



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL - I SECTION)

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

No. 400-48/2012-Pers.I

Dated: March 06th, 2012

To

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

Subject: - Direct correspondence to BSNL HQ - Regarding

Please refer to above cited subject it has come to notice that many Officers/Officials are not sending their request transfer applications, their representations or tenure completion request through their respective Circles. The Competent Authority has taken a very serious view on this matter.

It is, requested that this may be brought to the notice of all concerned that any of the request transfer application/representation which is not routed through Circle will not be entertained at all. The request transfer or tenure transfer should be made in the annexed proforma strictly. This may be given vide publicity.

This issues with the approval of the Competent Authority.

Encl: As above.

(R. K. Verma)

Assistant General Manager (Pers.I)
Phone: 011-23322220/23037237

ANNEXURE

APPLICATION FOR REQUEST/TENURE TRANSFER

(Through proper channel)

Name of the Officer :
Designation :
HRMS Number :
Blue Book Number :

Name of the Circle in which working :
Place of posting/station :
Date of joining in the Circle :
Date of joining in the station :
Date of entry in the Cadre :
Date of superannuation :
Date of Completion of Tenure :

Reason for transfer request :

Whether ready to forgo TA/DA etc. :

In case of tenure transfer three
different choices of Station/Circle :

Preferred month of release :

(Signature of the Applicant)

Recommendation and remarks of the HoC:

(Signature and stamp of the HoC)