

No. BSNLCO-A/16(11)/2/2022-ESTAB

Dated: 29.08.2024

To

All Heads of Telecom Circles/ Core Networks  
& Other Administrative Units,  
Bharat Sanchar Nigam Limited.

Sub: Implementation of Online Transfer Application Module for inter-circle transfer under Rule -8 of BSNL Transfer Policy - regarding.

This is regarding inter-circle transfer under Rule-8 of BSNL Transfer Policy issued vide letter No. 6-7/2007-Restg. dated 07.05.2008. Vide letter of even number dated 17.05.2024, this office has conveyed to all circles that henceforth all Rule-8 Transfer applications shall be processed only through online portal created in ERP/ESS and there shall be complete ban on processing of any application out of the ERP w.e.f. 1.6.2024.

2. In this regard, ERP-HCM unit, BSNL CO has incorporated the required changes/features in the ERP portal so that submission of Rule-8 transfer requests and further processing can be executed as per rule in seamless, transparent and efficient manner.

3. As such, the officials willing to apply for inter-circle Rule-8 transfer may submit their application along with supporting documents through ERP-ESS portal only. The applications which are already waitlisted at Circle level should be kept ahead of the waiting list created with online transfer applications received in ESS /SAP portal.

4. The procedure for submission of application and further processing is attached as Annexure.

This issues with the approval of the Director (HR).

Encl. – as above.



29.08.2024

(M. Manitombi)

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Copy to:

1. PPS to CMD, BSNL
2. PS to Dir (HR)/Dir(CFA)/Dir(CM)/Dir(EB)/Dir(Fin) & CVO, BSNL
3. All Cadre Controlling Unit Heads, BSNL CO
4. PGM (Pers.), BSNLCO, New Delhi - for information and necessary action i.r.o. ERP-ESS.

**PROCEDURE FOR SUBMISSION OF APPLICATION AND FURTHER PROCESSING (for Inter-Circle Transfer under Rule-8 of BSNL Transfer Policy)**

**A. Rule Position:**

Rule-8 of BSNL Transfer Policy issued vide letter No. 6-7/2007-Restg. dated 07.05.2008, No. 6-1/2007-Restg Vol-III dated 19.12.2016 & 14.02.2017, No. 6-1/2007-Restg Vol-II dated 05.05.2017, Estt branch letter No. 5-3/2017 Estt-IV/ Rule 8 dated 23.02.2017 (Waiting List) and No. BSNLCO-A/16(11)/2/2022-ESTAB dated 14.11.2022 and future amendments/clarifications, if any.

**B. Instructions to Applicants:**

- Eligible employee may submit their application for transfer under Rule 8 of BSNL Transfer policy by login in their account in ERP-ESS portal. The Tab for 'Rule-8' is under 'Online Transfer Application' in 'Employee Self-Service'.
- As the employee data is fetched from records in ERP, employees should ensure that their service record, details of family member /dependents etc. are correctly maintained in ERP.
- The applicant must upload the requisite documents in case of Spouse Ground transfer and for others it is optional.

**C. Application Flow:**

The flow of the transfer application in ERP-ESS is as given below:

**i. For Employee working in PARENT Circle:**

Applicant ⇔ Controlling Officer ⇔ Service book Custodian (AGM or above level) ⇔ BA Head ⇔ Circle HR Head.

**ii. For Employee working in OTHER than Parent Circle:**

Applicant ⇔ Controlling Officer ⇔ Service book Custodian (AGM or above level) ⇔ BA Head ⇔ Circle HR Head ⇔ Parent Circle HR Head.

**D. General Instructions:**

1. Online transfer request will be submitted through employee's own ESS login ID & Password, thus he/she will be solely responsible for the particulars filled by him/her in his/ her application.
2. The application once submitted by the applicant will go to the Controlling Officer. The Controlling Officer shall forward the application with his/her remarks to Service Book custodian (AGM or above level) for verification of details. Thereafter, application will be forwarded to BA Head and next to Circle level, as per mapping in ERP system.
3. If the applicant is working in other than parent circle, the application will be forwarded to Parent circle for processing the same.
4. After approval by Circle HR Head of Parent circle, request for accommodation will be available in SAP-ERP in the requested Circles (Destination circle).

5. The receiving circle will be able to accommodate the applicants as per sequence of incoming applications. Once acceptance is given by the requested circle, the status shall be reflected in the SAP-ERP of parent circle.
6. On receipt of confirmation/acceptance from requested Circle, the HR Head of Parent Circle will process the case internally for approval of Head of the Circle and subsequent relieving of the official. After approval of the competent authority, parent circle shall issue (i) Rule 8 transfer order and (ii) relieving of the official under Rule-8, and status as 'Completed' shall be updated in the ERP system by the parent circle.
7. A SMS notification will be given to the officers to whom the application has reached.
8. Download of PDF copy (Application Form, uploaded documents, and remarks of each stage) & print option is available at each level of transfer application so that the same can be processed in E-office after downloading from ERP-ESS.
9. Reports at Corporate office level/ circle level are made available with field such as showing the PERNR, Name, Designation, Cadre, status of application eg. pending/approved, pending at Level (Per No., Designation, circle) etc. Moreover, movement history is also made available (similar to that in E- office).
10. In addition to View and Download facility for submitted application, status of application is also provided to the Applicant in his/her ESS.
11. As the approving authority for Rule-8 Transfer is Head of Circle, HR Head of the parent Circle shall process the cases for seeking approval of Head of Circle and update the ERP system accordingly. It will be responsibility of Circle HR Head to update the ERP system strictly as per approval of the competent authority.
12. In case the applicant wants to withdraw the request for Rule-8 transfer before approval, he may submit a separate written request for withdrawal/cancellation to HR Head of the Parent Circle through proper channel. HR Head of Parent Circle may 'Reject' his/her Rule-8 application in ERP-ESS (before sending for accommodation acceptance) and in SAP-ERP (after accommodation acceptance).
13. For Mutual transfer application under Rule 8, the applicant is required to fill PERNR of mutual applicant and it should be of same cadre, same stream and should belong to the destination circle/unit.
  - Parent circle can approve the application only when the other respective application of mutual applicant is submitted in ESS/ERP.
  - Accommodation acceptance of the incoming Mutual transfer under Rule 8 can only be given when the respective out going application is approved.
14. After receipt of accommodation acceptance, the Parent Circle should issue the transfer order within one month, and ensure to relieve the applicant within next 60 days, and complete the case in SAP-ERP. **While relieving the officials, circle should select Rule-8 transfer option in ERP. Accommodating Circle should ensure to update 'Parent Circle' of the official in ERP at the time of joining.**
15. The discretion of the parent circle regarding rejection/ acceptance of transfer request will be final and no employee should approach office through any political channel.