



BHARAT SANCHAR NIGAM LIMITED
[A Government of India Enterprise]

CORPORATE OFFICE
PERSONNEL –II SECTION
Bharat Sanchar Bhawan, 4th floor, Janpath, New Delhi-1.

No.1-1/2018-Pers.II

July 30th, 2018

To

All Heads of Territorial and Non-Territorial Circles/ Regions

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

The circles are aware that the tenure transfers are being 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 period and repatriating to their respective circles, long stay list of the executives is to be prepared by Telecom Circles. In view of the same, it is requested to provide the long stay list containing the particulars of 25 SDEs (Telecom.)/ DETs in the enclosed format (Annexure-A) with respect to relevant entries made in the HR Package.

Further, while furnishing 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 31.3.2019 may be included in the list.
 - iv. The details of tenure/ soft-tenure area including the period of posting undergone 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 each page of the long stay list is to be signed by the DGM/AGM concerned.
 - vi. Moreover, the data thus compiled by the circles may also be verified from ERP/HRMS to ensure uniformity between long stay list details and HRMS inputs.
2. The data in respect of the officers, whom transfer order for out of circles have been issued by BSNL C.O. but not relieved, may also be sent in a separate sheet by the circle. The name of such officers may not be included in the long stay list.

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3. The desired information/details in the attached Annexure-A may kindly be forwarded to this office, with the approval of the competent authority, latest by 3rd August, 2018, in both soft and hard copy for SDEs and DETs separately as detailed below:

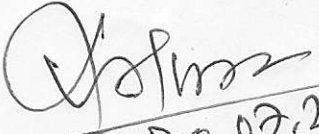
For SDEs:

Hard copy may be forwarded to AGM, Pers-II, BSNL CO and its soft copy may also be mailed on email id agmpers2@gmail.com.

For DETs:

Hard copy may be forwarded to AGM, Pers-I, BSNL CO and soft copy may also be mailed on email id adgp1@bsnl.co.in

Encl: Annexure-'A'



30.07.2018

(RAJESH MATTOO)
Asstt. General Manager (Pers.II)

Tele: 011 23734255

Annexure-'A'
Long stay list of SDEs 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/ERP Data is complete in every aspect i.e. the career history must be shown in full in ERP.

Certified that above particulars have been verified from the service book.

Name of the officer _____

Designation _____

Name of the Office _____

Ph No.:

M: No.

[Handwritten Signature]
 22/7/18