5% vacancies of CGA quota. Heads of Circles are requested to calculate the vacancies to provide appointment on compassionate grounds in accordance with these instructions to already approved waitlisted candidates and to hold HPCs for all pending cases with them.

- (i) For working out the 5% figure for the purpose of quota for compassionate ground appointments, ceiling limit as well as 25% internal tightening of norms be taken as relaxed. This relaxation will only be applicable for working out figure of 5% CGA quota.
- (ii) The Circle has to carry out the Establishment review, based on assets as on 31.3.2002, for all non-executive category posts having direct recruitment element in their respective recruitment rules taking above relaxation in to account.
- (iii) The vacancies, which are likely to become available within a period of one year, say by virtue of retirements/promotions etc., should also be added to figure thus arrived as a result of exercise at Sl.No.(ii) above.
- (iv) Out of total vacancies thus arrived, as indicated Sl.No.(iii) above, direct recruitment quota may be worked out as per specific provisions in concerned recruitment rules. Any backlog vacancies of direct recruitment quota should also be added to this figure.
- (v) For the purpose of making compassionate Ground Appointments, 5% of total figure, arrived as a result at Sl. No. (iv) above, is to be reserved for CGA quota. This total figure may be used for offering Compassionate Ground Appointments to the recommended candidates in the cadre (Non-executive) for which candidate has been found fit. This 5% CGA quota figure should be updated year after year after establishment review and necessary records about post availability under 5% CGA quota and its utilisation are to maintained by the circle.
- (vi) It is possible that 5% compassionate ground appointment quota posts may not be sufficient to meet the compassionate ground requirements in this year itself or in any subsequent year. In such cases, Circle should maintain the waiting list of approved candidates and strictly clear the waiting list in accordance with date of occurrence of compassionate ground appointment justification i.e. date of death/retirement on medical invalidation/missing persons.

Heads of the Circles are requested to take immediate necessary action in accordance with these instructions. Any difficulty in making compassionate appointments now should be brought to the notice of this office, indicating nature of specific problem. They are also requested to furnish the details of appointments provided and waiting list, if any, after considering all the pending cases with their circle to this office latest by 30<sup>th</sup> November 2002.

  
( P.S. Venkatraman )  
Asstt. Director General (Pers.IV)

Copy to:

1. PS to CMD, BSNL, New Delhi.
2. All Directors, BSNL Board, New Delhi.
3. All Sr. DDGs/DDGs of BSNL, New Delhi.
4. AD (OL), BSNL with the request to send a Hindi version of this order to ADG (Pers.IV) immediately for further necessary action.
5. TFS/A&E/CSE/TE-I/TE-II Sections of BSNL.
6. All recognized Telecom. Staff Unions/Associations of BSNL.



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Corporate Office/WS&I Section

B-710, Statesman House, New Delhi-110001

12/0

No.6-5/2004-EB(Part-I)

Dated 26.12.2006

To

All Chief General Managers, BSNL,  
Telecom Circles/Metro Districts/Maintenance Regions/  
Project Circles & Other Administrative Organizations.

Subject: - Delegation of Powers to Heads of Telecom Circles for  
creation and abolition of Group 'B' and below level posts.

A kind reference is invited to this office letter of even No. dated 8-10-2004, withdrawing the powers from all field Units to create posts, whether temporary or ad-hoc or permanent.

2. The matter was further considered by the BSNL Board and it has been decided to delegate the following powers to the heads of Telecom Circles/Project Circles, subject to the conditions mentioned below.

Item No.	Particulars	Powers
1.7	Creation & Abolition of posts	<p>(i) Project Circle Heads are authorized to sanction man-month posts on prescribed norms subject to the condition that the jobs for which man-month posts are created shall not be included in the Manpower Plan.</p> <p>(ii) Circle Heads are authorized to create non-executive level posts for offering compassionate ground appointments subject to the Policy guidelines to be given by the Corporate Office in this regard.</p> <p>(iii) Circle Heads are authorized for retention and abolition of Group 'B' and below level posts on prescribed norms, creation of non-executive level posts for internal promotions including prescribed cadre restructuring exercise and disposal of all service matters relating to Group 'B' and below level, which were being performed by Circle Heads under post creation powers.</p>




3. Additional sanction of Group 'A' and 'B' level posts under limits of Man Power Plan as approved by the Board, retention of Group 'A' level posts and permanency of Group 'A' and 'B' level posts will continue to be done by Corporate Office as per existing instructions, viz., (a) STS/JAG level posts by Director (HRD), (b) SAG level posts by CMD and (c) HAG level posts by specific approval of BSNL Board.

4. The aforesaid powers shall be exercised strictly in accordance with the approved budget business plans, investment plans annual HR plans, policies, rules, directives of the Central Government/Administrative Ministry, etc.


5. The BSNL Board may at any time, by order, withdraw or make changes in any of the powers so delegated to ensure smooth and proper functioning of the Company's management.

6. The powers are to be exercised in consultation with IFA of the respective Circles and subject to the availability of funds.

  
 ( PINAKI ROUTH )  
 Asstt. Dir General (WSF)  
 Phone: 23734317/23037351  
 FAX: 23734339

Copy to:-

1. CMD, BSNL, New Delhi
2. All Directors of BSNL Board, New Delhi
3. All Sr. DDGs./DDGs in CO, BSNL, New Delhi
4. C.S. & GM (L), CO, BSNL, New Delhi
5. All IFAs of Field Circles
6. Jt. DDG (EF/IA), CO, BSNL, New Delhi
7. Director General of Audit P&T, Sharn Nath Marg, Delhi-110054
8. Asstt. Director(OL), CO, BSNL for Hindi Version.
9. EF Section, CO BSNL, New Delhi.

  
 (G.R. Sehgal)  
 Section Officer (WS&I)  
 Phone: 011-23734346  
 FAX: 011-23734333

