



**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.

- v) Self contained note with complete service particulars of the employee ( as per Annexure-I ) including date of birth, designation and substantive grade of the official as on 01.10.2000 and post held on date.
- vi) Complete history in choronological order of the cases pertaining to all disciplinary cases, Court/CAT case and appeal in High Court if any/ CBI cases alongwith documents/orders. A separate sheet containing brief detail of all the cases, orders passed in each case and whether the same has been challenged/appealed in higher court/authority, shall be provided.
- vii) Vigilance clearance of the employee. No case shall be forwarded without vigilance clearance.
- viii) Recommendations of Circle office in each case with justification for absorption wef. 01.10.2000.
- ix) The detailed reason is to be provided for late submission of cases for seeking approval for issue of Presidential cases.
- x) Any other specific information which is relevant to the case.
- xi) Latest annual property return for in-service employee.

The Circles are requested to ensure proper scrutiny of all documents in the light of above guidelines and submit all documents duly attested (not photocopy) as per the CHECK-LIST (as per annexure-I).

Encl: Annexure-I & II

  
30.07.18  
(Milind Bagaddeo)  
Asstt. General Manager (SR),  
Tel. No.011-23037491  
Fax No.011-23734338

**ANNEXURE-I (of letter No. BSNL/3-1/SR/2018 dated 30.07.2018)**

**CHECKLIST (For submission of absorption cases)**

<b>S.No.</b>	<b>Description</b>	<b>Remarks</b>
1	Attested copy of Option form of the employee. ( No photocopy of attested copy would be entertained.)	
2	a) Last date of Submission of Option Form. b) Actual date of submission of Option Form. (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).	
3	Whether the option was exercised in time. ( It may be indicated in clear terms)	
4	Complete service particulars of the employee ( As per Annexure-II )	
5	Complete history in choronological order of the following cases pertaining to the employee: a) CBI case. b) Disciplinary case. c) Court Case. d) CAT Case. e) Appeal in Higher Court if any. ( A separate sheet containing brief detail of all the cases, orders passed in each case and whether the same has been challenged/appealed in higher court/authority, shall be provided)	
6	Vigilance clearance of the employee. ( No case shall be forwarded without vigilance clearance)	
7	Recommendations of Circle office in each case with justification for absorption wef 01.10.2000. (Recommendations shall be signed by SSA head and countersigned by GM(HR) of concerned Circle.	
8.	The detailed reason for late submission of cases for seeking approval for issue of Presidential cases.	
9.	Latest annual property return for inservice employee.	
10.	Any other specific information which is relevant to the case.	

**List of enclosures to be provided:**

1. Option Form alongwith Form showing the Service Particulars of the Optees as Prescribed by DoT.
2. Vigilance Clearance.
3. Annual Property Return (in case of in-service employee)
4. Documents as per S.No. 2,5.



SERVICE PARTICULARS OF THE EMPLOYEE

1. Name in Full :
2. Male/Female :
3. Father's Name :
4. Staff No. :
5. Date Of Birth :
6. Date of Superannuation :
7. Educational Quarlification :
8. Date of First Appointment & Name of the Post/Grade :
9. Name of Post/Grade Presently Held
  - a. On Adhoc Or Local Officiating Basis :
  - b. On Regular Basis :
10. Name of Post/Grade Held on 30.09.2000
  - a. On Adhoc Or Local Officiating Basis :
  - b. On Regular Basis. :
11. Date of Submission of Option Form :
12. Last date of submission of Option Form :
13. Recommendations of SSA Head and Circle Office:

Signature of SSA Head

Counter Signed by GM(HR) of Circle

