

कार्मिक शाखा/Personnel Branch
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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. Of India Enterprise)

No. BSNLCO-PERS/15(11)/6/2024 PERS1

Dated 26.12.2024

To

The General Secretaries,
Recognized Unions/Association & Support Association.

Subject: **Revision of BSNL Employee Transfer Policy notified on 07.05.2008 and its subsequent amendments issued from time to time – regarding.**

Sir,

It is proposed to revise the BSNL Employee Transfer Policy notified on 07.05.2008 and its subsequent amendments issued from time to time. In this regard, the undersigned is directed to enclose herewith a copy of draft revised BSNL Employee Transfer Policy recommended by a high level Committee constituted to comprehensively review the existing Transfer Policy.

2. It is requested that valuable inputs/comments of your Union/ Association on the draft BSNL Employee Transfer Policy may please be furnished to Personnel Branch through e-mail at email ID agmperspolicybsnlco@gmail.com followed by hard copy within 10 days from the date of issuance of this letter.

This issues with the approval of competent authority.

Encl.: As above

M. Rawal
26/12/2024

सहायक महाप्रबंधक (कार्मिक नीति)
Assistant General Manager (Pers. Policy)



BHARAT SANCHAR NIGAM LIMITED
[A Govt. of India Enterprise]
PERSONNEL BRANCH, BSNL CORPORATE OFFICE

No. BSNL CO-PERS/15(11)/6/2024-PERS1

Dated: .12.2024

DRAFT OF REVISED BSNL EMPLOYEES TRANSFER POLICY

1. Introduction:

The revised 'BSNL Employees Transfer Policy' is hereby issued with the approval of Management Committee of BSNL Board. This policy comes into force with immediate effect and supersedes the existing BSNL Employees Transfer Policy dated 07.05.2008 and its subsequent amendments issued time to time.

1.1. Objectives of Transfer Policy:

- (a) In the changing business environment, role/profile of employees needs to be augmented continuously. Functional managers need to be given exposure in different types of work situations to develop them to be Business Managers. Similarly, non-executive employees need to be redeployed in new jobs/locations to meet the technology/market related changes as per business requirement of the company.
- (b) Transfers/job rotation is required to achieve the following objectives:
 - (i) To achieve BSNL's corporate goals through well-developed personnel with an all-around personality.
 - (ii) To have a mix of personnel positioned at different locations/jobs who have gained varied experience systematically.
 - (iii) To maintain/upkeep the ongoing functional activities/tasks such as telephone exchanges, customer service centers etc. at all times.
 - (iv) To distribute the available manpower evenly in the OA/BA/Circle/service area of Company as per workload, keeping in view the zone of transferability as applicable to specific level/cadre.
 - (v) To provide opportunities to work in different disciplines.
 - (vi) To enhance productivity and obviate monotony.
 - (vii) To ensure rotational redeployment of the personnel from sensitive posts.
 - (viii) To ensure continuity of management and systematic succession planning for key posts in middle and senior management level.
 - (ix) To fulfil the needs of employees nearing retirement for possible placement close to their home town or a location of their choice.
 - (x) To meet the staff requirement of tenure/hard tenure/difficult/unpopular stations.

2. Grounds/ basis for Transfer:

2.1. Transfers are in general necessitated due to requirements of filling up of posts, meeting staff requirements at tenure/hard tenure/unpopular/difficult stations, matching employee's skills with job requirement, gainful deployment of surplus staff, sharing of shortages, even distribution of staff, movement of staff from sensitive posts, to meet the business requirements of Company, other administrative requirements or meeting personal or tenure related requests etc. Also, transfers can be affected due to the following:

- (i) Vacancies caused due to promotions, transfer, creation of posts, retirement, resignation, deputation etc.

- (ii) Job rotation requirement in synchronization with period specified for post, station/ and Circle tenure. Past experience in various functions and nature of jobs handled.
 - (iii) To provide replacement for a specific post/cadre with a specialized or desired qualification and/or suitable experience as per needs and requirements of Company.
 - (iv) To bridge manpower deficit or to provide reinforcement as per Company's requirement.
 - (v) Transfer in exigencies of services, which can be carried out to meet specific requirement of post or desirable expertise or for other administrative reasons.
 - (vi) To adhere to GoI Rules/Regulations/guidelines as applicable (as amended from time to time).
- 2.2 Transfers shall not be done purely based on tenure decided under the transfer policy. Transfers shall also be based on business requirement of the Company and competencies and skills required to execute the work or to provide an opportunity to employees to develop competencies as per job rotation requirement.

3. Management's Right:

The management has the right to transfer or not to transfer employee(s) from one post/job to another, to different locations, to different shifts, temporarily or permanently, as per business requirements and needs of the Company.

