

**Corporate Office**

**Admin & PR Branch**

**1<sup>st</sup> Floor, Bharat Sanchar Bhawan,  
H.C.Mathur Lane, Janpath,  
New Delhi-110001.**

**Ph: 011-23734157, Fax: 011-23718288**



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

No.BSNL CO-ADMN/62/5/2020-ADMN-Pt-3

Dtd. 1<sup>st</sup> Sep., 2020

To

The CGMs,  
All BSNL Circles.

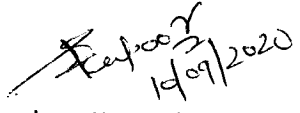
Sub.: Regarding mentioning name of the officers on the note-sheets and letters.

In reference to the above subject, CVO, BSNL has made observations that the officers in BSNL are not mentioning their name on the note sheets along with their designation which creates problems in identifying the concerned officers during investigation of any case. Further while issuing letters in several cases, it has been noticed that the name of the officer is also not mentioned along with their designation. In this regard already a letter no. 20-35/2013-Pers.II Dtd 24<sup>th</sup> October, 2014( copy attached) has been written by AGM(Pers-II), BSNL CO to all Circle Heads for providing name, mobile no., phone/fax no, email-id of the signing authority while making correspondences.

It is intimated that the Chapter V of the Manual of office procedure issued by Ministry of Personnel, Public Grievances and Pensions ( Department of Administrative Reforms and Public Grievances) also provides that " the dealing hand shall append full signature, name and date on the left below the note. An officer shall append full signature on the right hand side of the note with name, designation and date." Further Chapter VII of the said manual provides that " the name, designation, telephone number, fax number and e-mail (wherever applicable) of the officer signing the communication shall be indicated in the communication."

In view of above, it is requested to direct all the concerned officers/officials to follow the above guidelines and shall append full signature, name, designation, telephone/mobile number, email-id, etc. while signing the note/communication accordingly.

This is issued with the approval of DIR(HR).

  
(Sandeep Kapoor)  
AGM(Admin)

Copy to:

- 1) PPS to CMD, BSNL.
- 2) PPSs/PSs to All Directors and CVO, BSNL.
- 3) All CGMs/PGMs/Sr. GMs/GMs of BSNL CO.

Regd. & Corporate Office. : Bhar at Sanchar Bhavan, H.C. Mathur Lane, Janpath, New Delhi-110001, Corporate Identity Number(CIN): U74899DL2000GOI107739, Website: www.bsnl.co.in