भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
निगमित कार्यालय
एसईए अनुभाग, स्थापना वित्त शाखा,
चौथी मंजिल, भारत संचार भवन,
जनपथ, नई दिल्ली-110001

BSNL

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Corporate Office
SEA Section, EF-Branch
4th Floor, Bharat Sanchar Bhawan
Janpath, New Delhi-110001

BSNLCO-SEA/11(5)/2023-SEA

Dated: 12.11.2026

To,

All Heads of Telecom Circles & units
Bharat Sanchar Nigam Limited.

**Subject:** Retention Requests of executives upon transfer on promotion to CAO grade – reg.

Ref: (i) Order no. BSNLCO-SEA/14/3/2024-SEA dated 26.10.2026.
(ii) Letter no. BSNLCO-PETS/11(11)/1/2026-PERS1 dated 08.07.2026.
(iii) Letter no. BSNLCO-PETS/12(11)/1/2025-Pers.1 dated 09.05.2026.

Consequent upon transfer on promotion to the Chief Accounts Officer (CAO) grade, this office has received requests from several executives for retention in their present Circle, on account of PwBD/Caregiver/Medical grounds. Upon examination of the cases, it is observed that most of the cases have been forwarded without verifying their credibility with reference to their compliance with the standing instructions on the matter. A significant number of cases are deficient in the required documentations/information (List in Annexure-I).

It is reiterated that all Circles must ensure that any proposal for retention is complete in all respects and is accompanied by the following documents/information before being forwarded to the Corporate Office:

**I. For PwBD / Caregiver Cases:**
- A. Performa for PwBD Employees as per Enclosure-I of letter dated 08.07.2026.
- B. Performa for Caregiver Employees as per Enclosure-II of letter dated 08.07.2026.
- C. A copy of the Unique Disability Identity (UDID) Card.
- D. In cases where a valid UDID card is not available, the provisions of Para 3(ii) of the letter dated 08.07.2026 must be strictly followed, including submission of acknowledgement/registration reference and immediate referral for deferment of relieving.

**II. For Retention on Medical Grounds:** Full compliance with the procedure and guidelines, including the report of the Medical Committee, as stipulated in BSNLCO letter no. BSNLCO-PETS/12(11)/1/2025-Pers.1 dated 09.05.2026.

**III. For all above Cases** - Proper entry in ERP/SAP must be ensured.

In view of the above, it has been requested to re-examine the cases. Only those cases which are found to be eligible and are complete with all the required documents as enumerated above should be submitted to the Corporate Office for consideration. Incomplete proposals will not be entertained and will be returned summarily. Further, If any request is pending at Circle level, same may be immediately submitted to Corporate Office after due diligence.

This issues with the approval of the competent authority.

12/11/2026
(Tomy K I)
Assistant General Manager (SEA)

Encl: As above

Copy to:

1. IFAs of the Circles/Units
2. Office Copy/BSNL Intranet.

Annexure 'I'

| S.N | Name | Pernr/ HRMS | Present Circle | Circle to which tranferred | Ground for retention |
|---|---|---|---|---|---|
| 1 | Siddharth Kumar | 402647 | ALTTC | UP (W) | Caregiver |
| 2 | Venkateswaran R | 401441 | Tamil Nadu | Kerala | Caregiver |
| 3 | Aravazhi A | 98806290 | Tamil Nadu | Maharashtra | Medical / Caregiver |
| 4 | G. Pavithra | 400021 | Tamil Nadu | Maharashtra | Medical / Compassionate |
| 5 | Uma Maheswari B | 401178 | Tamil Nadu | Maharashtra | Medical (Self) |
| 6 | Santosh Kumar Sethi | 401594 | Odisha | Maharashtra | Medical (Self) |
| 7 | Taruna Kumar Gadabad | 400296 | Odisha | Gujarat | Caregiver |
| 8 | Sunita Chari | 99002925 | Maharashtra | Gujarat | Humanitarian/ Family |
| 9 | Neetu Jain | 401396 | Maharashtra | Gujarat | Humanitarian/ Family |
| 10 | Onkar Das | 401679 | CTD | Maharashtra | Self Medical |
| 11 | Vineet Bhandari | 402609 | Punjab | Rajasthan | Medical / Preference |
| 12 | Komal | 402429 | Punjab | Himachal Pradesh | Family / Humanitarian |
| 13 | Raman Sharma | 402589 | Punjab | Rajasthan | Caregiver |
| 14 | Kavita Sarwan Kumar | 99001731 | Punjab | Haryana | Medical (Self) / Couple |
| 15 | Rajeev Chadha | 402782 | Karnataka | Maharashtra | Caregiver |
| 16 | Rakhi Rawal | 400267 | Madhya Pradesh | Maharashtra | Caregiver |