SECTION- A

TRANSFER RULES & GUIDING PRINCIPLES **(Applicable for ALL EMPLOYEES)**

4 General Principles:

- 4.1 Transfers involving Station, OA, BA, Circle, urban or rural posting change shall be undertaken for meeting the shortages and service demands for difficult/unpopular area postings, requests from employees posted on tenure/hard tenure stations and others.
- 4.2 The cutoff date for computing Circle/BA/OA/Station/Post tenure would be 31st March of that particular financial year. Transfers involving change in the Post/Station/OA/BA/ Circle shall be affected in such a way that orders are issued preferably during the month of March and relieving/joining is completed by April – in sync with annual IPMS/APAR cycles. However, in the interest of service, transfer orders can be issued at any time of the year.
- 4.3 Request transfers shall normally be entertained after completion of at least 03 years at a particular Station. Request transfers after completion of prescribed Station tenure shall be at Company's cost. Request transfers before completion of prescribed Station tenure shall be at own cost of the employee concerned.
- 4.4 Repatriation request of Circle/BA cadre employees posted in units of Non-territorial circles like Maintenance, Project, QA etc. shall normally be considered after completion of 05 years of stay in the non-Territorial unit and with posting of substitute (if needed).
- 4.5 As far as possible, transfer requests to choice station from the employees left with less than 02 years of service for superannuation, shall be considered.
- 4.6 In case employees try to influence transfer and posting through means other than proper channel, action will be taken as per Rule 22 of BSNL CDA Rules. Rule 22 of BSNL CDA Rules provides that "no employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Company".

- 4.7 As far as possible and within the constraints of administrative feasibility, request for posting of husband and wife at the same station shall be considered if the employee's spouse is serving in Central/State Government or a Public Sector Undertaking (PSU).
- 4.8 As far as possible, the employees with 'Specified Disabilities' as defined in the Schedule to RPwD Act-2016 may be exempted from the routine exercise of transfer/rotational transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.
- 4.9 An employee who is a care giver of dependent daughter/son/parents/ spouse/brother/sister with 'Specified Disabilities', as certified by the certifying authority as a person with benchmark disabilities as per Section 2(r) of the RPwD Act-2016, may be exempted from the routine exercise of transfer / rotational transfer subject to administrative constraints. The term 'Specified Disability' in the Schedule to RPwD Act-2016 include.....
- (i) Physical Disability:
- A. Locomotor Disability including -
 - (a) Leprosy Cured Person
 - (b) Cerebral Palsy
 - (c) Dwarfism
 - (d) Muscular Dystrophy
 - (e) Acid Attack victims
 - B. Visual Impairment including -
 - (a) Blindness
 - (b) Low-vision
 - C. Hearing Impairment including -
 - (a) Deaf
 - (b) Hard of Hearing
 - D. Speech and Language Disability
- (ii) Intellectual Disability including -
- (a) Specific Learning Disabilities
 - (b) Autism Spectrum Disorder
- (iii) Mental Illness
- (iv) Disability caused due to -
- (a) Chronic Neurological conditions, such as-
 - (i) Multiple Sclerosis
 - (ii) Parkinson's Disease
 - (b) Blood Disorder -
 - (i) Haemophilia
 - (ii) Thalassemia
 - (iii) Sickle Cell Disease
- (v) Multiple Disabilities (more than one of the above 'Specified Disabilities') including Deaf Blindness.
- (vi) Any other category of 'Specified Disabilities' as may be notified by Central Government through further amendments/clarifications issued from time to time. The definition of 'Specified Disabilities' referred herein shall be as defined in the Schedule to RPwD Act-2016.
- 4.10 The definition of 'Specified Disability' for the purpose of Clause 4.8 & 4.9 above would be same as defined under RPwD Act-2016 notified by Government of India and any further amendments/clarifications issued by Government of India in this regard from time to time.

4.11 The request for exemption from rotational transfers and postings or posting to a particular Circle/Station due to serious medical ailments (as given in **Annexure-B**) suffered by the Employee or any of his/her dependents shall be considered by the Transfer and Placement Committee. Any exemption granted to the employee shall be reviewed by the Transfer and Placement Committee annually.

4.12 In respect of matters which are not specifically covered in these rules, the Central Govt. Rules in so far they are not inconsistent with these rules, shall be followed.

4.13 Tenure areas categorized by BSNL as well as attached facilities/entitlements shall continue to be governed as per separate instructions issued by BSNL CO from time to time.

5. Transfer and Placement Committee: Transfer and posting shall be decided by the transferring authority after taking into consideration the recommendations made by the Transfer & Placement Committee constituted for this purpose.

5.1 Composition of Transfer and Placement Committee for recommending transfer and posting (Inter Circle & Intra Circle) including posting on promotion shall be as specified in **Annexure-A** of these Rules.

