



BHARAT SANCHAR NIGAM LIMITED
[A Government of India Enterprise]
CORPORATE OFFICE
PERSONNEL –II SECTION
Bharat Sanchar Bhawan, 4th floor, Janpath, New Delhi-1.

No.1-1/2014-Pers.II

July 2014

To

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

Subject:-Furnishing of stay particulars of SDE (Telecom.) –matters regarding.

Sir,

Kindly arrange to furnish the longest stay particulars of the 25 SDEs(Telecom.) in the enclosed format (Annexure-A) w.r.to relevant entries made in the HR Package. Copy of the updated Career History downloaded from the HR Package in respect of such officers may also be supplied in support of the long stay shown in respect of these officers.

2. The Non-Territorial Circles i.e. Telecom. Regions/Telecom. Projects/NETF/T&D/NCES/QA etc are requested to submit the stay particulars of all the 25 officers mentioned above who are working in their Circles alongwith the copies of the Career History download from the HR Package indicating their station postings served by them from time to time.

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

- i. 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.
- ii. 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. 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.
- iii. The stay particulars of only those male officers who are less than 55 years of age as on 31.3.2015 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.
- iv. The details of tenure circles posting under gone by the officers appearing in the list may also be indicated.
- v. The correctness of the data with reference to the service record 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.

3. The data in respect of the officers ordered for transfer out of circles by the BSNL C.O. but not yet relieved may also be sent in a separate sheet by the circle. Such officers/names need not be included in the long stay list.

4. The information with the approval of CGM may kindly be sent to this office latest by 15th July, 2014, in both soft and hard copy. You are requested send the soft copy in the email id agmpers2@gmail.com. Also the data sent by circles be verified from HRMS to ensure uniformity between long stay list details and HRMS inputs.

Yours faithfully

(Sheo Shankar Prasad)
Asstt. General Manager (Pers.II)
Tele: 011 23037191

Long stay list of SDEs as on

Name of Circle :

S. No	Name of Officer (Sh/Smt)	Staff No	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 if JTO & others equivalent to the first level Executive Hierarchy)	Remarks/ detail of Tenure Posting already under gone (indicate the period)	Total continuous stay In the Circle territory at present station (considering both Territorial & non Territorial circles) starting from JTO/JE grade.
				DD/MM/YYYY	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. Officiating Officers should not be shown.
3. Each Column shown in the above mentioned table should be filled in respect of each officer.
4. Before sending the data it must be ensured 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.

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