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

No. 6-01/2007 – Restg.

Date : 06.09.07

To

**All Chief General Managers Telecom Circles/Chennai & Kolkatta
Telecom Districts /Telecom Projects/Maintenance Regions /Task Force /
Telecom Stores Kolkatta/NCES/Data Network /Training Centers /Telecom
Factories/QA Circle/T & D Circle/IT Project Pune/REP Nagpur.**

Subject : BSNL employees Transfer Policy.

Please find enclosed a copy of BSNL Transfer Policy No. 3-1/2002-
Restrg.(PII) dated 05.09.2007 for information and necessary action. The transfer
Policy has been issued with the approval of Competent Authority in BSNL.

(Shambhu Kumar Mahto)
Jt. DDG (Restructuring-I)

Copy to :

1. PS to CMD, BSNL.
2. All functional Directors of BSNL Board and the CS & GM (Legal).
3. All Sr. DDG/DDGs of Corporate Office.
4. C.V.O. BSNL.
5. DDG (SR) and DDG (Estt.) DOT.
6. General Secretary, BSNLEU.
7. General Secretary, AIBSNLEA/General Secretary, SNEA (I)

BSNL Employee Transfer Policy

1. Purpose :

Transfers are in general necessitated due to requirements of filling up of posts, meeting of the staff requirements of hard/soft tenure/unpopular/difficult stations, matching employees qualification / experience with job requirement, gainful deployment of surplus staff within or outside the recruiting zone, sharing of shortages, even distribution of staff over recruiting zones, movement of staff from sensitive posts or other administrative requirements, meeting of requests either personal or tenure related etc.

2. Objectives of transfer policy :

- 2.1 In the changing business environment, the role/profile of employees to be augmented continuously. “Functional managers” need to be given on the job training and exposure in different types of work situations to develop them to be “ Business Managers”. Similarly non-executive employees need to be retrained and redeployed in new jobs/locations to meet the technology/market related changes in business of the company.
- 2.2 Transfers/job rotation is required to achieve following objectives:
 - a. To achieve BSNL’s corporate goals through well developed personnel with an all around personality.
 - b. To have a mix of personnel positioned at different locations/jobs who have gained varied experience systematically.
 - c. **To maintain/upkeep the ongoing functional activities/tasks such as telephone exchanges, customer service centers etc at all times.**
 - d. **To distribute the available manpower evenly in the SSA/Circle/service area of Company as per workload.**
 - e. To provide opportunities to work in different disciplines.
 - f. To enhance productivity and obviate monotony.
 - g. To ensure rotational redeployment of the personnel from “sensitive” posts.
 - h. To ensure continuity of management and systematic succession planning for key posts in middle and senior management level.
 - i. **To fulfill the needs of employees nearing retirement for possible placement close to their home town or a location of their choice.**
 - j. **To meet the staff requirement of hard/soft tenure/difficult/unpopular stations.**

3. **Management's Right :**

The management has the right to move or not to move employee(s) from one post/job to another, to different locations, to different shifts, temporarily or permanently, as per business requirements changed or special needs arrived.

4. **Need of transfer:**

Transfer can be affected due to anyone of the following criterion.

- a) To provide replacement for a specific post/cadre with a specialized or desired qualification and/or suitable experience, as per company need.
- b) To meet the business requirement of BSNL.
- c) To bridge manpower deficit or to provide reinforcement in view of business requirement.
- d) Placement under compassionate ground.
- e) To adhere to government regulation/ ruling/guidelines as applicable (as amended from time to time).

5. **Basis for transfer :**

Transfer shall not be purely based on tenure decided by the transfer policy.

Transfers shall also be based on competencies and skills required to execute the work or to provide an opportunity to employees develop competencies as per job rotation requirement for the employees. The transfers shall be based on:

- a) Vacancies created due to promotions, creation of posts and retirement.
- b) Job rotation requirement in synchronization with period specified for post, station/ and circle tenure.
- c) Past experience in various functions and nature of jobs handled.
- d) Surplus and/or shortages at any location.

6. **Guiding principles:**

- (i) Transfer on the basis of completion of post/station tenure shall normally be done each year. Transfers involving Station/Circle/urban/rural/posting change will be undertaken for meeting the shortages and service demands difficult/unpopular area postings, request from employees posted on hard tenure/tenure stations and others. **The request of employees coming from hard tenure/tenure stations shall be accommodated, if necessary by displacing other employee, depending on the longest stay basis.**
- (ii) **The cut off date for computing Circle/Station/Post tenure would be 31st March of particular year. Transfers involving change in the Post/Station/Circle will be affected in such a way that orders are issued latest by 31st march of particular year.** However transfers shall be done in the interest of the company at any time of the year.