5.2 The recommendations of the Transfer and Placement Committee will be approved by competent Transferring Authority, as specified in Rule 10 of these Rules.

5.3 In view of administrative requirement, any modification/change in the composition of the Transfer and Placement Committee under this Policy shall be made with the approval of CMD, BSNL.

5.4 Nomination of members of Transfer & Placement Committee shall be done with the approval of Chairman of respective Committee.

6. Principles of Transfer and Posting

6.1 Initial Transfer/Posting on Appointment:

In case of recruitment in executive category (E3 IDA pay scale & above), the initial place of posting after successful completion of probation cum induction training shall be done by considering three choices of different Circles given by the employee, as per the requirements of the Company and administrative feasibility. Whereas, initial posting of executive recruited in E1 IDA pay scale and non-executive employees appointed in NE scale, after completion of probation and training shall be done by considering three options for different stations in respective Circle subject to administrative constraints. However, it shall not confer any right to the employee to be posted only to these choice Circles/Stations. The employees shall not be posted in his/her declared home town.

6.2 Transfer and Posting on Promotion:

- (a) Transfer/posting of employees on post based promotion would be done based on Company need and requirements. Executives of SDE and above level, on post based promotion shall normally be transferred Inter Circle/Intra Circle.
- (b) On post based promotion, JTO level executives shall be transferred Intra Circle.
- (c) On post based promotion, Non-executive employees may be transferred Intra BA/OA.
- (d) However, grant of Time Bound Upgradation under EPP/NEPP and grant of non-functional grades under BSNL MSRRs (Jt.GM/Addl.GM/Sr.GM) will not be treated as promotion for this purpose.

6.3 Transfer and posting on return from deputation/long term training:

On returning from deputation/long term training over 01 year, the employee will intimate and give preference for 03 choice Circles to be posted at least one month before the date of reporting. The employee will be posted to a particular Circle by considering the preferences subject to administrative feasibility. In case, no transfer and posting order is issued in advance or no intimation and preference for choice of posting is given by the concerned employee till the date of reporting, the employee shall report to respective Circle from where he/she proceeded on deputation.

6.4 Online Transfer Portal (OTP) for online application for Inter Circle and Intra Circle transfers of BSNL Executives:

- (i) Online application for Inter Circle and Intra Circle transfer of employees will be obtained through OTP.
- (ii) Online transfer request are to be submitted through employee's own ESS login ID and Password and therefore, he/she will be solely responsible for the particulars entered by him/her in his /her online application.
- (iii) Normally, no manual application for transfer shall be considered and entertained.
- (iv) The information regarding opening of next window for online submission of transfer application shall be shared in public domain for quick information of all stake holders.
- (v) After submission of online transfer request applications, the employee can view the status of his/her application through ESS.
- (vi) The detailed guidelines on OTP as well as related instructions issued from time to time by BSNL CO may be referred and followed.

6.5 Compliance of Transfer/Posting orders issued by BSNL Corporate Office:

Transfer and posting orders issued by BSNL Corporate Office in the interest of Company service with the approval of competent authority are to be complied immediately by all the concerned authorities. In case, concerned controlling authorities fail to implement the orders of competent authority, the concerned employees will be relieved directly through ERP by Corporate Office and there will be no further requirement of relieving at Circle/Unit level and the concerned employee shall not be allowed to continue his/her services at the present place of posting. If an employee is on leave or apply for any leave after issuance of orders of direct relieving from Corporate Office, their leave cases will be settled by the assigned reporting Circle.

6.6 Retention: Requests from employees for retention in a particular station up to the end of particular academic year on the ground that their child is studying in Class X or XII may be considered by Transfer and Placement Committee for granting retention for a period of maximum 01 year.

6.7 Posting of employees on sensitive posts:

The tenure for a post identified as sensitive shall be as per the guidelines issued by O/o CVO, BSNL / CVC from time to time. Therefore, the employees posted on sensitive posts shall be rotated as per the instructions issued by O/o CVO, BSNL / CVC from time to time.

6.8 All the pending requests of transfers/postings, if not acted upon earlier, will be treated as having been submitted under these revised guidelines and will be acted upon accordingly.

7. Transfer on Administrative Grounds:

- 7.1 All employees of the company including those belonging to Circle/BA/OA cadres are liable to be transferred to any place of Company's operations unless it is expressly ordered otherwise for any particular class or classes of employees. Transfers would not, however, be ordered except when advisable in the Company's interests.

- 7.2 Further, for employees belonging to Circle/BA/OA Cadre, consequent to joining on transfer to new Circle/BA/OA, his/her place in the new gradation list would be assigned in same manner as would be assigned to him/her had he/she been originally recruited in the new Circle/BA/OA.
- 7.3 The competent authority for considering such transfer cases shall be as prescribed in Rule 10 below.

