

**भारत संचार निगम लिमिटेड**

(भारत सरकार का उद्यम)

मुख्य महाप्रबंधक कार्यालय

मा.सं-ई अनुभाग, दूसरा मंज़िल

केरल दूरसंचार परिमंडल

तिरुवनंतपुरम - 695033



**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

OFFICE OF THE CHIEF GENERAL  
MANAGER

H.R - E SECTION, 2<sup>ND</sup> FLOOR

KERALA TELECOM CIRCLE

TRIVANDRUM - 695 033

सेवा में/ To

**The Head of all BAs, Kerala Circle.**

**No:HR-E/25-1/2020-21/20**

**Dated at Trivandrum-33, the 09/10/2020**

**विषय/Sub:- Draft Long Stay List of JTOs for intra-circle transfers - Reg**

Please find attached the draft long stay list in the cadre of JTO for intra-circle transfers as taken from ERP. In this regard, it is to be noted that as per BSNL's Employee Transfer Policy, for intra-circle transfers, total stay of the executives shall be counted including that belonging to previous cadre (s)/grade (s) irrespective of category (non-executive /executive) and this has been accounted for in the attached list. However, the long stay list taken from ERP has the following drawbacks.

**Case I:**

1. An officer, if transferred from a BA to any unit under Circle Office within the BA and vice versa (say EKM to MS EKM and vice versa).
2. An officer, if transferred from TVM BA to Circle Office or any unit under Circle Office and vice versa.

In both the above cases, a location change will be reflected in ERP even though there has been no physical shift of the officer.

**Case II:**

As per transfer policy, service period of 2 years or more will only be recognized while computing post/station/SSA/Circle tenure. This is not automatically available in the ERP report. Thus, an officer who has served another BA for a period less than 2 years will be exempted from the long stay list of his/her present working unit.

The list may be verified with respect to the above two cases. The list may be given wide publicity among the officers concerned and discrepancies, if any, pointed out by any of the officer should be verified with the service book after taking into account the factors given above and changes required should be emailed to [erphcmhrkerala@gmail.com](mailto:erphcmhrkerala@gmail.com) before **October 15, 2020** for publishing the finalized long stay list. Any anomaly arising out of non-updating of data in ERP after this date will be the responsibility of the BA concerned.

**उ.म.प्र (मा.स) DGM (HR)**

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**प्रतिलिपि प्रेषित/Copy to:-**

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