- (iii) **Request transfers within recruiting unit would be normally considered after completion of 2 years at a particular station. The transfer after two years on request will be at company's cost.** If the transfer is due to personal reasons within two years, this will be at the cost of the employee.
- (iv) In case any Employee tries to influence transfer through other than normal channel, it would be taken as violation of conduct rule. Due entries of such violations be made in the Annual Confidential Report as well as Service Book of the concerned Employee which shall be duly taken into consideration while judging the fitness of the employee for any performance linked perks/incentives/compensation or career progression like time bound IDA scale up-gradation or post based promotion.
- (v) In respect of matters, which are not specifically covered in these rules, the Central Govt. rules, in so far they are not inconsistent with these rules, will be followed.

7. Request transfers :

- a. Employees will be encouraged to request transfers which will facilitate their career development.
- b. In the complete span of employee service two request transfers shall be permitted. Request transfers shall generally be acceded to as far as possible. Employee while making request should give in writing that he is asking for request transfer. In his application circumstances under which transfer is required need to be explained clearly. Further employee should serve minimum two years at a particular location before asking for a request transfer.**

8. Transferring Authority :

The responsibility and authority of transfer of employees for all levels below BSNL Board shall be as per table shown below:

S. No.	Level	Transfers within the circle/SSA	Inter circle and transfers to/within corporate office
1	HAG or equivalent	CMD	CMD
2	SAG or equivalent	Director (HRD)/Director (Finance)	CMD
3	JAG or equivalent	Circle Head / SSA Head within their jurisdiction	Director HRD/ Director (Finance).
4	JTS, STS or equivalent	Circle Head / SSA Head within their	Director (HRD)/Director (Finance)

		jurisdiction .	
5	Group B or equivalent	Circle Head / SSA Head within their jurisdiction or their delegated authority.	DDG (Pers.)/Sr. DDG (Estt.)/ Sr. DDG (Finance Personnel)
6	Group C & D/Non-executive employees	Circle Head / SSA Head within their jurisdiction or their delegated authority.	Jt.DDG (Pers.)/(Establishment)

9. Guiding principles of transfers of executive Employees with All India Transfer liability

a. Transfer tenures:

Annual pool of qualifying employees eligible for transfer shall be drawn on the basis of following tenure :-

Sl. No.	Executive Level	Post tenure	Station tenure	Circle tenure
1.	SAG or equivalent	3	6	8
2.	JAG or equivalent	4	8	12
3.	STS or equivalent	4	10	15
4.	JTS or equivalent	3	10	15
5.	TES Gr.B or equivalent	4	10	15

The tenures will be also subject to the employee annual performance for which ACRs and his BSC Scores will be taken into account. These can also be increased depending on last two years scores of BSC.

- b.** Minimum period of three years at a location shall be maintained as far as possible in order to avoid hardship to the employees.
- c.** Tenure at a particular location will include consecutive postings in different field units in the same location.
- d.** For counting the Station/Circle tenure, the period of service rendered in the previous grade/grades would be counted. The transfer/posting history of DoT employment shall be taken into account for the ex-DoT absorbed employees in BSNL. Service period of 2 years or more will only be recognized while computing post/station/Circle tenure. For Territorial Circle Executives, while computing Station/Circle tenure, any stay in non-territorial Circle within the territorial jurisdiction of the Circle shall also be counted. Similarly, for non-territorial Circle executives, stay of territorial circle shall be counted while computing Station/Circle tenure.

- e.** In a career span of all executives, normally one hard tenure such as North East, Assam, J&K, A&N Islands and one term in other tenure circles/SSAs would be ensured. After completion of tenure, the executives shall be accommodated at the choice station as far as possible. The stay in tenure/hard tenure Circle/SSA would be counted only if the executive has worked for the tenure period in the circle after the same was declared tenure Circle/SSA. Tenure will be counted for the period served at the station after the date of joining. Extra leaves taken over and above due for the tenure period of tenure station will be deducted from the stay at that station.
- f.** For promotion from Group B to Group A/JTS, it shall be mandatory for executives who had joined as Group B or below in DoT/BSNL to complete one hard tenure in their service span as Group B. Otherwise their name may not be considered for promotion. This clause will come into effect after four years of promulgation of the policy.
- g.** For considering executives for tenure posting on transfer, the executives with longest stay in a particular circle would be considered first. Female executives would also be encouraged to serve in tenure postings. However, posting of unwilling female executives to hard tenure station would be avoided. Due recognition to female executives who have served in hard tenure locations shall be given in their ACRs.
- h.** At the time of transfer, all the employees would be required to prepare a handing over note to assist the successor execute his responsibilities effectively. A copy of such note would be given to the immediate reporting and reviewing authorities.
- i.** The handing over note shall be examined by immediate reporting authority and final handling over note shall be sent to the reviewing authority.
- j.** Disciplinary action shall be taken if the employee does not relocate to the newly assigned post within the time frame specified in the transfer order and it shall amount to non-obeying of orders.
- k.** Executives returning from TCIL as well as from foreign country deputation of one year or more shall be posted to hard tenure stations.
- l.** Station transfer of executives of 58 years or more would generally be avoided. However, request transfers in such cases may be acceded to.
- m.** For inter circle transfer, the stay will be counted from the date of regular promotion/recruitment into the grade of JTO/JAO and others equivalent to the first level of Executive Hierarchy. Inter circle tenure based transfer in respect of Executives will continue to be restricted for SDE and above level executives only.

