**BHARAT SANCHAR NIGAM LIMITED**

**(A GOVT. OF INDIA ENTERPRISE)**

**PROFORMA FOR INTER CIRCLE ONE WAY TANSFER UNDER RULE-8**

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| --- | --- | --- |
| 1. | Date of application |  |
| 2 | Name of the official |  |
| 3 | Designation and office to which attached |  |
| 4 | Dateofbirth |  |
| 5 | Date of entry in the Department |  |
| 6 | Whether Permanent and if so , date from which and cadre in which permanent |  |
| 7 | Date of entry in the present grade |  |
| 8 | Date of substantive entry in the present grade |  |
| 9 | Whether appointed under new rules or old rules of recruitment | NEW RULES OF BSNL RECRUITMENT |
| 10 | Date since working in the present Division |  |
| 11 | Whether joined the present Division as surplus qualified official , if so the name of the Division from which transferred | NO |
| 12 | Name of the Division/Circle for where the official desires transfer |  |
| 13 | Whether official is implicated in any disciplinary case | NO |
| 14 | Whether the services of the official can be spared |  |
| 15 | Whether the Head of the Division/Unit, to which the transfer is sought for has given his willingness to accommodate the official immediately, if so particulars, No and date with a certificate that all the optees for his Division has since been absorbed. | - |
| 16 | Whether a declaration of the official concerned has been obtained in proper form for transfer to the unit and not a particular station and kept on record (Two copies attached) | YES |
| 17 | Whether the official has ever before applied for transfer or mutual exchange under Rule 38 of P&T manual Volume IV or under Rule 8 of BSNL’s Employees Transfer Policy notified on 7.5.2008 and the same has accepted or rejected by the Circle Office, if so No. & date | NO |
| 18 | Reason for applying for transfer application dated 05- 12- 2016(Enclosed) | Due to my parent’s health and old age |
| 19 | Are there any other optees awaiting repatriation to the Unit to which the transfer is sought for , if so the No. of the optees and vacancies available may be indicated |  |
| 20 | Position of Optees and vacancies in the Division from which transfer is sought for |  |
| 21 | Whether the official seeking transfer has previously worked at the station/Division to which transfer sought for. | NO |

**Signature of the Head of SSA...**

|  |
| --- |
| **Declaration by an official seeking transfer from one SSA /Circle to another SSA/Circle who have either already applied for transfer under Rule 38 of P&T Manual Volume IV or under Rule 8 of BSNL’s Employees Transfer Policy notified on 7.5.2008.** |

**In connection with my request dated …………………..for transfer to ………………………………………**

I, Shri **……………………………..**working as **JE** … … … … … … … … … … … … ..under **O/o DE ………………………**AS

IN **JALANDHAR** SSA OF PUNJAB CIRCLE hereby declare that;

1. I will not claim any TA/DA/TP/Joining Time.

2. I accept that I shall rank junior in the gradation list of the new unit to all the officials of that unit on the date of joining in the new unit, including all persons who have been approved for appointment to that grade on that date.

3. In case of request transfer by way of mutual exchange, I unconditionally agree to accept the seniority in the gradation list of the new Unitas laid down in the Rule –8 of BSNL’s Employees Transfer Policy dated 7.5.2008

4. I accept that I shall not seek re-transfer to parent unit before completion of 5 years of service in the new SSA/Circle.

5. I accept that claim for the benefit of promotion , on having qualified in the Departmental examination while working in the parent unit,shall be permitted subject to the condition that a request to this effect is made by him within a period of six month of declaration of the result or finding a place in the select panel.

6. I accept to forego all my claims in the old unit, even if a permanent vacancy was available or become available because of the retrospective permanency of post or for any other reason I am/ was entitled for confirmation against such post in his old unit /SSA.

7. I have never before availed of any change of transfer/mutual exchange within preceding five years.

8. I agree not to claim for a posting in any particular station of the new SSA/Circle.

9. I accept all the terms and conditions as laid down in the BSNL’s Employees Transfer Policy notified vide letter No.6- 1/2007-Restg dated 7.5.2008 as amended from time to time.

**Signature of the applicant**



**Designation: JE, HRMS- ( …………………)**

**To**

**The Chief General Manager Telecom**

**Punjab Telecom Circle, Chandigarh**

**Sub: Request for transfer Under Rule -8 from Punjab Circle (SSA JALANDHAR) to**

**………………………..(……………………… SSA).**

**THROUGH PROPER CHANNEL**

**Respected Sir**

It is submitted that I **……………………** working as **Junior Engineer** … …… … … … … … … … … … .. under

O/o SDE …………………… Jalandhar Since ……………………. I want to bring few lines in your kind

consideration that-

1. My responsibility to my family is increasing day by day and I have to face many problems even passing my simple life.

2. --------------------------------------------------------------------------------------------------------------

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3. --------------------------------------------------------------------------------------------------------------

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4. --------------------------------------------------------------------------------------------------------------

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Keeping in view of the above circumstances, I kindly request to you that consider my transfer request on humanitarian ground so that I perform my duty for my parents. Hope for your favorable and necessary action

**Thanking you**

**Yours sincerely**

**Name – …………………..**

**HRMS- …………………..**



**REMARKS OF THE HEAD OF THE DIVISION/UNIT/CIRCLE**

An Application of Smt. /Sh.  **………………………………** designation **Junior**

**Engineer** For inter circle one way /mutual transfer under the new transfer policy circulated by BSNL HQ. New Delhi letter 6-01/2007-Restg. Dated 07-05-2008, has been scrutinized by meand I am satisfied with the correctness of information given the officer in her/his application.

Following additional information is as under

|  |  |  |
| --- | --- | --- |
| 1. Whether the officer is absorbed in BSNL/BSNL Recruitee | : | **YES** |
| 2. Whether the official is involved in loss/fraud / criminal cased | : | **NO** |
| 3. Whether any disc. Proceeding is pending/contemplated | : | **NO** |
| Against the officer |  |  |
| 4. Whether the transfer is recommended | : | ……… |
| 5. Whether the officer can be spared without Substitute | : | ……… |

Place:

Dated:

(Counter Signed SSA Head)

(With Seal)

(Signature by Controlling Officer)

(With Seal)



 **O/o DE PHONES- ………………………….**

**To,**

**AGM HR**

**O/o PGMT BSNL**

**Jalandhar**

**Letter No: Dated ………………**

**Subject: Submission of Transfer case of Mr. ……………………… HRMS- ………………….**

**as JE ………………………… under DE ……………………. .**

**Please find enclosed application of transfer case of Sh. ………………………. having**

**HRMS ………………….. working as Junior Engineer under SDE …………………... Is**

**triplicate signed and recommended with substitute .duly signed by DE**

**………………………………for further necessary action please.**

**SDE ……………………….**