

भारत संचार निगम लिमिटेड  
मुख्य महाप्रबंधक कार्यालय  
चौथी मंजील, ए-विंग, पीपीई अनुभाग,  
प्रशासनिक भवन, जुहू रोड,  
सांतक्रुज (प), मुंबई- 400 054.



Bharat Sanchar Nigam Ltd.  
O/o CGMT, MH Circle,  
4th Floor, A-Wing, PPE Section  
Administrative Bldg. Juhu Road,  
Santacruz (W), Mumbai 400 054.

To,  
All SSA Heads/Architect/Civil,  
Electrical/WTP/WTR,  
Units under BSNL Maharashtra Circle.

**MOST URGENT**  
**TIME BOUND**  
**REMINDER - III**

**No. A/PPE-11/Absorption/Left out cases/MHTC/05**

**Dated - 17/11/2018.**

**Sub: - Absorption in BSNL and issue of Presidential Order of left out cases: submission of the Cases by Circles in proper format.**

**Ref: - 1) BSNL Corporate office letter F. No. BSNL/3-1/SR/2018 dated - 30/07/2018 (copy enclosed).**

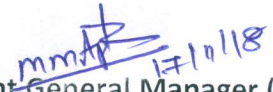
- 2) This office letter 1) No. A/PPE11/Absorption/Left out cases/MHTC/02 dated 08/08/2018.**
- 2) No. A/PPE11/Absorption/Left out cases/MHTC/03 dated 06/09/2018.**
- 3) No. A/PPE11/Absorption/Left out cases/MHTC/03 dated 06/09/2018.**

The information sought on above subject is still not received by this office. It is hereby requested to bestow your personal attention to arrange to furnish all required documents duly attested (Not photocopy) as per the CHECK-LIST (as per annexure-I & II). As mentioned in letter under reference dated 30/07/2018, at the earliest for onward submission to BSNL, Corporate Office New Delhi.

The aforesaid information, may be sent on E-mail Id – [agmesttmh@gmail.com](mailto:agmesttmh@gmail.com) on or before - 22/10/2018, followed by hard copy. Further, if information is NIL, kindly convey the same on above mentioned – mail ID for further transmission to Corporate Office, New Delhi at the earliest.

This is issued with approval of the competent authority.

Encl: - As above.

  
Assistant General Manager (Estt)  
O/o CGMT, MH Circle, Mumbai – 54.



BHARAT SANCHAR NIGAM LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
SR Cell, Corporate Office  
8th Floor, Bharat Sanchar Bhawan,  
Harish Chander Mathur Lane,  
Janpath, New Delhi-110 001

F.No.BSNL/3-1/SR/2018

Dated the: 30.07.2018

To,

All CGMTs, BSNL

**Sub:- Absorption in BSNL and issue of Presidential Order of left out cases: submission of the cases by Circles in proper format.**

Kind attention is invited towards various instructions/guidelines issued by SR Cell in case of individual cases and in general, from time to time, regarding absorption of left out employees working in BSNL. In this regard, it is observed that in most of the cases, Circles are not forwarding the requisite documents/papers in one go. Repeated correspondence for providing the necessary documents/papers has to be done which leads to avoidable delay and thus inconvenience to the employee. This also results in wastage of resources and manpower which otherwise can be used gainfully.

It is pertinent to mention that SR Cell of BSNL CO deals with the absorption cases of Group B, C and D employees of Telecom and Telecom Factory Stream of BSNL. However cases of official of these streams who were having TSM(Temporary Status Mazdoor) status on 30.09.2000 and were regularized on or after 01.10.2000 are dealt by Establishment Section of BSNL CO.

For proper and fast scrutiny of the absorption cases, it is advised that documents/information shall invariably be provided as per the CHECK-LIST (Annexure-I) at the first instance while sending cases for absorption of employees:

- i) Attested copy of "Option Form" of the employee alongwith form showing the service particulars of the optee as prescribed by DoT (sample form prescribed for Group B attached as Annexure II). No photocopy of attested copy would be entertained.
- ii) Last date of submission of Option Form and actual date of submission of Option Form may be indicated categorically. The date of Submission of Option Form should be clearly stated and substantiated. If the date of exercise of option is not available on the option form, document in support of the same shall be provided.
- iii) Whether the option was exercised in time. It may be indicated in clear terms.
- iv) Complete details of the employee as per CHECKLIST.

