

No. BSNLCO-PETS/12(11)/1/2025-PERS1

Dated:- 09.05.2026

आदेश / ORDER

Subject:- Annual Transfer and Posting of Officers in various cadres of Telecom/ Finance/ Civil/ Electrical/ Architecture/ Telecom Factory stream due to Own request, Long stay etc., -Regarding.

Ref1: BSNLCO-PETS/12(11)/1/2025-PERS1/1 dated 02/05/2025

The Officers listed in the enclosed Annexures, belonging to various cadres of Telecom/ Finance/ Civil/ Electrical/ Architecture/ Telecom Factory stream are hereby transferred and posted to the circle indicated against their names due to reasons such as Own request, Long stay etc., with immediate effect and until further orders.

1. The executives who are under transfer to other circles shall be relieved immediately but not later than 15 days from the date of issue of this Order. Requests for modification/deferment shall ordinarily not be entertained, except in cases covered under prescribed guidelines (including notified medical/immunity grounds), and shall be processed strictly in accordance with this Order.
2. The officers who are presently on deputation shall directly join at the posted circle on completion of the deputation period.
3. CGMs concerned are further advised that the pendency of request for modification of the transfer order should not be taken as ground for holding up the implementation of this order.
4. The leave, if any requested by the executives, who are covered under this Order, shall ordinarily not be granted prior to joining at the transferred place. If any executive desires leave, he/she can apply for leave to the officer under whom he/she has been posted on transfer, only after joining at the transferred place/post. The new controlling executives will sanction leave, if it is considered justified as per norms.
5. Officers working at Tenure stations shall be relieved only on successful completion of stipulated Tenure period.
6. All the executives are posted to the circles as indicated in column "Posted Circle" of the annexures. However, the management reserves the right to modify their postings as per administrative requirements at any time.
7. Executives under transfer must complete a comprehensive handover to their successor or designated officer within 7 days of this order, including: (i) all pending files and cases with status notes, (ii) passwords and access credentials for official systems, (iii) custody of assets, vehicles, and official documents, (iv) pending financial matters and budget responsibilities. A handover certificate signed by both transferring and receiving officers must be submitted to Circle HR before relieving. Incomplete handover shall be treated as dereliction of duty.
8. Executives posted to new circles, especially shortage circles or operationally critical positions, shall be provided orientation program by receiving circle within 7 days of joining covering local operational challenges, ongoing projects, and key

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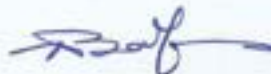
- stakeholders, (iii) access to relevant documentation and standard operating procedures. This ensures smooth transition and immediate productivity
9. Circles shall implement annual intra-circle transfers as per the transfer policy issued by Corporate Office within next 30 days. After the issue of annual intra circle transfers, transfers involving change of station may be avoided except in the case of critical medical cases or Administrative/ Organizational requirement. Corporate office should be kept informed about such orders along with justification.
 10. Analysis of the stay particulars of the officers across all circles reveal that the instructions on rotational / Intra circle transfers are not adhered by the circle/ BA heads and the officers responsible shall implement these transfers scrupulously.
 11. Circles shall post AGMs at SDCA headquarters instead of posting them in OA/BA/Circle offices. Similarly, officers at other levels also shall be posted in the field units instead of concentrating in the OA/BA/Circle offices to ensure operational requirements.
 12. Revenue generating posts in EB, CM and CFA verticals in OA/ BA shall be filled up on priority.
 13. Officers should not be posted at locations where they have served extensively in the past. Rotation of officers across various posts and across different verticals must be ensured to maintain transparency and efficiency. Allowing officers to continue in the same place/ same post/ same vertical for a long period should be avoided.
 14. Circles shall ensure that the working strength at Circle and OA level is evenly distributed. Difference in ratio of working strength and sanctioned strength between Circle Office and BA/OA level should not be more than 10%. Similarly, the difference in ratio of working strength and sanctioned strength between BA/OA Hqs Office and BA/OA field units respectively should not be more than 10%.
 15. Transfer and posting of DGM and below level executives only will be done by the Circles. Posting of Officers above DGM Level including interchange/shifting at the level of GM & above shall be done by Corporate Office only.
 16. Circles shall not give look after charge at the level of GM & above without the approval of Director HR.
 17. Circles shall not issue orders for looking after arrangement beyond the strength authorized by Corporate Office and excess already ordered shall be cancelled immediately.
 18. Non-Territorial Circles can post the officers under transfer to required posts, within their jurisdiction. However, subsequent transfer of these officers or the officers already working, from one territorial circle to another territorial circle, within their jurisdiction shall only done by BSNL CO as per BSNL CO Ir no. BSNLCO-PETS/12(11)/1/2025-PERS1 dated 18.12.2025.
 19. BSNL CO-PETS/11(11)/4/2020-PERS1 dated 27.12.2023 directing circles to avoid intra-circle transfer of executives having station stay of more than 20 years has already been withdrawn vide order under Ref 1. Officers under transfer liability as per the transfer policy are advised to exercise own transfer preference request preferably to shortage circles, well in advance and move out in their own interest so as to minimize the possibility of successive transfers (intra and inter circle) within a short period. Executives who decline OTP opportunities to shortage circles shall be given lower priority for future OTP consideration in preferred locations.
 20. All representations regarding transfer orders (excluding medical cases covered under separate guidelines) must be submitted within 7 days of order issuance and shall be decided by competent authority within 15 days. Representation received

