



Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)
Establishment-IV Section
5th Floor Bharat Sanchar Bhawan, Janpath
New Delhi-110001

No. BSNLCO-A/16(11)/2/2022-ESTAB

Dated:16.01.2025

To

The Chief General Manager,
All Territorial Circles, BSNL.

Sub: Clarification on Online Transfer Application Module for inter-circle transfer under Rule -8 of BSNL Transfer Policy - regarding.

Ref: This office letter dated 17.05.2024 & 29.08.2024.

This office is in receipt of some queries from the circles regarding clarification on procedure of online Rule -8 transfer of BSNL Transfer Policy. The queries were examined in this office in consultation with ERP (HCM) unit, BSNL Corporate office and the following clarifications are conveyed with the approval of the competent authority:

S. No.	Query	Clarification
1.	How to treat /manage the offline complete applications which were wait listed at circle level, before introduction of complete online transfer application under Rule-8 of BSNL transfer policy.	As per para 3 of this office letter dated 29.08.2024 has already clarified that the applications which were already wait listed at Circle level should be kept ahead of the waiting list created with online transfer applications received in ESS /SAP portal. Further, such offline application should be processed offline only i.e sending for accommodation etc. as there is no provision to convert these requests into online.
2.	What will happen to the transfer requests which were initiated during the period 31.06.2024 to 29.08.2024 and circles are also unable to process them Further?	The circles will raise a docket for such transfer requests giving the information of request and service book custodian name, Designation and Perner number (AGM level & above). The request will be moved to that Perner number inbox and then, the request will be processed further as per already defined route and procedure.
3.	What will happen to a transfer request if an online accommodation request is rejected by a deficit Circle?	This question does not arise as there is no rejection option in accommodating circle.
4.	Error due to pending other cadre transfer request while processing the request in the waiting list for outgoing applications in ERP for different cadres?	The waiting list for JE (T), JTO (T) and JAO cadres are to be maintained separately as per existing guidelines. This issue has been addressed by ERP-HCM already. There will be no error of other cadres like JE or JAO cadre pending applicant error while approving JTO cadre applicant and vice versa.

5.	Whether Rule -8 transfer request applications to surplus circles are to be kept in the waiting list?	Yes, as per policy, the Rule -8 transfer request to surplus circles are to be maintained/ kept as per their waiting list and request for accommodation for such applications shall be executed when the requested circle becomes deficit in the cadre. The concerned circle should process the transfer request pending for transfer to deficit destination circle first ignoring the surplus destination circle requests in the waiting list.
5.	What is the procedure for applying Rule 8 transfer request for the employees posted on deputation to outside departments other than BSNL?	A Provision/ Configuration has been developed in ERP that such officials who are on deputation outside BSNL may apply for Rule-8 transfer in ESS and forward the application to SDE(HR/admin) of the BA/OA of old place from where he/she was relieved for deputation and his/her service book is maintained at the time of deputation. Such official has to fill the Perner of concerned SDE (HR/admin) to forward the application. After receiving such application, the concerned SDE (HR/admin) may forward the application to concerned Service book custodian officer (AGM and above level officer) to verify the records from service book. After that further workflow and process shall be similar to normal employees.
6.	JE (T)s of SSA cadre is unable to submit applications for Inter Circle transfers under Rule-8. As per the BSNL transfer policy, all JEs irrespective of circle / SSA cadre should be allowed to apply.	A provision/ configuration has been done in ERP that SSA cadre employees i.e. erstwhile TTA (JE) will be able to submit applications for Inter Circle transfers under Rule-8.
7.	Provision of uploading the requisite documents which were not uploaded by the applicant at the time of submission of transfer application.	A provision/ configuration has been made in ERP for uploading such documents at the level of HR Head of parent circle, if required.
8.	Provision of withdrawal of application by the applicant.	Vide this office letter dated 29.08.2024 has already informed at D: General Instructions point No 12 that withdrawal of application is to be exercised by HR Head of Parent circle.

This is for information and necessary action, please.


16/01/2025
(M Manitombi Devi)
Assistant General Manager (Estt.-IV)
T: 011-23734152 & F: 011-23725255