

**Bharat Sanchar Nigam Limited
(Corporate Office)
New Delhi – 110 001**

**No. 6-1/2007-Restg.
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BSNL's Employee Transfer Policy

1. 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 or meeting personal or tenure related requests etc.

2. Objectives of transfer policy :

- (a) In the changing business environment, role/profile of employees needs to be augmented continuously. Functional managers need to be given on-the-job training and exposure in different types of work situations to develop them to be Business Managers. Similarly, non-executive employees need to be retrained and redeployed in new jobs/locations to meet the technology/market related changes in business of the company.
- (b) Transfers/job rotation is required to achieve the following objectives:
 - (i) To achieve BSNL's corporate goals through well developed personnel with an all around personality.
 - (ii) To have a mix of personnel positioned at different locations/jobs who have gained varied experience systematically.
 - (iii) To maintain/upkeep the ongoing functional activities/tasks such as telephone exchanges, customer service centers etc at all times.
 - (iv) To distribute the available manpower evenly in the SSA/Circle/service area of Company as per workload, keeping in view the zone of transferability as applicable to specific level/cadre.
 - (v) To provide opportunities to work in different disciplines.
 - (vi) To enhance productivity and obviate monotony.
 - (vii) To ensure rotational redeployment of the personnel from sensitive posts.
 - (viii) To ensure continuity of management and systematic succession planning for key posts in middle and senior management level.
 - (ix) To fulfil the needs of employees nearing retirement for possible placement close to their home town or a location of their choice.

- (x) To meet the staff requirement of tenure/hard tenure/difficult/unpopular stations.

3. Management's Right :

The management has the right to move or not to move employee(s) from one post/job to another, to different locations, to different shifts, temporarily or permanently, as per business requirements and special needs.

4. Need of transfer:

Transfer can be affected due to anyone of the following criterion :

- (a) To provide replacement for a specific post/cadre with a specialized or desired qualification and/or suitable experience, as per company need.
- (b) To meet the business requirement of BSNL.
- (c) To bridge manpower deficit or to provide reinforcement in view of business requirement.
- (d) Placement under compassionate ground.
- (e) To adhere to government regulation/ ruling/guidelines as applicable (as amended from time to time).

5. Basis for transfer :

Transfer shall not be purely based on tenure decided by the transfer policy. Transfers shall also be based on competencies and skills required to execute the work or to provide an opportunity to employees to develop competencies as per job rotation requirement. Transfers shall be based on:

- (a) Vacancies created due to promotions, creation of posts and retirement.
- (b) Job rotation requirement in synchronization with period specified for post, station/ and circle tenure.
- (c) Past experience in various functions and nature of jobs handled.
- (d) Surplus and/or shortages at any location.

SECTION-A

TRANSFER RULES & GUIDING PRINCIPLES :

(Applicable for ALL EMPLOYEES)

6. General Principles :

- (a) Transfer on the basis of completion of post/station/SSA tenure shall normally be done each year. Transfers involving Station, SSA, Circle, urban or rural posting change shall be undertaken for meeting the shortages and service demands for difficult/unpopular area postings, request from employees posted on tenure/hard tenure stations and others. The request of employees coming from hard tenure/tenure stations shall be accommodated, if necessary by displacing other employee, depending on the longest stay basis.
- (b) The cut off date for computing Circle/SSA/Station/Post tenure would be 31st March of that particular financial year. Transfers involving change in the Post/Station/SSA/Circle shall be affected in such a way that orders are issued preferably during the month of March/April. However, in the interest of service, transfer orders can be issued at any time of the year.
- (c) Request transfers within recruiting unit shall normally be considered after completion of 2 years at a particular station. Transfer after two years on request shall be at company's cost. If the transfer is due to personal reasons within two years, this will be at the cost of the employee.
- (d) Repatriation request of Circle/SSA cadre employees posted in units of Non-territorial circles like Maintenance, Project, QA etc. shall normally be considered after completion of four years of stay in the non-Territorial unit and with posting of substitute (if needed)
- (e) As far as possible, transfer requests to choice station from the employees left with less than two years of service for superannuation, shall be considered.
- (f) In case any Employee tries to influence transfer through other than normal channel, it shall be taken as violation of the Conduct rules.
- (g) As far as possible and within the constraints of administrative feasibility, request for posting of husband and wife at the same station shall be considered if the employee's spouse is serving in Central/State Government or a Public Sector Undertaking (PSU).

