

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

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

Dated: 28.10.2021

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: - Implementation of Intra Circle Transfer request option in Online Transfer Portal (OTP) – Regarding

Ref: This office letter No. BSNLCO-PERB/19(12)/1/2020-PERS1 Dated: 15.04.2021

After successful implementation of Inter Circle Transfer module in Online Transfer Portal (OTP), it has now been decided with the approval of competent authority to implement OTP for intra circle request transfers of executives (JTO level & above, of all streams) with effect from 1st January, 2022. The system has been developed by ERP Team, BSNL Corporate Office and online request transfer has to be submitted by individual employee through ESS.

2. a) **Online Transfer application**: The window for online submission of transfer application will be opened in 2nd fortnight of first month of each quarter, i.e. window will be opened from


| | |
|--|-----------------------------|
| 16 th Jan to 31 st Jan | in 1 st Quarter. |
| 16 th April to 30 th April | in 2 nd Quarter. |
| 16 th July to 31 st July | in 3 rd Quarter. |
| 16 th Oct to 31 st Oct | in 4 th Quarter. |

b) **Transfer w.r.t. Reference letter issued by Circles** : Sometimes options are called for specific Station/ Office by Circles. Window in such cases will be opened as per the validity of period mentioned in Reference letter. Only active Reference No. will be available in drop down for selection.

3. Provisions have been made in ERP system for data entry in respect of **Disabilities of employee/dependents, Spouse working status & Special achievements / awards etc.** It will also be the responsibility of the employee to ensure that entry has been made in ERP in this regard otherwise request for exemptions/ special consideration admissible, if any, on above ground shall not be entertained.
4. As iterated earlier, vide Inter Circle Transfer cases in OTP, BA Heads/ Circle Heads shall ensure that the personal data of the executives (JTO level & above, of all streams), under their control, is verified and updated in every aspect in SAP/ ERP.
5. Once submitted, the transfer application will get forwarded automatically to the concerned controlling GM of the officer.
6. All transfer applications received by the concerned controlling GM/ GM BA for the quarter shall be forwarded by him/her to the GM (HR) of the concerned Circle office within 15 days after the closure of application submission window. Concerned BA Heads shall forward all applications to next level by submitting their comments in “ Remarks” with their recommendation or otherwise. But, in any case, they shall not hold the applications at their level. Detailed timeline for processing of transfer requests is elaborated at Sl. No. 20 below.


28/10/21

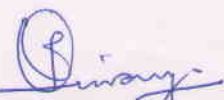
7. If not forwarded as per planned schedule, then Online Transfer Application will be automatically forwarded from BA Head to GM(HR) Circle after 15 days from closing date of application.
8. The routing of Online Applications is on the basis of BA Code concept thus applications are being routed as follows :
 - a.) In BAs of Territorial Circles : Applicant → BA Head → GM(HR) Circle
 - b.) In C.O. of Territorial Circles : Applicant → GM(HR) Circle as BA → GM(HR) Circle as Circle.
 - c.) In Non-Terr Circles (Both the field units And Circle Offices) : Applicant → GM (BA) nominated by NT Circles → GM(HR) nominated by NT Circle
 - d.) In BSNLCO : Applicant → PGM(Pers) as BA → PGM(Pers) as Circle
9. After submission of online transfer request application, applicant can view the status (i.e. Pending, Approved, Rejected) of his/her application through ESS.
10. Applicant can withdraw his/her transfer request application any time after submission but only during "Pending" status of the application during active period of the quarter in which application has been submitted. Once application is withdrawn by the applicant, he/she will not be able to re-apply for next six months from date of withdrawing his/her application. Therefore the executives must be very careful while filling and submitting applications in OTP.
11. Since online transfer request will be submitted through employee's own ESS login ID & Password, thus he/she will be solely responsible for the particulars filled by him/her in his/her application. Any justification, in respect of usage of his/her Login ID & Password by any other person, will not be entertained.
12. While forwarding the applications, concerned Controlling GM/ GM BA should mandatorily indicate the following in the 'Remarks' column of the format available in the template of concerned Controlling GM/ GM(BA) in the OTP:
 - a) Whether the applicant lies in the Top five list of Longest Stay of the concerned BA.
 - b) Whether any Punishment/ Penalty/ Chargesheet etc. is pending/awarded against the applicant.
 - c) Special consideration, if any, other than provisions incorporated in SAP/ERP data, may be indicated (NOT MANDATORY).
13. All requests received at Circle Offices shall be considered on quarterly basis based on the shortages/ surplus in the BAs.
14. It may be noted that orders issued by Circles on the basis of requests submitted by employees shall not be cancelled under any circumstances. Therefore, the employees should be careful while submitting the request application for transfer.
15. No manual applications for request transfer shall be considered.


28/10/21

16. Requests from executives, who are already under transfer by Circles, BSNL Corporate Office or not completed tenure as prescribed in the Transfer Policy, shall not be entertained.
17. Once an application is submitted / processed and it attains its finality i.e. rejected/approved by Circle in a quarter, then employee shall not submit the application for the same cause and stations in the subsequent quarter.
18. The discretion of the Circle Head regarding rejection/acceptance of request will be final and no employee should approach Circle Head through any political channel.
19. Request transfer orders shall be implemented by the BA within one month of issue of transfer orders by Circle Office, failing which executive may be directly relieved from ERP or order may be cancelled if management decides to do so in the interest of organization.
20. The detailed timeline for processing of transfer request is elaborated as under :


| Sr. No | Particulars | Quarter-I | Quarter-II | Quarter-III | Quarter-IV |
|--------|---|--|--|--|--|
| 1 | Online Submission of request by Executive | 16 th Jan to 31 st Jan | 16 th April to 30 th April | 16 th July to 31 st July | 16 th Oct to 31 st Oct |
| 2 | Forwarding of Application by Controlling GM / GM BA | By 15 th Feb | By 15 th May | By 15 th August | By 15 th November |
| 3 | Issue of Order by GM(HR) Circle Office | By last fortnight of quarter | By last fortnight of quarter | By last fortnight of quarter | By last fortnight of quarter |

This issues with the approval of competent authority.


(O.N Tiwary)
 Jt. GM (Pers-SM) 28/10/21
 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.


 28/10/2021
(Nitin Kumar Dinker)
 DM-IV (Pers-I)