8. Request transfers outside Recruiting unit:

- 8.1 As a general rule, an employee shall not be transferred from one recruiting unit to another, either within the same circle, or to another circle, unless he/she has completed 05 years of service in the cadre. If it is not possible to accommodate an employee borne on one gradation list, in to another gradation list without injury to the other members in the gradation list such transfers shall not ordinarily be allowed except by way of mutual exchange.
- 8.2 Any stay outside the recruiting unit on account of temporary transfer/ deputation (when salary is paid by unit other than the recruiting unit) or absence from duty on account of extraordinary leave / unauthorized absence etc. (where salary is not paid) and absence on leaves exceeding 30 days in a year / long leaves exceeding 30 days at a stretch /long-term training exceeding 3 months will not be counted towards eligibility for consideration for transfer under Rule 8, on the pretext of having lien in parent circle. However, for the purpose of eligibility for promotion through examination not linked with seniority or time bound pay scale upgradation, service rendered by the employee in the cadre/grade in the new as well as old Circle/BA/OA shall be counted.
- 8.3 Transfer by way of mutual exchange, if themselves inherently unobjectionable, shall be allowed, but in order to safeguard the rights of employees borne in gradation list of both the offices, the employee brought in shall take the place in the new gradation list that would have been assigned to him/her had he/she been originally recruited in that unit or the place vacated by the official with whom he/she exchanges appointment, whichever the lower.
- 8.4 When an employee is transferred on his/her own request but without arranging mutual exchange, he/she will rank junior in the gradation list of the new unit to all officials of that unit on the date of joining in the new unit including all persons who have been approved for appointment to that grade on that date.
- 8.5 The 05 year service condition eligibility prescribed in para 8.1 above may in deserving cases, be relaxed with the specific approval of the Head of the Circle.
- 8.6 If the old and the new unit form parts of a wider unit for the purpose of promotion to a higher cadre, the transferee (whether by mutual exchange or otherwise) shall retain his/her original seniority in the gradation list of the wider unit.
- 8.7 An employee transferred from one recruiting unit to another will not have any claim to go back to his/her old unit or to any other unit before completion of 05 years of service in the new unit. A declaration to the effect that he/she accepts the seniority on transfer in accordance with this rule, and that, he/she will not have any claim to go back to the old unit, shall be obtained before an employee is transferred under this rule. Any special privilege to which an official may be entitled by virtue of his/her position in the gradation list of the unit from which he/she is transferred will ordinarily, be forfeited on his/her transfer to the new gradation list.
- 8.8 Transfer of employees to their parent recruiting unit who have been transferred either under the erstwhile Rule 38 of P & T Manual Vol. IV or under Rule 8 of the instant policy, for claiming the benefit of promotion, having qualified in the departmental examination

while working in the parent unit, shall be permitted subject to the condition that the employee has made such a request within 15 days of the declaration of result of the examination or finding a place in the select panel in cases where wait -listing of qualified candidates is applicable. The transfer back to the Parent recruiting unit shall be considered under Rule 8 and shall be further subject to the condition that the employee will not seek transfer under Rule 8 from his/her parent unit before completion of 05 years of service in the new cadre-

- 8.9 Transfer of an employee from one arm of service to another within or outside the Circle can be allowed only with the specific approval of the Head of Circle or Heads of Circles concerned and subject to the following conditions:-
- (i) The mode of recruitment to the post to which the official seeks transfer is the same for the post he/she is holding; and
 - (ii) Whenever additional qualifications are prescribed for appointment to a certain post, the applicant shall satisfy those conditions in all respects.
 - (iii) Whenever any training is required or prescribed for the post, the applicant must undergo that training satisfactorily and the period of such training must be covered by the employee by taking leave due and permissible for the period.
- 8.10 Unilateral transfer of Circle/BA/OA Cadre employees, except those belonging to wasting cadres, shall only be considered in Cadres having provisions for direct recruitment in their Recruitment Rules.
- 8.11 Competent authority for considering inter- Circle/BA/OA transfer requests under this rule shall be the Head of Circle.
- 8.12 Inter- Circle/BA/OA request transfers in the Wasting Cadres under the provisions of these rules shall be considered subject to their feasibility. Such transfers shall be made along with the post. Competent authority in such cases for approving inter-circle transfers shall be Director (HR), BSNL Board and Inter- BA/OA transfers within Circle shall be approved by Head of the Circle.
- 8.13 In case of employees promoted through LICE to JTO/JAO/JE/TT cadre, the service rendered in lower cadre (JE/TTA/TT/ATT/others) from which he was promoted, would be counted towards eligibility for transfers under this rule, provided the employee has served for minimum 01 year in the promoted cadre in case of NE-I, NE-II, Assam, J&K and A&N Telecom Circles and for minimum 02 years in case of other Circles.
- 8.14 The Rule-8 Transfer to a Circle having surplus manpower in the particular cadre, shall not be allowed under any circumstances. Therefore, while considering Rule-8 transfer requests in the waiting list for surplus Circles may be ignored.
- 8.15 **Procedure for maintaining waiting list for transfer under Rule-8:**
- (i) In case of mutual transfers, applicant can apply for transfer under Rule 8 before completion of 5 years. However, the instructions stated vide point 8.14 are not applicable on mutual transfer cases under Rule 8 of BSNL Transfer Policy wherever such transfers otherwise permissible. (Estt letter ***dated 23.02.2017 & 16.08.2023***)
 - (ii) In other cases, date of application will be the criterion for deciding seniority for transfer under Rule 8. In case of two candidates having same date of application, then the one having longer length of service will be senior in the waiting list, if length of service is also same, then the one who is older in terms of age will be given preference. (Estt letter ***dated 23.02.2017***)