10. Transfer Rules for Executives with Circle Service Liability :

- a. Such of those executives who have completed 4 years of stay on a post, or 10 years of stay in a station may be transferred to another post/ another station within the Circle's jurisdiction. For intra-circle transfer, total stay of the executives will be counted including that belonging to previous grade/grades irrespective of category (non-executive/ executive). In case of executives of non-territorial circles, posting within territorial jurisdiction of recruiting circle shall be counted towards stay tenure purpose.
- b.** Although the executives of Circle level have been recruited to serve the concerned recruiting circle till their promotion to All India service cadre, yet there are hard tenure and tenure circles where there are shortage of circle recruited executives. Executives shall be encouraged to serve in such hard tenure/tenure circles. Such voluntary transfers to these circles and service stay particulars shall be taken into account while posting at the time of promotion.
- c. Since the executives of Circle level have been recruited to serve the concerned recruiting circle till their promotion to All India service cadre, they shall normally not be allowed to seek transfer out of the recruiting circle. However for those executives for whom the BSNL management agrees for transfer from one Circle to another, on exceptional grounds of hardship either on mutual or unilateral request basis, shall rank enbloc junior to all other executives of the cadre in new Circle (where executive is going to join on transfer) on the date of joining. Further, such transferred executive's service in previous Circle shall not be counted for the purpose of computing qualifying service for any perks/incentives/compensation linked with service and carrier progression, either time bound or post based. Their claim for any benefits on service/carrier progression/perks/incentives compensation on the basis of service rendered in previous Circle shall also be forfeited. Such transfers will be allowed only after completion of 5 years of service.

11. **Transfer Rules for Non-Executives:**

- (a) As the non-executives of Circle/SSA level have been recruited to serve the concerned Circle/SSA, **request transfers of non-executives on unilateral basis** shall be considered by Director(HRD) or their delegated authorities only **after serving the concerned Circle/SSA for five years** in the cadre.
- (b) The non-executives transferred from one Circle/SSA to another, either on mutual or unilateral basis, shall rank enbloc junior to all other non-executives of the cadre in new Circle/SSA(where employee is going to join on transfer) on the date of joining. Service rendered in previous Circle/SSA shall not be counted for the purpose of computing qualifying service for any perks/incentive/compensation linked with service and career progression, either time bound or post based in new Circle/SSA. Further, their claim for any benefit on service related career progression/perks/incentives/compensation on the basis of service rendered in previous Circle/SSA should also be forfeited.
- (c) **Transfers within recruiting Circle/SSA :**
 - (i) For transfers involving station change within recruiting Circle/SSA, **stay at the station shall be the criteria.**
 - (ii) Seat/Section tenure will be four years, station tenure ten years and SSA tenure for Circle cadre staff shall be twelve years. For counting station/SSA tenure, the period of service rendered in previous grade/grades would also be counted. However, the period of service rendered as DRM/TSM shall be excluded. Break period of two years or more shall only be recognised while computing post/station/SSA tenure.
 - (iii) **Employees of 58 years or more shall normally be exempted from rotational transfers involving change of station**, however, they can be rotated on the basis of seat/section tenure at same station.
 - (iv) **Regarding transfers from urban to rural/unpopular and vice versa, the rural stations should be treated as tenure stations with tenure of three years.** For effecting transfers from urban to rural stations, the system of calling of volunteers is to be adopted & in the event of not getting adequate volunteers, **employees of the cadre having longest stay at the station shall be transferred. Such transferred employees shall be eligible for choice posting at urban station on completion of rural tenure, if necessary, by transferring out other employee with longest stay at the urban station.** Persons posted in rural areas may be allowed to continue even beyond three years tenure if they so volunteer. However they should be subjected to the prevailing tenure limits.