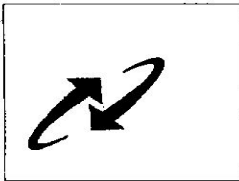


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**BHARAT SANCHAR NIGAM LIMITED**  
[A Government of India Enterprise]

**CORPORATE OFFICE**  
**PERSONNEL –II SECTION**  
Bharat Sanchar Bhawan, 4<sup>th</sup> floor, Janpath, New Delhi-1.

No.1-3(Misc)/2011-Pers-II

March 24<sup>th</sup>, 2012

To

All Heads of Telecom. Circles/Metro Districts/Maintenance  
Regions/Projects/Stores/Factories/BRBRAITT/ALTTC & all other Administrative Units of BSNL.

Subject: - Stay particulars of SDE (Telecom.) – reg.

Sir,

As you are aware, long stay lists prepared by circles are operated by this office for inter-circle transfer/ posting including tenure transfers. Accordingly, I am directed to request furnishing the stay particulars of 25 SDEs (Telecom.) in the order of their long stay in the enclosed format (Annexure-A) as per their stay details made in the HR package w.r.t. their service books. Copies of the Career History downloaded from the updated HR Package in r/o such officers may also be enclosed with the list in support of the long stay details shown i.r.o. these officers.

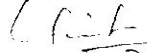
Likewise, the Non-Territorial Circles i.e. Telecom. Regions/Telecom. Projects/NETF/T&D/NCES/QA etc are also requested to furnish the stay particulars of all the officers working in their Circles along with the copies of the Career History downloaded from the HR Package indicating their station postings served by them from time to time so that long stay i.r.o. them is computed w.r.t. their stay within the geographical boundary of a territorial circle.

Further, while submitting 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. 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 due for the tenure period of tenure station will be deducted from the required tenure stay at that station/Circle. The stay particulars of only those male officers who are less than 55 years of age as

on 31.03.2013 may be included in the list as lady officers are to be posted to tenure circle only on their willingness. Their names may be accordingly distinctly shown in the list.

- iii. The details of tenure circles posting undergone by the officers appearing in the list may also be indicated under a separate column given in the format.
- iv. The correctness of the data with reference to the service record of the officers must be ensured to avoid inconvenience, and accordingly, each page of the long stay list be signed by the by DGM/AGM concerned.
- v. The data in respect of the officers ordered for transfer out of circles by the BSNL Corporate Office but not yet relieved may also be sent in a separate sheet by the circle. Such officers/names need not be included in the long stay list.
- vi. The above information with the approval of CGM may kindly be sent to this office latest by **09.04.2012**. in both **soft** and **hard** copy. You are requested to send the soft copy in the email id **agmpers2@gmail.com**. Also the data sent by circles be verified from HRMS to ensure uniformity between long stay list details and HRMS inputs.

  
(V.K. Sinha) 20-3-12

Asstt. General Manager(Pers.II)

Tel No. 23037191

Copy to : Sr.GMs/GMs, BSNL Corporate Office, all are requested to furnish the date in respect of the Dy.Managers working under their control as per Annexure enclosed.

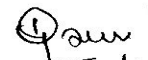
Endst No: Staff/E-1/Stay Particulars/SDEs/

Dated 21-04-2012.

Copy is forwarded for information and necessary actions to:-

All SSA Heads Haryana Telecom Circle,  
GM(CM), Haryana Ambala.

It is requested to supply the information in the prescribed proforma within a week from the issue of this letter.

  
21/4/12  
(D.K. Puri)  
AD(Staff)

**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 Data is complete in every aspect i.e. the career history must be shown in full.

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

Name of the officer \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Office \_\_\_\_\_

Ph No.:

Mob. No.: