



**BHARAT SANCHAR NIGAM LIMITED**  
[A Government of India Enterprise]  
**CORPORATE OFFICE**  
**PERSONNEL-II SECTION**  
BHARAT SANCHAR BHAWAN, 4<sup>th</sup> Floor,  
Janpath, New Delhi- 110 001

No. 20-13/2013-Pers.II

March 20, 2015.

To :

All Heads of Telecom. Circles / NTR / Factories &  
All other Administrative Units,  
Bharat Sanchar Nigam Limited.

**MOST IMMEDIATE**

**Sub: Providing information in respect of PA/PS working in Circle.**

Sir,

I am directed to refer to the above cited subject and to request that the information in respect of the PA/PS working in your Circle may please be submitted as per Annexures, by 31.03.2015.

This may please be accorded TOP PRIORITY and the soft copy of the information also be sent to e-mail-id [agmpers2@gmail.com](mailto:agmpers2@gmail.com).

Yours faithfully,

**(SHEO SHANKAR PRASAD)**  
**Assistant General Manager (Pers. II)**  
Tele. No. 011 – 23037235  
Fax No. 011 – 23734156  
e-mail: [agmpers2@gmail.com](mailto:agmpers2@gmail.com)

Information is required to be given in respect of all units in the Circle in consolidated manner

ANNEXURE-I

Name of Circle : \_\_\_\_\_  
No. of sanctioned posts of PS in the Circle : \_\_\_\_\_  
No. of working strength of PS in the Circle : \_\_\_\_\_

| Sl. No. | Name / HRMS No. of PS | Date of Birth | Date of regular promotion in PS cadre | IDA scale drawn | Date of drawing IDA scale |
|---------|-----------------------|---------------|---------------------------------------|-----------------|---------------------------|
|         |                       |               |                                       |                 |                           |

ANNEXURE-II

Name of Circle : \_\_\_\_\_  
No. of sanctioned posts of PA in the Circle : \_\_\_\_\_  
No. of working strength of PA in the Circle : \_\_\_\_\_

| Sl. No. | Name / HRMS No. of PA | Date of Birth | Date of regular promotion in PA cadre | IDA scale drawn | Date of drawing IDA scale |
|---------|-----------------------|---------------|---------------------------------------|-----------------|---------------------------|
|         |                       |               |                                       |                 |                           |

Verified by AGM(Staff/HR/Admn.) of the Circle alongwith contact details