- (iii) Single waiting list may be prepared for transfers including spouse ground cases (if Spouse is working in Central Govt., State Govt. & PSU).
- (iv) Transfers on spouse ground may be considered in the ratio of number of cases in spouse category waitlisted in the Circle.
- (v) The waiting list shall be auto-updated for online Rule-8 transfer applications as mentioned above (Estt letter ***dated 27.08.2021***).

8.16 **Power to relax:** CMD, BSNL may relax the provision of Rule-8 transfer policy in any specific case or in general, as he/she may deem fit.

9. Deputation/Temporary Transfer:

9.1 Being an exception to the policy of serving in a particular SSA/BA/Circle (Recruiting Unit), request for Temporary Transfer outside the Recruiting Unit would be considered in the following cases:

- (i) In cases of medical emergency for self/family or dependent parents for the following chronic diseases:
Cancer, renal failure, poliomyelitis (for children), Cerebral palsy, spastics, TB, Thalassaemia Major.
Provided that transfer on the ground of parent having one of such disease will be considered only when there is no sibling of the official in a position to take care of such parent and a Certificate from Civil Surgeon, CMO or equivalent officer of concerned District Govt. Hospital clearly indicating the disease has been submitted. Further, family for this purpose shall be as per service record of the employee.
- (ii) In case where due to some unfortunate reasons, the official himself/herself became handicapped with minimum disability as defined for eligibility for a Govt./PSU Job.
- (iii) Spouse ground where spouse is working in Central Govt., State Govt. or other PSUs as a permanent employee.
- (iv) Any other deserving case, with approval of Director (HR) BSNL Board.

Further, it will be subject to feasibility and on the following conditions:

- (a) Transfer will be at the cost of the officials without any TA/DA and deputation duty allowance:
- (b) The employee will continue to maintain his/her lien in the parent recruiting unit (i.e. Parent Circle/BA/OA) on temporary transfer. However, the stay outside the Circle on temporary transfer under this rule will not be counted towards eligibility for consideration for transfer under Para 8, on the pretext of having lien in parent circle.
- (c) The employee will have no claim for regular absorption/promotion in the Circle/BA/OA to which he/she has been deputed on temporary transfer.
- (d) Temporary transfer under this rule may be considered only after completion of minimum 03 years of service in the recruiting unit. Any stay outside the recruiting unit on account of temporary transfer/ deputation (when salary is paid by unit other than the recruiting unit) or absence from duty on account of extraordinary leave / unauthorized absence etc. (where salary is not paid) and absence on leaves exceeding 30 days in a year / long leaves exceeding 30 days at a stretch /long-term training exceeding 3 months will not be counted towards eligibility for consideration for transfer under Para 8, on the pretext of having lien in parent circle.

9.2 Such temporary transfers shall normally be on a fixed duration basis which can be extended by the Competent Authority for a maximum period up to 2 years.

9.3 Temporary transfer as mentioned in para 9 will be for a maximum period up to 2 years in one stretch. After break (i.e. cooling off period of 3 years), it can again be for 2 years.

9.4 Competent authority for considering such temporary transfer requests shall be as prescribed in Para 10 below.

9.5 **Power to relax:** The Director (HR), BSNL Board may relax the provision of above mentioned policy in any specific case or in general, as he may deem fit.