- (h) In respect of matters which are not specifically covered in these rules, the Central Govt. rules, in so far they are not inconsistent with these rules, shall be followed.

7. Transfer on Administrative Grounds :

- (a) All employees of the company including those belonging to Circle/SSA cadres are liable to be transferred to any place of Company's operations unless it is expressly ordered otherwise for any particular class or classes of employees. Transfers would not, however, be ordered except when advisable in the Company's interests.
- (b) Further, for employees belonging to Circle/SSA Cadre, consequent to joining on transfer to new Circle/SSA, his/her place in the new gradation list would be assigned in same manner as would be assigned to him/her had he/she been originally recruited in the new Circle/SSA.
- (c) The competent authority for considering such transfer cases shall be as prescribed in para 10 below.

8. Request transfers outside Recruiting unit :

- (a) Transfers of employees when desired for their own convenience shall not be discouraged if they are administratively feasible and can be made without injury to the rights of others. However, as a general rule, an employee shall not be transferred from one recruiting unit to another, either within the same circle, or to another circle, unless he/she has completed five (5) years of service in the cadre. As it is not possible to accommodate an employee borne on one gradation list, into another gradation list without injury to the other members in the gradation list such transfers shall not ordinarily be allowed except by way of mutual exchange. Transfer by way of mutual exchange, if themselves inherently unobjectionable, shall be allowed, but in order to safeguard the rights of employees borne in gradation list of both the offices, the employee brought in shall take the place in the new gradation list that would have been assigned to him/her had he/she been originally recruited in that unit or the place vacated by the official with whom he/she exchanges appointment, whichever the lower.

However, for the purpose of eligibility for promotion through examination not linked with seniority or time bound pay scale upgradation , service rendered by the employee in the cadre / grade in the new as well as old circle /SSA shall be counted.

- (b) When an employee is transferred on his/her own request but without arranging mutual exchange, he/she will rank junior in the gradation list of the new unit to all officials of that unit on the date of joining in the new

unit including all persons who have been approved for appointment to that grade on that date.

- (c) The five year service condition eligibility prescribed in para (a) above may in deserving cases, be relaxed with the personal approval of the Head of the Circle.
- (d) Temporary Transfer of employees, who have not completed 5 years of service in the cadre may, in exceptional and deserving cases, be permitted with the approval of the Competent authority as provided under Para (9) below.
- (e) If the old and the new unit form parts of a wider unit for the purpose of promotion to a higher cadre, the transferee (whether by mutual exchange or otherwise) shall retain his/her original seniority in the gradation list of the wider unit.
- (f) An employee transferred from one recruiting unit to another will not have any claim to go back to his/her old unit before completion of 5 years of service in the new unit. A declaration to the effect that he/she accepts the seniority on transfer in accordance with this rule, and that, he/she will not have any claim to go back to the old unit, shall be obtained before an employee is transferred under this rule. Any special privilege to which an official may be entitled by virtue of his/her position in the gradation list of the unit from which he/she is transferred will ordinarily, be forfeited on his/her transfer to the new gradation list.
- (g) Transfer of employees to their parent recruiting unit who have been transferred either under the erstwhile Rule 38 of P & T Manual Vol. IV or under Rule 8 of the instant policy, for claiming the benefit of promotion, having qualified in the departmental examination while working in the parent unit, shall be permitted subject to the condition that the employee has made such a request within six (6) months of the declaration of result of the examination or finding a place in the select panel in cases where wait -listing of qualified candidates is applicable. The transfer back to the Parent recruiting unit shall be considered under Rule 8 and shall be further subject to the condition that the employee will not seek transfer under Rule 8 from his/her parent unit before completion of 5 years of service in the new cadre.
- (h) Transfer of an employee from one arm of service to another within or outside the circle can be allowed only with the personal approval of the Head of Circle or Heads of Circles concerned and subject to the following conditions –
 - i) The mode of recruitment to the post to which the official seeks transfer is the same for the post he/she is holding and ;

