

BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Personnel Branch)
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No: BSNLCO-PER1/20(11)/3/2020-PERS1

Dated: 26.07.2022

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All The PGMs/Sr. GMs/GMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Online Transfer Portal (OTP) – Opening of window on six monthly basis regarding.

It has been decided with the approval of competent authority that henceforth the window for online submission of transfer application for Inter Circle Transfer and Intra Circle Transfer requests will be opened bi-annually, instead of quarterly basis. The OTP window will be opened from

16th Jan to 31st Jan for **1st six months of the year.**
16th July to 31st July for **2nd six months of the year.**

The detailed timeline for processing of transfer request is elaborated as under:

Sr. No	Particulars	1 st Six months	2 nd Six months
1	Online Submission of request by Executive	16 th Jan to 31 st Jan	16 th July to 31 st July
2	Forwarding of Application by Controlling GM	Latest by 15 th Feb	Latest by 15 th August
3	Forwarding of Application by GM(HR) Circle Office	Latest by 28/29 th Feb	Latest by 31 st August

This issues with the approval of competent authority.


(O.N Tiwary)
Jt. GM (Pers) 26/07/22
BSNL CO, New Delhi

Copy to:

1. PPS to the CMD BSNL.
2. PPS to the DIR(CFA)/DIR(HR)/DIR(CM)/DIR(ENT)/DIR(F) BSNL Board.
3. The CVO, BSNLCO /the PGM(Pers) BSNLCO
4. The PGM (ERP) for kind info and n/a pl.
5. Intranet Portal.
6. Order Bundle/Spare Copy.


(Nitin Kumar Dinker)
DM-IV (Pers-I) 26/07/22