10. Transferring Authority:

The responsibility and competent authority for transfer of employees for all levels below BSNL Board shall be as per the table shown below, unless otherwise specified in any specific context:

Sl. No.	Level	Transfers within the Circle/BA	Inter circle and transfers to/within Corporate Office
1	CGM/PGM/Sr.GM/GM or equivalent	CMD, BSNL	CMD, BSNL
2	DGM/Jt. DGM/ Addl.GM or equivalent	Head of Circle	Director(HR), BSNL Board
3	AGM/DE or equivalent and SET/SDE/DM or equivalent	Head of Circle / BA Head within their jurisdiction.	
4	JTO/AM or equivalent/ Non-executive employees	Head of Circle / BA Head within their jurisdiction	Concerned CGM/PGM/GM (as per respective Cadre Control)

SECTION-B

11. ADDITIONAL GUIDELINES SPECIFIC TO TRANSFER OF EXECUTIVE EMPLOYEES WITH ALL INDIA TRANSFER LIABILITY:

11.1 Transfer Tenure:

Annual pool of qualifying employees eligible for transfer shall be drawn on the basis of following tenure: -

Sl. No.	Executive Level	Post tenure	Station/ BA tenure	Circle tenure
1.	Sr. GM/ GM or equivalent	4	6	6
2.	Addl. GM/ Jt. GM/ DGM or equivalent	4	8	8
3.	AGM/DE or equivalent	4	10	15
4.	SET/SDE or equivalent	4	10	18

Note: For PGM level and above, these tenures will not be applicable.

Notwithstanding above, the Management reserves the right to transfer an Executive prior to the above specified tenure or to retain him/her beyond the specified tenure depending on the administrative requirement and in the interest of the service.

11.2 Minimum period of 03 years at a location shall be maintained as far as possible in order to avoid hardship to the employees.

11.3 Tenure at a particular location shall include consecutive postings in different field units in the same location.

11.4 For counting Station/BA/Circle tenure, the period of service rendered in the previous cadre(s)/ grade(s) would be counted. For Inter circle transfer, stay will be counted from the date of regular promotion/recruitment into the grade of JTO/JAO and others equivalent to the first level of Executive Hierarchy. Inter circle tenure based transfer in respect of Executives will continue to be restricted for SDE/ Other equivalent levels and above. However, the number of officers transferred out of Circle at any time would not generally exceed 10% of the

sanctioned strength in the Circle for officers up to STS level. Transfer/Posting history of DOT employment shall be taken into account for the ex-DOT absorbed employees in BSNL. Service period of 03 years or more will only be recognized while computing post/station/BA/Circle tenure. For Territorial Circle Executives, while computing Station/BA/Circle tenure, any stay in non-territorial Circle within the territorial jurisdiction of the Circle shall also be counted. Similarly, for non-territorial Circle executives, stay of territorial circle shall be counted while computing Station/BA/Circle tenure.

- 11.5 For calculation of tenure and regulating transfer and postings, the period spent by an employee at a station while working in other organization followed by his/her posting at the same Station/Circle in BSNL shall count towards that Station/Circle tenure while calculating the stay particulars in that Station/Circle, as the case may be.
- 11.6 In the career span of all executives, normally one hard tenure such as North East, Assam, J&K, A&N Islands and one term in other tenure Circles/SSAs, if any, would be required. After completion of tenure, the executives shall be accommodated at the Circle of their choice as far as possible and not generally disturbed for the next three years. The stay in tenure/hard tenure Circle/SSA would be counted only if the executive has worked for the tenure period in the circle after the same was declared tenure Circle/SSA. Tenure will be counted for the period served at the station after the date of joining. The period of leave (any type), training, etc. in excess of 30 days per year will be excluded in counting the tenure period in a particular tenure station (Hard/Semi-Hard/Soft) i.e. the period of leave, training etc. availed over and above 30 days per year will not be counted in calculating the tenure period in hard tenure station.
- 11.7 For considering executives for tenure posting on transfer, the executives with longest stay in a particular circle would be considered first. Female executives would also be encouraged to serve in tenure postings. However, posting of unwilling female executives to hard tenure stations would be avoided. Due recognition to female executives who have served in hard tenure locations shall be given in their APARs.
- 11.8 At the time of transfer, all the employees would be required to prepare a handing over note to assist the successor execute his responsibilities effectively. A copy of such note would be given to the immediate reporting and reviewing authorities.
- 11.9 The handing over note shall be examined by immediate reporting authority and final handing over note shall be sent to the reviewing authority.
- 11.10 Disciplinary action as per BSNL CDA Rules shall be taken if the employee does not relocate to the newly assigned post within the permissible time frame and it shall amount to non-obeying of orders.
- 11.11 Employees returning from TCIL with component of foreign deputation of at least 01 year as well as any other deputation to foreign country for a period of 01 year or more, within previous 03 years from the date of joining BSNL, shall be posted to hard tenure stations.
- 11.12 Generally, transfer of employees below GM or equivalent level who are more than 58 years of age (as on 31st March of that particular financial year) involving change of station would normally be avoided.