- ii) Whenever additional qualifications are prescribed for appointment to a certain post, the applicant shall satisfy those conditions in all respects. Whenever any training is required or prescribed for the post, the applicant must undergo that training satisfactorily and the period of such training must be covered by the employee by taking leave due and permissible for the period.
- (i) Unilateral transfer of Circle/SSA Cadre employees, except those belonging to wasting cadres, shall only be considered in Cadres having provisions for outside recruitment in their Recruitment Rules.
- (j) Competent authority for considering inter-Circle/SSA transfer requests shall be the Head of Circle or their delegated authority.
- (k) Inter-circle/SSA request transfers in the Wasting Cadres under the provisions of these rules shall be considered subject to their feasibility. Such transfers shall be made along with the post. Competent authority in such cases for approving inter-circle transfers shall be Corporate Office and Inter-SSA transfers within Circle shall be approved by Head of the Circle.
- (l) All employees belonging to Circle/SSA Cadre who have registered their requests for transfer to another Circle/SSA under the provisions of Rule – 38 of P & T Manual Vol. IV shall be required to give fresh declarations under the instant policy. Those applying may be retained in the transfer waiting list without affecting their relative position.

9. Deputation/Temporary Transfer :

- (a) In exceptional and deserving cases, request for temporary transfer outside the recruiting unit would be considered subject to feasibility and on the following conditions:-
 - (i) Transfer will be at the cost of officials without any TA/DA and deputation duty allowance;
 - (ii) The employee will continue to maintain his lien in the parent recruiting unit (i.e. Parent Circle/SSA);
 - (iii) The employee will have no claim for regular absorption/promotion in the new Circle/SSA to which he/she has been deputed on temporary transfer.
- (b) Such temporary transfers shall normally be on a fixed duration basis which can be extended by the Competent Authority subject to feasibility.
- (c) Competent authority for considering such temporary transfer requests shall be as prescribed in Para 10 below.

10. Transferring Authority:

The responsibility and Competent authority for transfer of employees for all levels below BSNL Board shall be as per the table shown below, unless otherwise specified in any specific context : -

S. No.	Level	Transfers within the circle/SSA	Inter circle and transfers to/within corporate office
1	HAG or equivalent	CMD	CMD
2	SAG or equivalent	Director(HRD)/Director(finance)	CMD
3	JAG or equivalent	Circle Head / SSA Head within their jurisdiction	Director HRD/ Director (Finance)
4	JTS, STS or equivalent	Circle Head / SSA Head within their jurisdiction.	Director HRD / Director (Finance).
5	Group B or equivalent	Circle Head / SSA Head within their jurisdiction or their delegated authority	DDG(Pers)/Sr.DDG(Estt.)/Sr.DDG(Finance Personnel)
6	Group C & D/Non-executive employees	Circle Head / SSA Head within their jurisdiction or their delegated authority	Jt.DDG(Pers.)/(Establishment)

SECTION-B

11. ADDITIONAL GUIDELINES SPECIFIC TO TRANSFER OF EXECUTIVE EMPLOYEES WITH ALL INDIA TRANSFER LIABILITY:

(a) Transfer tenure:

Annual pool of qualifying employees eligible for transfer shall be drawn on the basis of following tenure : -

Sl. No.	Executive Level	Post tenure	Station/SSA tenure	Circle tenure
1.	SAG or equivalent	4	6	8
2.	JAG or equivalent	4	8	12
3.	STS or equivalent	4	10	15
4.	TES Gr.B/JTS or equivalent	4	10	18

- (b) Minimum period of three years at a location shall be maintained as far as possible in order to avoid hardship to the employees.
- (c) Tenure at a particular location shall include consecutive postings in different field units in the same location.
- (d) For counting Station/SSA tenure, the period of service rendered in the previous cadre (s)/grade (s) would be counted. For Inter circle transfer, stay will be counted from the date of regular promotion/recruitment into the grade of JTO/JAO and others equivalent to the first level of Executive Hierarchy. Inter circle tenure based transfer in respect of Executives will continue to be restricted for SDE/ Other equivalent levels and above. However, the number of officers transferred out of Circle at any time would not generally exceed 10% of the sanctioned strength in the Circle for officers upto STS level. Transfer/Posting history of DOT employment shall be taken into account for the ex-DOT absorbed employees in BSNL. Service period of 2 years or more will only be recognized while computing post/station/SSA/Circle tenure. For Territorial Circle Executives, while computing Station/SSA/Circle tenure, any stay in non-territorial Circle within the territorial jurisdiction of the Circle shall also be counted. Similarly, for non-territorial Circle executives, stay of territorial circle shall be counted while computing Station/SSA/Circle tenure.
- (e) In the career span of all executives, normally one hard tenure such as North East, Assam, J&K, A&N Islands and one term in other tenure circles/SSAs, if any, would be required. After completion of tenure, the executives shall be accommodated at the choice station as far as possible

and not generally disturbed for the next four years. The stay in tenure/hard tenure Circle/SSA would be counted only if the executive has worked for the tenure period in the circle after the same was declared tenure Circle/SSA. Tenure will be counted for the period served at the station after the date of joining. Extra leaves taken over and above due for the tenure period of tenure station shall be deducted from the stay at that station.

