



# BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Office of Chief General Manager Telecommunications, Karnataka Circle, no. 1  
Swami Vivekananda Road, Halasuru, BENGALURU - 560 008

To  
All Heads of SSAs / Units

**NO.STAFF-II/ccm Minutes/2017-18/6** dated at Bangalore the **1<sup>st</sup> March 2018**

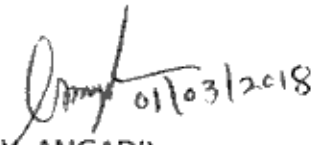
Sub: General guidelines for Issue of Longstanding and request transfers within  
SSAs in the case of Non-Executives.

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As per the decision taken in the Circle Council Meeting held on 05.08.2017, the General guidelines for issue of Longstanding and request transfers within SSAs in the case of Non-Executives has been prepared based on the BSNL Transfer Policy guidelines issued by Corporate Office New Delhi vide letter no.6-1/2007/Restg. Dated 7<sup>th</sup> May 2008, letter no.6-1/2007/Restg. dated 13<sup>th</sup> Aug. 2008 and with all amendments is enclosed herewith for necessary action. These guidelines shall be followed strictly.

This is issued with the approval of the Competent Authority.

Encl: as above

  
(M.V. ANGADI)

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copy to

1. The Secretary, Staff side, Circle Council
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Patodgm(hr&a)/staff sec letters

**GENERAL GUIDELINES FOR ISSUE OF LONG STANDING AND REQUEST TRANSFERS  
WITHIN SSAs IN THE CASE OF NON-EXECUTIVES**

**PURPOSE:**

Transfers are in general necessitated due to requirements of filling up of posts, meeting staff requirements at tenure/hard tenure/unpopular/difficult stations, matching employee's skills with job requirement, gainful deployment of surplus staff, sharing of shortages, even distribution of staff over recruiting zones, movement of staff from sensitive posts, other administrative requirements of meeting personal or tenure related requests etc.

1. These guidelines are issued in concurrence with BSNL Corporate Office Employees transfer policy issued vide letter no. 6-1/2007/Restg. Dated 7<sup>th</sup> May 2008 and further amended vide letter no. 6-1/2007/Restg. Dated 13<sup>th</sup> Aug. 2008, with latest amendment issued by COND from time to time.

2. Corporate Office transfer policy document takes precedence in letter and spirit in the event of any dispute arising while implementation.

3. Utmost transparency is to be maintained while implementing transfers.

4.1 Transfers are to be considered in general for meeting the shortages in various stations and to meet the service and business requirements. Further transfer also can be considered based on requests.

4.2 For replacement while considering request transfers, meeting the shortages and service/business requirements and longstanding in the station need to be considered.

4.3 No local understandings / MoUs by any recognized unions and management, against the guidelines of transfer policy as issued by Corporate Office (C.O) are to be entertained either through Council meetings or outside the Council meetings.

**REQUEST TRANSFERS:**

1. All request transfers can be considered annually by considering the requests from the panel of registered cases to various stations in the SSA.

2. Request transfers however, considered only once in a year along with routine tenure transfers in March/April of the financial year. Applications for request transfers shall be submitted upto of December of that financial year.

3. Those officials who could not get their request transfer shall have to apply again in subsequent year as their earlier request will lapse during the financial year it was submitted.

4. The panel of requests registered in the SSA as on a particular date say, 31<sup>st</sup> December of the particular year may be notified well in advance to enable the officials/officers to set right the records if any and any additions/deletions. In this regard, it is advised to maintain a formal register in which date of receipt of transfer request is recoded in chronological order for making the transfers in accordance with Transfer Policy guidelines.

5. It is not binding on the SSA to consider all the names available in the request transfer list of that year while considering the transfers. However the request transfers shall be considered to the maximum extent as per the administrative convenience.

6. The request transfers are to be effected in the month of March /April of that financial year and orders are to be issued sufficiently well in advance preferably by March but not later than April to enable the official to join the new assignment within a stipulated joining time.
7. Request transfers shall normally be considered after completion of two years in a particular station.
4. Request transfer after three years in a station shall be at Company's cost.
- (b) Request transfer before completion of three years in a station shall be at own cost of the employee concerned.
- © Request for transfer, if any, shall normally be entertained after at least two years in a station.
8. However, as per BSNL CO instructions vide letter no.250-7/2007-Pers.III dated 18.3.2010, transfers are to be economized. (In the spirit of this letter, it is suggested that all request transfers may be treated without TA/DA by convincing staff / staff unions/associations)
9. Officials / officers who are transferred on longstanding basis to different stations opting to come to the old place shall be treated as request transfer only.
10. It is not obligatory on the part of the SSA to bring back the official after completion of two years to their original place of posting only as these are guided by the transfer policy guidelines post/station tenure.
11. Non-Executive transfers in the interest of service involving TA/TP shall be as per the Corporate Office guidelines.