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- after this timeline shall not be entertained. Decision of competent authority on such representations shall be final.
21. Executives or their immediate family/dependents should not bring any external influence in the matter of service matters including their transfer and postings. All such cases will be dealt strictly as per provisions of BSNL CDA Rules.
 22. Chronic Medical conditions and exemption on medical grounds with proper entry in ERP will be given due consideration as per the guidelines of BSNL subject to verification of records either administratively or through second medical opinion or both. Only the conditions notified by BSNL CO are eligible for consideration. Any false representation will attract the provisions of BSNL CDA rules.
 23. On receipt of representation if any from the transferred officers, claiming exemption on medical grounds, Circle Head shall first examine whether the case is eligible for consideration as per BSNL guidelines and if so, such cases may be immediately referred to Dir HR recommending deferment of relieving. Parallely, the guidelines stipulated in the BSNLCO-PETS/13(12)/2/2025-PERS1 dated 09.03.2026 for handling the cases falling under medical grounds shall be initiated and followed scrupulously, without waiting for any clearance from BSNL CO and the entire process should be completed within 60 days from the date of this Order.
 24. Only the executives claiming medical condition(s) notified for exemption by BSNL CO shall be eligible to undergo the above process of Medical Opinion by Medical Board and three-member committee. Circles shall not subject the case(s) to above the process without ensuring this basic eligibility.
 25. Scope of the Medical Board :
 - a. Verify the genuineness of medical condition claimed.
 - b. Verify whether medical condition claimed is one among the list notified by BSNL CO and if so, the name of the medical condition. If not, no further process is required.
 - c. Clarify whether treatment for such medical condition is available only at the requested place for retention or available at other places also.
 - d. Clarify whether the medical condition compulsorily warrants retention of the officer in the place requested and if so, for how many months.
 - e. Clarify whether the officer can be posted to a place where similar facilities medical facilities exist.
 26. Medical exemptions granted shall be valid for a maximum period of 12 months from the date of Medical Board certification. After this period, the executive's case shall be automatically reviewed, and fresh Medical Board opinion obtained. Continuation of exemption beyond 12 months requires fresh justification and competent authority approval. It is the responsibility of the executive concerned to obtain the report before completion of 12 months period.
 27. Scope of three-member committee:
 - a. Verify whether the officer is the only person in the family to take care of the dependent.
 - b. Verify whether the officer's request warrants consideration and if so the conditions in support of the same and for how many months.
 - c. Clarify whether the officer can be posted to a place where similar facilities medical facilities exist.
 28. The guidelines stipulated in the BSNLCO-PRII/19(13)/2/2021-PERS-II dated 09-06-2022 along with respective amendments issued from time to time read with BSNLCO-PETS/12(11)/1/2025-PERS1 dated 30.06.2025 and 30.09.2025 on immunity/transfer protection for office bearers of recognized associations under REA also holds good, provided that only those office bearers who were duly elected/holding such position on or before the date of calling for submission of

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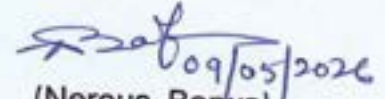


- OTP requests for the present transfer cycle by BSNL CO shall be eligible for such consideration.
29. Office bearers of the recognized associations who were retained earlier on immunity and those who are presently under immunity but included in this order shall automatically stand relieved to the posted circle on completion their tenure.
 30. Posting of executive(s) to the sensitive / non-sensitive post may be decided by the concerned circle as per prescribed norms circulated by DOT & Vigilance branch of BSNL Corporate Office from time to time.
 31. CGMs who fail to implement transfer orders within the stipulated 15-day timeline without valid documented reasons (pending medical board, court orders, or competent authority approval for deferment) shall submit a written explanation to CMD through Director (HR). Repeated delays in implementation may be considered for adverse performance evaluation.
 32. The particulars of executives may also please be updated in the ERP as soon as they join.
 33. CGM concerned shall be responsible for ensuring implementation of this Order and also for ensuring strict compliance of these guidelines.
 34. Charge report may be furnished to all concerned and necessary entries be made in ERP/SAP/Service book accordingly.

This issues with the approval of the competent authority.

Encl:

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| 1. Telecom Stream | - | Annexure - I |
| 2. Finance Stream | - | Annexure - II |
| 3. Civil Stream | - | Annexure - III |
| 4. Electrical Stream | - | Annexure - IV |
| 5. Telecom Factory | - | Annexure - V |
| 6. Architecture | - | Annexure - VI |


(Nereus Barwa)

स.म.प्र. (का.1)/ A.G.M.(Pers.I)

प्रतिलिपि /Copy to:

1. PPS to Dir(HR)/DIR(CFA/DIR(EB)/DIR(CM)/DIR(FIN), BSNL.
2. CVO, BSNL, New Delhi
3. CGM(s) concerned.
4. CAO(s)/Executive concerned. (Through controlling officer).
5. CS to Director (HR), BSNL New Delhi.
6. Guard File/Order Bundle/Intranet.


DEPUTY MANAGER (PERS.II)