



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERSONNEL BRANCH SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi 11 0001

F.No. 400-92/2017-Pers.I(Pt.)

Dated: 20th May, 2019

To

All Heads of Telecom Circles
&
Administrative Units of BSNL

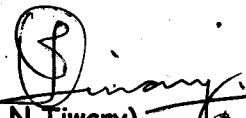
Subject: **Modalities of forwarding recommendations for retention of transferred Executives/officers.**

Sir,

It has been observed that whenever, this office issues transfer orders, invariably, some recommendations of Circle/SSA heads for modification/cancellation of transfer orders of officers under their jurisdiction, is forwarded to this office. Transfer orders are issued by this office keeping in view the administrative requirements of the organisation and as per the BSNL's transfer policy in vogue. Consideration of requests for modifications of transfer orders issued by this office, necessitates a lot of re-arrangements and administrative inconvenience. Therefore, competent authority has desired that following must be taken into account while recommending any modification/cancellation in transfer orders issued by this office.

- (i) If the concerned officer is among the top five officers of the long-stay list of officers in his grade, then, modification/cancellation of his transfer order should not be recommended.
- (ii) If retention of the concerned executive/officer is being recommended on the grounds implying his indispensability, then a report should be submitted on the efforts made by the seniors in the chain of command for preparation of second line officer.
- (iii) Recommendation for transfer of equal number of officers of the same grade should be submitted for the purpose of deployment to the post, for which the officer proposed to be retained was transferred by this office, along with the recommendations for modification/cancellation of transfer order. The officer who is recommended as an alternate, should not have lesser stay in circle as compared to the transferred executive/officer.

This issues with approval of competent authority.


(O N Tiwary)
DGM(Pers.Sr.Mgmt.) 20/05/19