



BHARAT SANCHAR NIGAM LIMITED

[A Government of India Enterprise]

CORPORATE OFFICE

PERSONNEL-II BRANCH

4TH Floor,,Bharat Sanchar Bhawan,Janpath,
New Delhi- 110001

NO.1-3/2013-Pers.II

Dated: May ^{15th}, 2013.

To,

All Heads of Telecom Circles/
Metro Districts/ Maintenance Regions/
Projects/ Stores/ Factories/
BRBRAITT/ ALTTC &
All other Administrative Units
Bharat Sanchar Nigam Limited.

Subject:- Stay particulars of SDE (Telecom)- reg.

Sir,

I am directed to request for furnishing the stay particulars of 25 SDEs (Telecom) in the order of their long stay in the enclosed format (Annexure-A) as per their stay details made in the HR package based on entries made in their service books. As you are aware, long stay lists furnished by Circles are operated by this office for inter circle transfer. Circles have also been requested earlier vide. this office letter No.-1-3/2012-Pers.II dated 01.11.2012, to upload the stay particulars of such long staying SDE(T) on their respective BSNL Intranet site, so that the said list goes to the notice of all concerned, and correction, if any, may be done in time to avoid administrative inconvenience. Accordingly, you are once again requested to upload the stay particulars of the officers on Circle Intranet for the sake of transparency.

While submitting the stay particulars, following points may invariably be kept in view:

- a. The stay will be counted from the date of regular joining in the grade of JTO and equivalent grade i.e. to the first level of Executive Hierarchy.
- b. Break period of two years or more shall only be recognized while computing post/station/SSA tenure, except for the stations having the prescribed tenure of one year or one and half years. Tenure will be counted only for the period actually served at the tenure station after the date of joining. Extra leave taken over and above due for the tenure period of tenure station will be deducted from the required tenure stay at that station/Circle. The stay particulars of only those male officers who are less than 55 years of age as on 31.03.2014 may be included in the list. As Lady officers are to be posted to tenure circle only on their willingness, their names may be accordingly **distinctly shown** in the list.
- c. The details of tenure circles posting under gone by the officers appearing in the list may also be indicated under a separate column given in the format.

- d. The correctness of the data with reference to the Service Book of the officers must be ensured to avoid inconvenience, and accordingly, each page of the long stay list be signed by the DGM/ AGM concerned.
- e. The data in respect of the officers ordered for transfer out of circles by the BSNL Corporate Office but yet to be relieved may also be sent in a separate sheet by the circle. Such officers/ names need not be included in the long stay list.
- f. The stay particulars of SDE(T) furnished to this office be uploaded on their respective BSNL Intranet site as stated in preceding para, so that the correction, if any, may be done in time to avoid administrative inconvenience.
- g. The above information with the approval of CGM may kindly be sent to this office latest by 31.05.2013 in both soft and hard copy. You are requested to send the soft copy in the email agmpers2@gmail.com. Also the data sent by circles in the long stay lists be verified from HRMS to ensure uniformity between long stay details and HRMS inputs.



(V.K.SINHA)

Asstt. General Manager (Pers.II)

Enclosure as above.

Long stay list of SDEs as on :

Name of Circle: _____.

Sl.No.	Name of Officer (Sh/ Smt.)	HRMS No.	Date of Birth	Territorial Circle (w.e.f. date of regular promotion/ recruitment into the grade of JTO & others equivalent to the first level of Executive Hierarchy)	Administrative Circle (w.e.f. date of regular promotion/ recruitment into the grade of JTO & others equivalent to the first level of Executive Hierarchy)	Total continuous stay in the circle territory at present station (considering both Territorial & non-Territorial circles) starting from JTO/JE grade.	Remarks/ detail of Tenure posting already under gone (indicate the period)
			dd/mm /yyyy	dd/mm/yyyy			

Note:

1. The dates should only be entered in dd/mm/yyyy format only.
2. Only Regular/ Adhoc Officers should be shown in the list, and not the Officiating officers.
3. Each column shown in the aforesaid table should be filled w.r.t. each officer named in the long stay list.
4. Before sending the data, it must be ensure that the HR data is complete in every aspect i.e. the career history must be shown in full.

Certified that above particulars have been verified from the service book.

AGM(Staff/Admn)

Name of the officer:
 Designation:
 Name of the Office:
 Ph.No.:

DGM(Staff/Admn)

Name of the officer:
 Designation:
 Name of the Office:
 Ph.No.: