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मु. मा.प्र. दूरसंचार कार्यालय तेलंगाना परिमंडल
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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Lr. No. TT / STC / 7-1 / 2016-18 / 87

Dated at Hyd the 16.03.2018

To

All the SSA heads / units
Telangana Telecom circle.

Sub: Guidelines for issue of transfers to non-executives in the SSAs for posting to rural / unpopular stations - reg.

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The guidelines on transfer policy have already been circulated to SSAs and all are requested to adhere to the instructions scrupulously and the following guidelines are issued after discussion with the representatives of both recognized unions along with circle secretaries on 3.3.2018. It is requested to complete the process of transfers in non-executive cadres in rural / unpopular stations by the end of March, every year.

1. Station wise vacancies are to be identified in the SSA and the list is to be displayed in the intranet and notice board and transfers are to be kept minimum keeping the financial position of the company and also for minimizing hardships to the employees.
2. The cutoff date for computing SSA / Station / Post tenure would be 31st March of that particular financial year. Transfers involving change in the Post / Station / SSA shall be affected in such a way that orders are to be issued preferably by 31st March. In no case beyond 30th April.
3. Sufficient number of officials are to be identified from the long standing list of the SSA by excluding the officials mentioned in the following cases and the list may be displayed in the intranet and notice boards.

- a. The officials those who are have crossed 56 years of age as on 31.03.2018.
- b. The exemptions on medical grounds as per the guidelines issued by BSNL Corporate Office from time to time.

Options are to be called only after excluding the above cases from the long standing officials for the vacancies mentioned at item Sl. No (1).

4. Women employees are to be transferred with in 40KMS.
5. The employees transferred on longstanding basis (urban/rural) shall be eligible for choice posting on completion of the tenure period i.e., two years and the cut-off date for computing the tenure shall be decided by the Head of SSA.

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6. Each official has to opt for 3 stations as per their choice of stations. After receipt of the options 1st priority is to be given to female employees and remaining vacancies are to be filled up as per the stay wise seniority among the long standing officials those who have opted as per their choice of stations. If sufficient options are not received counselling may be conducted for transferring the officials. In case more than one official have opted for the same station from different streams then the official older in age is to be considered.
7. The remaining vacancies are to be filled up through the officials those who have not opted any station and shown in the long standing list under S. No. (2).
8. The officials those who are elected as office bearers after the display of long standing list the transfer order is to be issued and he has to join at the transferred place and then only facilities are to be claimed if applicable.
In case of any officials retained on immunity grounds, he has to join his posted station after completion of his immunity and has to complete the tenure for further transfers.
9. After completion of the deployment transfers, generally 10% of registered request transfers in the each cadre may be considered subject to the availability of vacancies.
10. The request transfers are to be registered only if the official has completed two years of service in the present working station. The request transfers to urban stations are to be considered as per the waiting list registered and on First cum First serve basis.
11. The officials those who got promotions may be posted to rural / unmanned stations.
12. While recommending the Rule-9 transfers to the officials, it is to be ensured that the official should not be in the long standing transfer list of that financial year.
13. Mutual transfers are to be given to an official if it is not a repeated one and if it is not for evading transfer to the rural areas.
14. Extra leave taken over and above due for the tenure period shall be deducted from the stay at that station.
15. Normally depositions are to be discouraged with in the SSA for the officials who were transferred on the longstanding basis. If deputation is considered then the official has to work in the original transferred station and complete the prescribed tenure. No depositions should be given to employees who are in the longstanding list.

 16/3/18

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