



**Corporate Office
Establishment
Branch**

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

dated 31.05.2024

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 temporary transfer under Rule -9 of BSNL Transfer Policy - regarding.

This is regarding inter-circle temporary transfer under Rule – 9 of BSNL Transfer Policy issued vide this office letter dated 27.08.2021. As of now, the temporary transfer requests under Rule-9 are being processed physically (offline) and sent to Corporate Office for approval which involves inherent delays. In order to make the process transparent and efficient, ERP-HCM unit, BSNL CO has developed an Online Transfer Application Module for Rule – 9 Transfer under OTA Tab in ERP-ESS portal. The aforesaid module shall be made operational w.e.f. 01.06.2024.

2. Accordingly, it is informed that w.e.f. 01.06.2024, applications for inter-circle temporary transfer under Rule-9 of BSNL Transfer policy shall be processed only through ERP-ESS Module. As such, the officials willing to apply for inter-circle temporary transfer are requested to submit their application along with supporting documents through ERP-ESS portal only. The physical applications, if any, which are under process at Circle/BA level shall be returned to the applicant with an advice to apply online through the ERP-ESS portal.

3. 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.

31.05.2024
(M. Maniombi)
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Copy to:

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

**PROCEDURE FOR SUBMISSION OF APPLICATION AND FURTHER PROCESSING
(for Inter-Circle Temporary Transfer under Rule-9 of BSNL Transfer Policy)**

A. Rule Position:

Vide BSNLCO office letter No. BSNLCO-A/15(22)/28/2021-ESTAB dated 27.08.2021, the amendment in Rule-9 for Temporary Transfer under BSNL Transfer Policy was issued. As per aforesaid policy, the eligibility condition for Rule-9 transfer is as under:

“9(a) Being an exception to the policy of serving in a particular SSA/ BA/ Circle (recruiting unit), request for temporary transfer outside the recruiting unit would be considered in the following cases:

- I. In cases of medical emergency for self /family or dependent parents for the following chronic diseases: Cancer, renal failure, poliomyelitis (for children), Cerebral palsy, spastics, TB, Thalassaemia Major. Provided that transfer on the ground of parent having one of such disease will be considered only when there is no sibling of the official in a position to take care of such parent and a certificate from Civil surgeon, CMO or equivalent officer of concerned District Govt. hospital clearly indicating the disease has been submitted. Further, family for this purpose shall be as per service record of the employee.*
 - II. In case where due to some unfortunate reasons, the official himself/ herself became handicapped with minimum disability as defined for eligibility for a Govt./ PSU Job.*
 - III. Spouse ground where spouse is working in Central Govt., State Govt. or other PSUs as permanent employee.*
 - IV. Para 9 transfer cases may be considered only after completion of three years of service.*
- 9(b) Such temporary transfers shall normally be on a fixed duration basis which can be extended by the Competent Authority for a maximum period up to 2 years.*
- 9(c) Temporary transfer as mentioned in para 9(b) will be for a maximum period upto 2 years in one stretch. After break (i.e. cooling off period of 3 years), it can again be for 2 years.”*

B. Instructions to Applicants:

- Eligible employee may submit their application for temporary transfer/extension by login in their account in ERP-ESS portal. The Tab for ‘Rule-9’ is under ‘Online Transfer Application’ in ‘Employee Self-Service’.
- As the employee data is fetched from records in ERP, employees should maintain their service record, details of family member /dependents etc correctly in ERP.
- The applicant must upload the requisite documents such as medical certificate in case of transfer application under Rule-9(a)(I), PwBD Certificate for application under Rule 9(a)(II), and a certificate from concerned organization where spouse is working clearly mentioning his/ her designation, place of posting, category of employment (regular/ permanent) and ID card in case of transfer application under Rule-9(a)(III).

C. Application Flow:

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

i) **For Employee working at Territorial Circle:**

Applicant [requisite documents] ⇔ Controlling Authority ⇔ BA Head ⇔
Circle HR (Head) ⇔ Corporate Office.

ii) **For Employee working at Non-Territorial Circle:**

Applicant [requisite documents] ⇔ Controlling Authority ⇔ BA Head ⇔
Circle HR (Head) ⇔ Parent circle office ⇔ Corporate Office.

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 cannot be returned back. After submission of the application, it will go to the Controlling Officer. The Controlling Officer shall dispose the application with his remarks. Once disposed by the controlling officer, the application shall get forwarded to BA level and next to Circle level, as per mapping in the ERP system.
3. The concerned officer at each level including controlling officer should dispose the application with his comments within 7 days. If the application remains pending for more than seven days without disposal, it shall be auto-forwarded to the next stage. At each stage, applicant and the officer to whom the application has reached shall receive SMS notification also.
4. Applicant can withdraw his /her transfer application any time upto Circle level. The application cannot be withdrawn if it has reached Corporate Office.
5. Existing physical applications, if any, which are under process at Circle/BA level shall be returned to the applicant with an advice to apply online through the ERP-ESS portal.
6. Once an application is submitted, processed and it attains its finality and the transfer case is rejected by BSNLCO then employee shall not submit the transfer application again for the same reason.
7. The discretion of the management regarding rejection/ acceptance of transfer request will be final and no employee should approach management through any political channel.
8. All applications received at BSNL Corporate office shall be scrutinised by concerned cadre controlling authority and processed for approval of competent authority. The decision on the transfer application shall be updated to the applicant by uploading the order on ERP-ESS portal.