

265758/2021/PERS-BSNL CO

Personnel Section
BSNL Corporate Office,
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Janpath New Delhi - 110001.
Ph:011-23718070



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

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

Date : 10-05-2021

To,

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

Subject : Online Transfer Portal (OTP) – Regarding.

I am hereby directed to request you to kindly adhere to the timelines as mentioned in the table under Para-19 of this Office Letter of even No dated 25.03.2021 for smooth processing of applications through Online Transfer Portal (OTP) as re-produced below:

S.No.	Particulars	Quarter-I	Quarter-II	Quarter-III	Quarter-IV
1	Online submission of request by executives	16 th Jan to 31 st Jan	16 th April to 30 th April	16 th July to 31 st July	16 th Oct to 31 st Oct
2	Forwarding of application by controlling GM	By 15 th Feb	By 15 th may	By 15 th August	By 15 th November
3	Forwarding of application by GM(HR) Circle Office	By 28/29 th Feb	By 31 st May	By 31 st August	By 30 th November
4	Issue of order by Personnel Branch CO New Delhi	By last fortnight of quarter	By last fortnight of quarter	By last fortnight of quarter	By last fortnight of quarter

This issues with the approval of the competent authority.


(Nereus Barwa)
AGM Pers-I

Copy to:

1. PS to the CMD/All the Directors of BSNL Board, New Delhi.
2. The PGM(Pers) /CVO BSNLCO ND.
3. The PGM(ERP)
4. Intranet Portal.
5. Order Bundle /Spare Copy.