

BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
(Personnel Branch)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

**No: BSNLCO-PER1/20(11)/3/2020-PERS1**

**Dated: 07.07.2021**

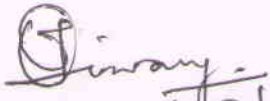
**To,**

All Heads of Telecom Circles/Metro Districts & Other Administrative Units  
All The PGMs/Sr. GMs/GMs of BSNL CO New Delhi  
Bharat Sanchar Nigam Limited.

**Subject: - Online Transfer Portal (OTP) – Regarding.**

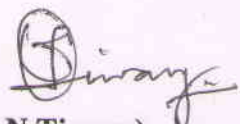
In continuation of earlier guidelines and instructions regarding processing of online transfer applications of executives following is conveyed for smooth processing and disposal of applications.

1. Next OTP window will be opened w.e.f. 16<sup>th</sup> July to 31<sup>st</sup> July.
2. It is hereby clarified that in Circles, wherever there are more than one PGM/GM in single BA Code then only One PGM/GM level officer may be nominated for that BA Code after taking internal approval of the concerned CGM. In such cases, on receiving the Applications in his login, the nominated PGM/GM will take consent of the controlling PGM/GM of applicant internally regarding applicant's transfer request for his recommendation or otherwise before further processing of the transfer request.
3. The routing of Online Applications is on the basis of BA Code concept thus applications are being routed as follows :
  - a.) In BAs of Territorial Circles : Applicant → BA Head → GM(HR) Circle → PGM(Pers) BSNLCO.
  - b.) In C.O. of Territorial Circles : Applicant → GM(HR) Circle as BA → GM(HR) Circle as Circle → PGM(Pers) BSNLCO.
  - c.) In Non-Terr Circles : Applicant → GM (BA) nominated by NT  
( Both the field units Circles → GM(HR) nominated by NT Circle  
And Circle Offices) → PGM(Pers) BSNLCO.
  - d.) In BSNLCO : Applicant → PGM(Pers) as BA → PGM(Pers) as Circle → PGM(Pers) BSNLCO.

  
07/07/21


4. While forwarding the Online Applications through OTP, concerned GM(HR) Circle shall invariably mention the following in the "Remarks" field :
  - a.) In "Transfer From Hard Tenure" cases : The date/ expected date of completion of the hard tenure period of the applicant after adjusting the leaves availed by the applicant as on the date of submission of OTP application.
  - b.) Position of employee in the longest stay list of the circle and the stay period in Circle/Station/Post.
5. It is hereby reiterated that
  - a) No application shall be held up at any level beyond the dead lines stipulated for forwarding the OTP applications to next higher level.
  - b) Applicant should be very careful while applying for transfer through OTP because once application through OTP is considered and disposed off by the management, the request for any modification / retention etc. shall not be entertained.
  - c) To avoid duplicity of the application from same applicant, the applicants who have already applied for transfer in the previous quarter of OTP window, need not apply for transfer again in the next subsequent quarter. In case of duplicate applications, management shall reserve the right to cancel both applications.
6. If not forwarded as per planned schedule, then concerned OTP application will be automatically forwarded from BA Head to GM(HR) Circle after 15 days from closing date of application and further from GM(HR) Circle to BSNLCO after 30/31 days from closing date of application.

This issues with the approval of competent authority.

  
(O.N Tiwary)  
Jt. GM (Pers-SM) 07/07/21  
BSNL CO, New Delhi

Copy to:

1. PPS to the CMD BSNL.
2. PPS to the DIR(CFA)/DIR(HR)/DIR(CM)/DIR(ENT)/DIR(F) BSNL Board.
3. The CVO, BSNLCO /the PGM(Pers) BSNLCO
4. The PGM (ERP) for kind info and n/a pl.
5. Intranet Portal.
6. Order Bundle/Spare Copy.

  
07/07/2021  
(Nitin Kumar Dinker)  
DM-IV (Pers-I)