

**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: 09.11.2022

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-PER1/20(11)/3/2020-PERS1 Dated: 03.01.2022

In continuation of this office letter under reference conveying the decision to implement OTP for Intra Circle Transfer of executives (JTO level & above, of all streams) **with effect from 1st January, 2022**, your kind attention is hereby invited to the clause 6 stipulating that “No manual applications for request transfer shall be considered” and it is once again requested to ensure that no request based Intra-Circle transfer are done on the basis of manual applications. All the request based Intra-Circle transfers must be based on online requests received in the OTP only.

Also, since OTP window is now opening biannually, thus to curtail the hardship to the officers undergoing SOFT TENURE posting in the circles who are at the verge of completion of SOFT TENURE, the transfer and posting orders of such officers may kindly be issued before completion of their SOFT TENURE period on the basis of requests received through OTP, with a mention in the transfer order that the officer may be relieved from the SOFT TENURE station only after completion of the SOFT TENURE.

In this regard, I have been directed to request you to submit a Certificate (as per Performa attached at Annexure-I) to this office by 15th Nov, 2022 on the e-mail ID – dm4pers1@gmail.com.

This issues with the approval of competent authority.

Encl.: As above.

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
4. Intranet Portal.
5. Order Bundle/Spare Copy.


(O.N Tiwary)
Jt. GM (Pers) 09/11/22
BSNL CO, New Delhi


(Nitin Kumar Dinker)
Dy. Manager-IV (Pers-I)

CERTIFICATE regarding OTP based Intra-Circle Transfers

(For Period : 01.01.2022 to _____)

It is hereby certified that after the implementation of Intra-Circle Transfer requests through Online Transfer Portal (OTP) w.e.f. 01-01-2022, all the requests based Intra-Circle transfers have been done on the basis of the applications received through OTP.

Date:

(Signature & Seal)

Name: _____

PERNR : _____

DGM(HR)/ GM(HR)

Circle Office _____

OR

(For Period : 01.01.2022 to _____)

It is hereby certified that after the implementation of Intra-Circle Transfer requests through Online Transfer Portal (OTP) w.e.f. 01-01-2022, all the requests based Intra-Circle transfers have been done on the basis of the applications received through OTP, with following exceptions:

NON-OTP request based Intra-Circle transfer

SL No.	Name of Officer	PERNR	Desg.	Intra-Circle transfer FROM	Intra-Circle transfer TO	Transfer Type (OWN COST/ Administrative)	Reason for transfer on the basis of request other than OTP request
1							
2							
3							
4							
5							
6							
7							
8							

Date:

(Signature & Seal)

Name: _____

PERNR : _____

DGM(HR)/ GM(HR)

O/o The CGM, _____ Circle