



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL - I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-111/2011-Pers.I(Pt)

Dated: 20th October, 2015

To

All the Heads of Telecom Circles/Units

Sub:- **Inordinate delay in relieving of executives/officers under transfer to other Circles/Units- regarding.**

From time to time, this office has issued instructions to all the field units in connection with timely release of officers who are under transfer to other circles/units with a view to meet the staff requirement & overall to meet the business requirements of BSNL.

2. However, it has been observed that a number of executives in the grade of SDE/AGM/DE/DGM/GM who were transferred to tenure circles and other circles quite earlier on account of substitute or administrative consideration, have not yet been relieved and therefore resulting in administrative inconvenience.
3. Your kind attention is invited to this office letter number 400-111/2011-Pers.I dated 14-09-2015, whereby it was conveyed that such executives who have not been relieved by concerned circles/units despite repeated instruction shall be released through ERP directly at the level of Corporate Office itself.
4. The executives who have completed their tenure shall also be relieved immediately by making local arrangements from the available executives. Their relieving shall not be held up on the pretext of non- joining of their relievers.
5. The list of executives under transfer older than one year is under preparation & shall be uploaded in due course. However, it is imperative upon the concerned CGMs to execute the pending orders latest by 31st October, 2015, failing which such executives shall be relieved from Corporate Office compulsorily from 1st November, 2015.

[SUJATA RAY]

Director(HR), BSNL Board



BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL – I SECTION

4th Floor, Bharat Sanchar Bhawan, H. C. Mathur Lane, Janpath, New Delhi-1

No. 400-111/2011- Pers-I

Dated:- 14-09-2015

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

Subject:-Delay in relieving the executives under transfer to other units in BSNL-Direct Relieving by Corporate office, New Delhi, regarding.

A process has been developed in ERP, whereby an executive can be relieved forcefully in ERP system from BSNL CO itself who is under transfer to other circles/units in BSNL.

For implementation of same the following procedure will be used.

1. The list of the executives who have not been relieved by respective heads of circles in spite of repeated directions will be sent by GM(Pers) with the approval of Director(HR) to the designated officer, i.e. Sh. Sunil Gupta, DM(ERP) under GM(CIT) BSNL CO, by intimating the date of relieving and such executives will be relieved through the ERP System directly by the Corporate system.
2. The message generated through ERP system will be sent to the CGMT, GM(HR), controlling officer and the concerned officer who is to be relieved regarding date of relieving.
3. The officer will be relieved through ERP system from circle as per date mentioned on order.
4. If the officer is under any leave or apply for any leave after issue of Direct relieving from BSNL CO, the leave cases will be settled by the reporting circle.

This issues with the approval of Competent authority.


(Debkumar Chakrabarti) 14.9.2015
General Manager(Pers.)

Copy for kind information, to:-

1. PPS to CMD/All Board Directors, BSNL C.O. New Delhi.
2. All EDs BSNL C.O. New Delhi.
3. All PGM/GMs in BSNL Corporate Office, New Delhi.