- (f) For considering executives for tenure posting on transfer, the executives with longest stay in a particular circle would be considered first. Female executives would also be encouraged to serve in tenure postings. However, posting of unwilling female executives to hard tenure stations would be avoided. Due recognition to female executives who have served in hard tenure locations shall be given in their ACRs.
- (g) At the time of transfer, all the employees would be required to prepare a handing over note to assist the successor execute his responsibilities effectively. A copy of such note would be given to the immediate reporting and reviewing authorities.
- (h) The handing over note shall be examined by immediate reporting authority and final handing over note shall be sent to the reviewing authority.
- (i) Disciplinary action shall be taken if the employee does not relocate to the newly assigned post within the permissible time frame and it shall amount to non-obeying of orders.
- (j) Executives returning from TCIL as well as from foreign country deputation of one year or more shall be posted to hard tenure stations.
- (k) Generally, transfer of officers upto JAG level who are more than 55 years of age (as on 31st March of that particular financial year) would be avoided for posting to hard tenure stations. Similarly, transfer of officers upto SAG grade would generally be avoided in case of more than 58 years of age. However, upto STS level, transfer of officers involving change of station would normally be avoided after 56 years for inter circle transfers and after 57 years for intra circle transfers.

SECTION-C

ADDITIONAL GUIDELINES SPECIFIC TO EXECUTIVES

WITH CIRCLE SERVICE LIABILITY :

12. While the transfers on Administrative grounds and Request transfers shall be governed by Rule 7 and Rules 8 & 9 above respectively, following guidelines shall also be applicable for transfer of executives within recruiting Circle :
- (i) Such of those executives who have completed 4 years of stay on a post or 10 years of stay in a station/SSA may be transferred to another post / another station/SSA within the Circle's jurisdiction. For intra-circle transfers, total stay of the executives shall be counted including that belonging to previous cadre (s)/grade (s) irrespective of category (non-executive /executive). In case of executives of non-territorial circles, posting within territorial jurisdiction of recruiting circle shall be counted towards stay tenure purpose.
 - (ii) Although the executives of Circle level have been recruited to serve the concerned recruiting circle till their promotion to All India service cadre, yet there are hard tenure and tenure circles where there are shortage of circle recruited executives. Executives shall be encouraged to serve in such hard tenure/tenure circles. Such voluntary transfers to these circles and service stay particulars shall be taken into account while posting at the time of promotion.

SECTION-D

ADDITIONAL GUIDELINES SPECIFIC TO NON-EXECUTIVES:

- 13.** While transfers on administrative grounds and request transfers shall be governed by Rule 7 and Rules 8 & 9 above respectively, following guidelines shall also be applicable for transfer of Non-Executives within recruiting Circle/SSA :
- (i) For transfers involving station change within recruiting Circle/SSA, stay at the station shall be the criteria.
 - (ii) 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 recognised while computing seat/section/SSA tenure.
 - (iii) Generally, transfer of employees who are more than 55 years of age as on 31st March of that financial year would be avoided for posting to tenure stations. Employees of 56 years or more (as on 31st March of the particular financial year) shall normally be exempted from transfers involving change of station. However, they can be rotated on the basis of seat/section tenure at the same station.
 - (iv) For transfer from urban to rural /unpopular stations identified as tenure station within a Circle/SSA, tenure period shall be two years. Competent authority for notifying unpopular stations for the purpose of tenure shall be the concerned Head of Circle. For effecting transfers from urban to such tenure stations, system of calling volunteers would be adopted & in the event of not getting adequate volunteers, employees of the cadre having longest stay at the station shall be transferred. Such transferred employees shall be eligible for choice posting at urban station on completion of the tenure, if necessary, by transferring out other employees with longest stay at the urban station. Posting of unwilling female employees to such tenure stations would be avoided. Persons posted at tenure stations may be allowed to continue even beyond two years tenure if they so volunteer. However, they would be subjected to the prevailing tenure limits.