#### **LONG STANDING TRANSFERS:**

1. Longstanding transfers are to be effected from stations where there is heavy concentration of employees to the stations where there are requirements (normally urban to rural of the SSA). As per the Corporate Office guidelines, optimization of the staff has to be taken into consideration.
2. These transfers are also effected in the month of March/April of that financial year. List of stations from where the transfers are going to be effected on longstanding basis are to be notified well in advance (before December preferably). The list of officials / officers who are likely to be disturbed on longstanding basis from the stations may be notified well in advance and their options to the required notified station may be collected well in advance to finalize longstanding transfers.
3. Transfers on longstanding to the required station may be done after meeting the requests if any, to such stations. Seat / section tenure will be four years and SSA tenure for Circle cadre staff shall be twelve years. For counting tenure, period of service rendered in previous cadre(s) / grade(s) would also be counted. However, the period of service rendered as DRM/TSM shall be excluded. Break period of two years or more shall only be recognized while computing seat/section/SSA tenure.
4. No disputes/ grievances shall be entertained by individual / service unions when once transfer order is finalized. Any such matters should be sorted only in earlier stages during provisional list of request/longstanding list. The seniority list of officials who have requested for transfer and the longstanding officials station-wise has to be displayed in a prominent place.

11. A minimum of two years of continuous service shall have to be done in a different station of posting for reckoning as break in tenure at the previous station of posting.

11. Provisional transfer order list will be issued and displayed on all notice boards and in prominent places.

7. Final transfer order will be issued within two weeks of provisional list after sorting out error / grievances in the provisional list if any.

8. Longstanding transfer of non-executives within SSA would normally be avoided if anyone completes 56 years or more (as on 31<sup>st</sup> March of that financial year). However, they can be rotated from one post to another in the same station as per C.O. guidelines.

9. Generally, transfer of employees who are more than 55 years of age as on 31<sup>st</sup> March of that financial year would be avoided for posting to tenure stations where the station has been declared as 'tenure station' with the approval of HOC (Note: As on date no station has been declared or approved as tenure station in any of the SSA's by the Circle Office). However, they can be rotated on the basis of seat /section tenure at the same station as per C.O. guidelines.

10. For adequately manning the post of rural and unpopular areas and to provide timely replacement of staff working in such areas, circles will evolve the policy of transfer of staff on rotation basis based on the following guidelines and with due regard to local requirements.

(a) Tenure for notified unpopular station will be two years. Competent Authority for notifying unpopular stations within the Circle/SSAs for the purpose of tenure shall be concerned Head of Circle.

(b) Tenure for Rural Area (other than those identified as unpopular stations) will be three years. Request for transfer, at own cost, shall normally be entertained after at least two years in a station. Competent Authority for notifying rural areas with the Circle/SSAs for the purpose of tenure shall be concerned Head of Circle.

I For effecting transfer to rural and unpopular stations, system of calling volunteers will be adopted and in the event of not getting adequate volunteers, employees in the order of station tenure i.e the employee with longest station stay will be considered for transfer.

(d) On completion of the tenure, employees shall be accommodated at the choice of posting (out of three choices sought from the employee) as far as possible and subject to administrative convenience and not generally disturbed for the next three years, except in the exigencies of service to be recorded in writing.

(e) Extra leave taken over and above due for the tenure period shall be deducted from the stay at that station.

(f) Posting of unwilling female employees and those who are going to complete 55 years of age as on 31<sup>st</sup> of March of the financial year to such rural /unpopular stations will be avoided as far as possible.

(g) Persons posted at such rural /unpopular stations may be allowed to continue even beyond two years tenure if they so opt. However, this would be subjected to the prevailing post/station tenure limits. The provision of the clause will be subject to administrative feasibility.

11. In case where officers try to influence transfer through other than normal channel, action will be taken as per Rule 22 of BSNL CDA Rules. This rule reads as follows: "No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service in the Company".

12. Medical cases involving in the severe diseases like cancer/brain tumour or similar such disease suffered by the Non-executives / dependent shall be considered from immunity from transfer subjected to submission of documentary evidence including the certificate of the disease issued by a recognized doctor (Chief Medical Officer) to support their representations. Further the request made by the official on medical grounds related to these family members, the comments/documentary evidence on the dependency of the family members on the official shall also be given with the recommendation of the SSA head for the consideration Head of the Circle. Only genuine cases will be considered under this provision as far as possible and within the constraints of administrative feasibility.

13. Notwithstanding the above guidelines, the competent authority will have the powers to transfer officers in the interest of service as and when required.

### **RULE 8 TRANSFERS :**

Intra and inter Circle request transfers of non-executives under Rule 8 of the BSNL Transfer Policy

The transfer requests should be invariably be registered in the waiting list maintained by Circle Office and decided in accordance with the BSNL Employee Transfer Policy. In the regard the following instructions are issued:

1. The SSA/Division concerned should forward the transfer application with appropriate remarks to the Circle/higher office for further necessary action.
2. Circle Office need to prepare waiting list in accordance with the existing instructions and each case may be disposed off in seriatim.
3. The requests from women employees seeking transfer to be with their family should be sympathetically considered, subject to administrative feasibility.

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