SECTION-C

ADDITIONAL GUIDELINES SPECIFIC TO EXECUTIVE EMPLOYEES WITH CIRCLE SERVICE LIABILITY

12. While the transfers on Administrative grounds and Request transfers shall be governed by Rule 7 and Rules 8 & 9 above respectively, following guidelines shall also be applicable for transfer of executives within recruiting Circle:

- 12.1 Such of those executives who have completed 4 years of stay on a post or 10 years of stay in a station/BA may be transferred to another post/another station/BA within the Circle's jurisdiction. For intra-circle transfers, total stay of the executives shall be counted including that belonging to previous cadre(s)/grade(s) irrespective of category (non-executive/executive). In case of executives of non-territorial circles, posting within territorial jurisdiction of recruiting circle shall be counted towards stay tenure purpose.
- 12.2 Although the executives of Circle level have been recruited to serve the concerned recruiting Circle till their promotion to All India Service Cadre, yet there are hard tenure and tenure circles where there are shortage of Circle recruited executives. Executives shall be encouraged to serve in such hard tenure/tenure Circles. Such voluntary transfers, under this Rule, to these Circles and service stay particulars shall be taken into account while posting at the time of promotion.
- 12.3 Generally, transfer of JTO or equivalent level employees who are more than 58 years of age (as on 31st March of that particular financial year) involving change of station would normally be avoided.

SECTION-D

ADDITIONAL GUIDELINES SPECIFIC TO NON-EXECUTIVE EMPLOYEES

13. While transfers on administrative grounds and request transfers shall be governed by Rule 7 and Rules 8 & 9 above respectively, following guidelines shall also be applicable for transfer of Non-Executive employees within recruiting Circle/BA subject to administrative feasibility:
 - 13.1 For transfers involving station change within recruiting Circle/BA, stay at the station shall be the criteria.
 - 13.2 Seat/Section tenure will be 04 years and BA tenure for Circle cadre staff shall be 12 years. For counting tenure, period of service rendered in previous cadre(s)/grade(s) would also be counted. However, the period of service rendered as DRM/TSM shall be excluded. Break period of 02 years or more shall only be recognized while computing seat/section/SSA tenure.
 - 13.3 Generally, transfer of Non-Executives who are more than 58 years of age (as on 31st March of that particular financial year) involving change of station would normally be avoided. However, they can be rotated on the basis of seat/section tenure at the same station.
 - 13.4 For adequately manning the post of rural and unpopular areas and to provide timely replacement of staff working in such areas, circles will evolve the policy of transfer of staff on rotation basis based on the following guidelines and with due regard to local requirements.
 - (i) Tenure for notified unpopular station will be 03 years. Competent Authority for notifying unpopular stations with the Circle/SSAs for the purpose of tenure shall be concerned Head of Circle.
 - (ii) Tenure for Rural Area (other than those identified as unpopular stations) will be 04 years. Request for transfer, at own cost, shall normally be entertained after at least 02 years in a station. Competent Authority for notifying rural areas with the Circle/BAs for the purpose of tenure shall be concerned Head of Circle.
 - (iii) For effecting transfer to rural and unpopular stations, system of calling volunteers will be adopted and in the event of not getting adequate volunteers, employees in the order of station tenure i.e. the employee with longest station stay will be considered for transfer.
 - (iv) On completion of the tenure, employees shall be accommodated at the choice of posting (out of three choices sought from the employee) as far as possible and subject to administrative convenience and not generally disturbed for the next 03 years, except

in the exigencies of service to be recorded in writing. Having availed the benefits once for the tenure stay at Rural Areas, the employee will not be entitled for the same again if he/she opts for consecutive posting in some other rural area on his/her volition.

- (v) The period of leave (any type), training, etc. in excess of 30 days per year will be excluded in counting the tenure period from the stay at that station.
- (vi) Posting of unwilling female employees and those who are going to complete 55 years of age as on 31st of March of the financial year to such rural/unpopular stations will be avoided as far as possible.
- (vii) Persons posted at such rural/unpopular stations may be allowed to continue even beyond prescribed tenure if they so opt. However, this would be subjected to the prevailing post/station tenure limits.

14. Exception to the General Policy:

Transfers can be carried out at any time as an exception to this policy to meet specific requirements of a post or desirable expertise or for other administrative reasons.

15. Saving Clause:

Powers for relaxation/modification/amendments to the provisions of BSNL Employees Transfer Policy will vest with Management Committee of BSNL Board.

