



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LTD.
(A Government of India Enterprises)

No. 250-4/2012-Pers-III
Dated: 13.03.2012

To

All Heads of the Telecom Circles/
All Heads of the SSAs/Administrative Offices/Field Units,
Bharat Sanchar Nigam Limited.

Sub: Special Drive for Up-dation of Service Records (Phase-I)---Furnishing of information in the prescribed format regarding.

Kind attention is invited to this office letter of even No. dated 1.3.2012 wherein directions have been given to update the Service Records of the Employees retiring upto 31.12.2013. In this regard, you are requested to furnish the information in the format prescribed as under, fortnightly (i.e, 15th & 30th of the month)

Report as on Date.....

Total No. of employees retiring between 1.4.2012 to 31.3.2013		No. of Service Books checked till 15.3.2012,		No. of Service Books finally made/found OK	
Executives	Non-Executives	Executives	Non-Executives	Executives	Non-Executives

The above information may be furnished to the undersigned on Fax No. 011-23725255.

P.T. Nirmal Kumar
13/03/2012
(P.T.Nirmal Kumar)
Asstt. General Manager (Pers-III)
Tel: 23310401 Fax: 23725255

Copy to:-

1. GM (Pers), BSNL CO, New Delhi
2. AGM (CSS), BSNL CO, New Delhi—for necessary action.
3. AGM (Pers-II/Pers-IV/Pers-VI), BSNL CO, New Delhi--- for necessary action.
4. Deputy Manager (Pension), BSNL CO, New Delhi—for necessary action.
5. Intranet.