



**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]

**CORPORATE OFFICE  
PERSONNEL –II SECTION**

Bharat Sanchar Bhawan, 4<sup>th</sup> floor, Janpath, New Delhi-1.

No.1-1/2015-Pers.II

June 24th, 2015

To

All Heads of Territorial and Non-Territorial Circles/ Regions

Subject:-Furnishing of stay particulars of SDEs (Telecom.)/DETs – Matters regarding.

Sir,

As is known, tenure transfers are regularly carried out to meet the shortage of staff in tenure circles/ places. In order that substitutes may be posted for the officers completing tenure and repatriating to their respective circles, long stay lists have to be prepared by Telecom Circles. Accordingly, you are requested to kindly arrange to furnish the long stay particulars of 15 SDEs (Telecom.)/ DETs in the enclosed format (Annexure-A) w.r.to relevant entries made in the HR Package.

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/ one and half 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 prescribed for 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 31.3.2016 may be included in the list.
- iv. The details of tenure/ soft-tenure area including the period of 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.

2. 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.

3. The information with the approval of CGM may kindly be sent to this office latest by **June, 2015**, in both soft and hard copy for SDEs and DETs separately as detailed below:

For SDEs:

Hard copy may be sent to AGM, Pers-II, BSNL CO and soft copy may be sent to the email id [agmpers2@gmail.com](mailto:agmpers2@gmail.com) .

For DETs:

Hard copy may be sent to AGM, Pers-I, BSNL CO and soft copy may be sent to the email id [adgp1@bsnl.co.in](mailto:adgp1@bsnl.co.in)

Also the data sent by circles may 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

Encl: Annexure-'A'

Annexure-'A'

**Long stay list of SDEs/ DETs 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.

