

कार्यालय प्रधान महाप्रबंधक, हैदराबाद दूरसंचार  
जिला, बीएसएनएल भवन, आदर्शनगर, हैदराबाद  
Office of the Principal General Manager.  
Hyderabad Telecom. District, BSNL Bhavan,  
Adarshnagar, Hyderabad- 500 063.



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

47

**पत्रसं/Lr.No.SM-103/NEs-Retirements/2018-19/47, दिनांक/dated at HD the 05-12-2018.**

**विषय/ Sub:-** List of Officers/Officials due for retirement on attaining the age of superannuation on **31-12-2018-Reg**

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The officers/officials of HTD mentioned in the annexure are due for retirement on attaining the age of superannuation in the month of **DECEMBER, 2018.**

Concerned SDEs (Admn) / Unit officers of Main Area / AOs (Pay) / S R are requested to verify annexure (given as per ERP data) with reference to Service Books and intimate corrections / additions / deletions if any to SDE (Staff-I), O/o PGM HTD to incorporate the same in the retirement orders.

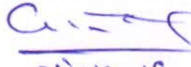
If the name of any official retiring on superannuation on **31-12-2018** is not included in the enclosed list, the official may be relieved subject to the confirmation by this office. Name of such officials may be intimated to this office immediately.

In case, if any, Vigilance / Disciplinary case come to the notice, against any of the employees in the enclosed list before issuing of relieving order, it is the responsibility of the controlling officer concerned to bring it to the notice of this office immediately and the official should be relieved provisionally on the date of superannuation.

The controlling officers of Main / NRUs and Area admns. may relieve the retiring officials from the duties on the A/N of **31-12-2018**. It is instructed to initiate the vigilance clearance after 15<sup>th</sup> and submit the same to the undersigned for issuing of retirement order. Failing which the SDEs (Admn.) of the concerned Area and Unit Officers of Main Area / NRUS will be responsible.

The unit officers are requested to ensure that, all the formalities are completed as per the Check list furnished over leaf.

**Encl:-** Annexure.

  
05/12/18

**सहायक महाप्रबंधक(प्रशा.)/AGM (Admn.),**

**फोन.नं./Ph.No.040 – 23233466.**

**Copy to :-**

1. AGMs (OP & Admn.), Central / North / South / Rural in HTD.
2. Admn. Wings of Electrical / Civil / Cell One / STP / STR & Circle Office. [NRU's].
3. SDE (Welfare) / AGM (Staff-II) O/o PGM HTD.
4. CAO (CA) O/o PGM HTD.
5. AGM (Vigilance], O/o PGM HTD for information.
6. Dist. Secretary, BSNLEU / NFTE, HTD, Hyderabad.
7. Intranet / OC & Spare.

## CHECK LIST FOR GROUP C & D

**Sub:-** Check list for the officials retiring on superannuation or VR,  
transferred to other SSAs and resigning from service – Reg.

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In suppression of the earlier check list the officials who are transferred to the other SSA/Retiring on Superannuation/Retirement on VR and who are resigning from service should complete the formalities before and after relinquishing the charge as per the guide lines mentioned below:-

1. Service Telephone connections like Landline/WLL/Cellular/Broadband etc. are to be surrendered after expiry of the period of retention. The resigning officials should surrender the telephone taken under WEDOT/WEBSNL.
2. The Unit Officer should relieve the official, only surrendering the Telephone taken under WEDOT / WEBSNL.
3. If the official is resigning before completion of the bond period as prescribed he/she should pay back all the amount due to BSNL including training expenses.
4. Quarters are to be surrendered after expiry of period of retention wherever applicable.
5. Making over of all departmental assets/furniture/vehicles if any in their possession.
6. Surrendering the Identity Cards/BSNL MRS/CGHS cards etc. as applicable.
7. Departmental and welfare loans/Telephone dues are to be cleared.
8. Laptop/Computers/Mobile instruments are to be surrendered.
9. Username/Passwords of BSNL Network like Mail/Internet/CDR Access are to be withdrawn.
10. Any other item not covered above in the check list.

The Unit Officers concerned/AOs concerned/and other officers concerned may ensure that the above formalities are complied with.



Annexure to LR. No. SM-103/RETTs-NEs/2018-19 /47				Dated -12-2018.		
Sl. No.	HRMS No.	Name of the Officer/Official [ S/Smt. ]	Desgn.	Date of Birth	Unit Working	GM Area
1	97905458	SATYANANDAM N	PGM	15.12.1958	PGM_TD_HTD_B BVN	MAIN
2	98300582	RAGHUMA REDDY MARYADA	AGM	15.12.1958	GM_TM_B BVN	MAIN
3	98107455	SREE DEVI S	AO	22.12.1958	CAO_FIN_MAIN	MAIN
4	98307503	ARUN KUMAR GN	JTO	30.12.1958	AGM_EXTL_NH	NORTH
5	1000105	BINAY KRISHNA BALA	JE	01.01.1959	SDE_SSTP_SD	MAIN
6	98107391	NAGAMANI P	OS(P)	22.12.1958	SDE_CSC_LGPL	RURAL
7	98204060	PRAMILA K	OS(P)	01.01.1959	AO_PAY_CEN	CENTRAL
8	98103962	DANDA PADMAVATHI	OS(T)	14.12.1958	SDE_CSC_EGD	CENTRAL
9	98307521	RAJKUMAR GUPTA D	OS(T)	11.12.1958	SDE_CSC_GWD	CENTRAL
10	98218477	KUSHAL RAO A	OS(TG)	10.12.1958	AO_TR_GEN	MAIN
11	98702877	VENKATA KOTESWARAMMA ANNEM	AOS(P)	15.12.1958	SDE_ADMN_RURAL	RURAL
12	98406236	P SUDARSHANAM	TT	07.12.1958	SDE_INTL_VSPM	NORTH
13	98501211	MOHAN N	TT	01.01.1959	SDE_EXTL_AR	CENTRAL
14	98602022	SUVARNA D	TT	26.12.1958	SDE_INTL_CH	SOUTH
15	98802094	DEVENDRA CHARY V	TT	07.12.1958	SDE_MDF_SD	NORTH
16	98802275	CHANDER RAO G	TT	15.12.1958	SDE_MDF_SFD	CENTRAL
17	98803836	YADAGIRI T	TT	12.12.1958	SDE_EXTL-II_SD	NORTH
18	99303247	PRAHLAD RAO DUVVA	TT	19.12.1958	SDE_EXTL-II_GWD	CENTRAL
19	99306564	KALYANA SUNDARAM VASAN	TT	13.12.1958	SDE_GRP_S_KMPL	RURAL

  
 Asst. General Manager (Admn.),  
 % PGM TD, Hyderabad-63.