

No: BSNLCO-PETS/11(11)/1/2025-PERS1

Dated: 11.08.2025.

To,

1. All Heads of Telecom Circles/Metro Districts & Other Administrative Units.
2. The Cadre Controlling Authorities, BSNL CO New Delhi.
[CGM(BW)/CGM(EW)/CGM(Arch)/PGM(Estt.)/PGM(EF)]

Subject: Procedure for Annual Inter-Circle and Intra-Circle Transfer & Postings – Modification in Online Transfer Portal (OTP) Opening of window – regarding.

Ref : 1. BSNLCO-PER1/20(11)/3/2020-PERS1 Dated 26.07.2022.
2. BSNLCO-PETS/11(11)/1/2025-PERS1 Dated 24.01.2025.

In order to maintain focus on achieving the annual revenue targets and in supersession of the earlier instructions issued on this subject, it has been decided that **inter-Circle and intra-Circle transfer & postings** from the FY 2026-27 be carried out **on an annual basis**, preferably in the month of April or May. In case of exceptional exigencies, Circles shall obtain prior approval of this office before effecting such transfers.

2. The online submission window for inter-Circle and intra-Circle transfer applications will now be opened **once every year**, from **1st January to 15th January**, instead of on a six-monthly basis. **Circles shall ensure that the career history and stay particulars of all employees are updated in the ERP system by 31st December of the preceding year.**

3. The timeline for processing transfer requests will be as under:

Sr. No.	Particulars	Timeline
1.	Online submission of transfer requests	1 st Jan to 15 th Jan.
2.	Forwarding of transfer requests by Controlling GM to Circle office	Latest 31 st Jan.
3.	Forwarding of inter-Circle transfer requests by GM(HR) Circle Office to BSNL CO	Latest by 15 th Feb

4. Applicants for inter-circle transfers shall indicate three choices of circles through OTP window, preferably opting for most deficient circles(s). Requests will be considered for the preferred circle(s) subject to administrative constraints.

5. In case of intra-circle transfers, the Applicants shall indicate three choices of OA/BA/Unit within the Circle through the OTP window, preferably opting for most deficient OA(s)/BA(s)/Unit(s). Requests will be considered for the preferred OA(s)/BA(s)/Unit(s) subject to administrative constraints.

6. Applicants may modify or withdraw the choices already submitted in previous or current OTP application during the open window period, in accordance with the instructions issued vide this office letter dated 24.01.2025 (Reference 2).

7. Officers under transfer liability are advised to exercise OTP request preferably to most deficient circle(s), well in advance and move out in their own interest so as to avoid double transfer (intra and inter circle) within a short period.

निगम कार्यालय, कार्मिक शाखा

चौथा तल, भारत संचार भवन,

जनपथ, नई दिल्ली-110001

Corporate Office, Personnel Branch

4th Floor, Bharat Sanchar Bhavan,

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BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

This issues with the approval of competent authority.

[Handwritten signature]
11/08/2025

(Kuldeep Singh)

Asstt. General Manager (Pers.1-STs).

Copy for kind information and necessary action to:

1. DGM (Pers.-ERP) BSNLCO, New Delhi.

Copy for kind information to:

1. PPS to All Directors, BSNL Board.
2. CVO/PGM(Pers.) BSNL CO New Delhi.
3. All PGMs/Sr. GMs/GMs, BSNL CO New Delhi.
4. BSNL Intranet Portal.