



**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]  
CORPORATE OFFICE

PERSONNEL -II SECTION  
Bharat Sanchar Bhawan, 4th Floor, Janpath, New Delhi - 110 001.

**No.1-7/2015-Pers-II**

**Date: Sept. 1<sup>st</sup>, 2015.**

To

**The Heads of All Territorial and Non-Territorial Circles of BSNL**

**Ref:** (i) This office letter no.: 1-7/2015-Pers-II dated 18.08.2015  
(ii) This office letter no.: 400-84/2015-Pers-I dated 04.05.2015

**Sub:** Processing of requests/ cases of tenure completion for inter-circle transfers and cases of modifications, cancellations and retentions of transfer orders i.r.o. SDEs/ DEs/ DGMs for JUL-SEP quarter, 2015-Reg.

Sir,

It is observed that applications for request transfer are being forwarded by many circles without following the procedures cited in the letter at Sl No. (ii) referred above. They are still being forwarded on individual basis. It is reiterated that circles must send all the requests for Inter-circle transfers and cases of modifications, cancellations and retentions of transfer orders i.r.o. SDEs/ DEs/ DGMs in a consolidated manner as per guidelines already issued vide this office letter under reference (ii):

2. Circles are to compile the request cases/ tenure completion cases (OCT-DEC quarter, 2015) by 10<sup>th</sup> Sept., 2015 and send the consolidated lists and applications as per guidelines in letter under reference (ii), to this office latest by 25.09.2015 for processing and issuing orders in the first week of October, 2015 as already stated. Subsequent quarter cases are to be processed accordingly.

3. In case of tenure completion cases, the circles may send the left-out cases of APR-JUNE or JULY-SEP quarters, 2015 on individual basis so that orders may be issued at the earliest. However, the forwarding guidelines under reference (ii) are to be strictly adhered to w.e.f. the JUL-SEP quarter, 2015 for normal transfer and OCT-DEC quarter, 2015 for tenure cases.

4. The cases sent on individual basis without supporting documents and recommendation and without details as per proforma will not be entertained.

This issues with approval of Competent Authority.

*Parimal Kumar*  
01.9.15

(Parimal Kumar)  
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