

**BHARAT SANCHAR NIGAM LIMITED**  
*(A GOVERNMENT OF INDIA ENTERPRISE)*  
**A-601, Statesman House, Barakhamba Road**  
**New Delhi-110 001**

No. BSNL/2-13/SR/NB/2003

Dated, the 10<sup>th</sup> December, 2004

To

**All CGMs, BSNL**

Sub: **Retention of residential accommodation by officers on transfer from BSNL to MTNL and vice-versa – Instructions regarding**

Of late, a need was felt to evolve a common policy on retention of residential accommodation by officers on their transfer from one PSU to another. Following policy guidelines, which have been finalized in agreement with the MTNL and duly approved by the Department of Telecom, are hereby issued:

- i. **Transfer without change in station of posting.** The officer will be allowed to retain the quarter for a maximum period of six months. The officer will be charged normal licence fee for the first two months and thereafter at double the rates for remaining four months.
- ii. **Transfer with change in station of posting.** The officer will be allowed to retain the quarter for a maximum period of eight months. The officer will be charged normal licence fee for the first two months and thereafter at double the rates of licence fee for the remaining six months.
- iii. **Transfer and posting to a 'tenure' station declared by the Government of India.** In such cases, the orders / instructions issued by the Government of India shall be followed.
- iv. **Transfer and posting to a 'tenure' station declared by BSNL.** The instructions issued vide sub-Para (ii) above shall apply in toto in such cases. However, it has been decided by BSNL that in such cases the officer on transfer from MTNL shall apply for allotment of alternate accommodation to the concerned authority in BSNL within a period of 30 days from the date of joining at new station, and the officer will be allotted the first available quarter of his entitlement or one type below on priority. It has also been decided that in such cases the officer shall pay the normal licence fee only for retention of MTNL quarter up to a maximum period of 8 months and the enhanced licence fee payable for retention of MTNL quarter beyond 2 months and up to 8 months shall be borne by BSNL.

2. In addition to above, it has also been decided that in all such situations, House Rent Allowance payable to the officer and the licence fee deducted from his salary for the retention period shall be transferred to the PSU to whom the accommodation actually belongs.

3. It is requested that all pending cases may be settled according to the above policy guidelines.

**Sd/-**  
**(Satish Wadhwa)**  
**ADG (SR-II), BSNL C.O.**

**Copy to :-**

1. PS to CMD, BSNL
2. All Directors, BSNL Board
3. Director (HR) MTNL C.O. – N.D.-1
4. ED MTNL Delhi / Mumbai
5. All Sr.DDGs / DDGs BSNL C.O.
6. Director (SR), DOT – w.r.t. their letter no. 4-11/04-Estates dated 3.12.2004.