Composition of Transfer and Placement Committee for recommending Transfer and Posting (Inter Circle & Intra Circle) including Posting on Promotion:

(a) Transfer and Placement Committee comprising the following members will recommend transfer and posting of employees including posting on promotion and its recommendations will be approved by competent transferring authority, as specified in para 10 of these Rules:

Level	Inter Circle Transfers	Intra Circle Transfers
Executives of GM & above level	Chairman - Director(HR), BSNL Board Member - PGM/Sr.GM/GM(Pers.), BSNL CO Member - PGM/Sr.GM/GM(Restg.), BSNL CO Member - GM or above level of respective Stream, BSNL CO* Convener - DGM level of respective. Stream, BSNL CO <i>*Note: For Telecom Stream, PGM/GM(Estt), BSNL CO will be a member of the Committee</i>	
Executives of SDE/SET/AGM/DGM/Jt. GM/ Addl.GM or equivalent level	Chairman - PGM/Sr.GM/GM(Pers.), BSNL CO Member - PGM/Sr.GM/GM(Restg.), BSNL CO Member - GM level of respective Stream, BSNL CO* Member - DGM level of Pers. Branch, BSNL CO Convener - AGM of respective Stream, BSNL CO <i>*Note: For Telecom Stream, PGM/GM(Estt), BSNL CO will be a member of the Committee</i>	Chairman - PGM/Sr.GM/GM(HR/Admn) of respective Circle Member - DGM level (HR/Admn) of respective Circle Member - DGM level executive of respective Stream/other co-opted DGM level executive of respective Circle Convener - AGM(HR/Admn) of respective Circle
JTO/AM or equivalent/ Non-executive employees	Not Applicable (Governed by Rule 8 of BSNL Employees Transfer Policy)	Chairman - PGM/Sr.GM/GM(HR/Admn) of respective Circle Member - DGM level (HR/Admn) of respective Circle Member - DGM level executive of respective Stream/other co-opted DGM level executive of respective Circle Convener - AGM(HR/Admn) of respective Circle

(b) Composition of Transfer and Placement Committee for recommending Transfer and Posting within BSNL Corporate Office including Posting on Promotion:

(i) For Executives of GM & above level:

- Chairman - Director(HR), BSNL Board
- Member - PGM/Sr.GM/GM(Pers.), BSNL CO
- Member - GM or above level of respective Stream, BSNL CO*
- Convener - DGM level of respective Stream, BSNL CO
- *Note: For Telecom Stream, PGM/GM(Estt), BSNL CO will be a member of the Committee*

(ii) For Executives of DGM/Jt.GM/Addl.GM/ AGM/SDE level:

- Chairman - PGM/Sr.GM/GM(Pers.), BSNL CO
- Member - PGM/GM level of respective Stream, BSNL CO*
- Member - DGM level of respective stream, BSNL CO
- Convener - AGM of respective Stream, BSNL CO
- *Note: For Telecom Stream, PGM/GM (Estt), BSNL CO will be a member of the Committee*

(iii) For Executives of JTO/AM or equivalent/Non-executive Employees:

- Chairman - Addl GM/ Jt. GM/DGM (Pers)/(Estt.), BSNL CO
- Member - DGM level of respective Stream, BSNL CO*
- Member & Convener - AGM of respective Stream, BSNL CO
- *Note: For Telecom Stream, DGM(Estt), BSNL CO will be a member of the Committee*

Exemption from rotational transfers and postings due to serious medical ailments:

The request for exemption from rotational transfers and postings or posting to a particular Circle/Station due to serious medical ailments given as under shall be considered by the Transfer and Placement Committee. Any exemption granted to the employee shall be reviewed by the Transfer and Placement Committee:

1. **Cancers:** All types of cancers including Leukemia, Lymphoma and Hodgkin Disease.
2. **Degenerative & Progressive Neurological disorders:**
 - (a) **Paralytic Stroke** (Cerebrovascular Accidents): CVA including Cerebral Haemorrhage, Cerebral Thrombosis and Cerebral embolism.
 - (b) **Motor Neuron Disease:** Irreversibly progressive Motor Neuron Disease confirmed by a Neurologist. It should be duly supported by MRI, EMG and Nerve Conduction studies.
 - (c) **Parkinson's Disease:** Slowly Progressive degenerative neurological disorder causing Tremors. Rigidity and disturbance of balance and must be confirmed by a Neurologist.
 - (d) Cerebellar Ataxia and Neuropathies.
3. **Person living with HIV AIDS (PLHA):** A person diagnosed with HIV AIDS and undergoing treatment.
4. **Chronic Renal Failure:** Chronic Renal Failure requiring RRT. Hemodialysis/ R.T and it must be well documented with relevant lab investigations and certified by Nephrologist.
5. **Chronic Respiratory Failure.**
6. **Heart Diseases leading to Chronic Heart Failure:** Coronary Artery Disease and Valvular Heart Diseases which may be treated by CABG or Valve Replacement Surgery.
7. **Thalassemia Major and other Blood Dyscrasia:** All Blood Dyscrasias including Thalassemia major requiring recurrent Blood Transfusions.
8. **Diabetes with complications:**
 - (a) Chronic Renal Failure; (b) Permanent loss of vision; (c) Cellulitis requiring Amputation of limbs; (d) Cerebrovascular Accidents; (e) Coronary Artery Disease.
