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**BHARAT SANCHAR NIGAM LIMITED**

(A GOVT. OF INDIA ENTERPRISE)

(APPLICATION FOR INTER CIRCLE ONE WAY OR MUTUAL TRANSFER UNDER RULE-8)  
(Transfer Policy Circulated by BSNL HQ. ND letter no. 6-01/2007-Restg. dt: 07-05-2008)

1. Name of the Executive (In the block letter) :
2. Designation & HRMS No. :
3. Unit in which working :
4. Date of Birth :
5. Date of joining in present cadre :
6. Date from which working in the present Unit / Circle :
7. Whether officer has completed 5 years Service in his present cadre :
8. Date of Confirmation :
9. One way transfer / Mutual transfer (In case of Mutual Transfer enclose consent letter) :
10. Name of Circle / SSA where he/she is seeking Transfer :
11. Whether agreed with the terms & condition of new transfer policy (Enclosed declaration Separately) :
12. Brief reasons for transfer :

I hereby declare that the particulars furnished by me are true to the best of my knowledge and belief.

Date :

Place:

Signature .....

Name .....

Desig. ....

Unit / SSA .....

**Declaration by an official seeking transfer from one SSA/Circle to another SSA/Circle who have either already applied for transfer under Rule 38 of P&T Manual Vol.IV or under Rule 8 of BSNL's Employees Transfer Policy notified on 7.5.2008**

In connection with my request dated \_\_\_\_\_ for transfer to \_\_\_\_\_ (Name of the SSA/Circle, I, Shri/Smt/Km. \_\_\_\_\_ working as \_\_\_\_\_ (Designation) in the Office of \_\_\_\_\_ [Name of SSA/Circle] hereby declare that: -

1. I will not claim any T/DA/TP/Joining Time.
2. I accept that I shall rank junior in the gradation list of the new unit to all the officials of that unit on the date of joining in the new unit, including all persons who have been approved for appointment to that grade on that date.
3. In case of request transfer by way of mutual exchange; I un-conditionally agree to accept the seniority in the gradation list of the new unit as laid down in Rule 8 of BSNL's Employees Transfer Policy dated 7.5.2008
4. I accept that I shall not seek re-transfer to my parent unit before completion of 5 years of service in the new SSA/Circle.
5. I accept that claim for the benefit of promotion, on having qualified in the departmental examination while working in the parent unit, shall be permitted subject to the condition that a request to this effect is made by me within a period of six months of declaration of the result or finding a place in the select panel.
6. I accept to forego all my claims in the old unit, even if a permanent vacancy was available or become available because of the retrospective permanency of post or for any other reason I am/was entitled for confirmation against such post in my old unit/SSA.
7. I have never before availed of any change of transfer/mutual exchange within preceding five years.
8. I agree not to claim for a posting in any particular station of the new SSA/circle.
9. I accept all the terms and conditions as laid down in the BSNL's Employees Transfer Policy notified vide letter No.6-1/2007-Restg. Dated 7.5.2008, as amended from time to time.

Signature of the Applicant

Designation

Date:

**BIO DATA OF JTO SEEKING INTER CIRCLE TRANSFER UNDER RULE-8**  
**(ONE WAY / MUTUAL)**

1. Name of Officer :
2. Unit / SSA in which working :
3. Name of Circle :
4. Community (OC/SC/ST/OBC) :
5. Qualification :
6. Date of entry in the JTO cadre :
7. Date of appointment in the JTO cadre :
8. Date of Birth :
9. Date of confirmation :
10. Departmental /Direct Rectt. :
11. Year of Recruitment :
12. Branch of specialization :
13. Name of the training Centre :
14. Batch No. :
15. Marks obtained / Maximum Marks :
16. Date of joining in the Unit/SSA :
17. Date of Joining in the Circle :
18. Ground on which transfer is applied :
19. It is certify that the above particulars have been verified from the service book :

Signature & Desig. of Competent  
Authority with Seal

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**COMMENTS OF THE UNIT / SSA HEAD**

An Application of Smt/Sh ..... designation .....  
For inter circle one way /mutual transfer under the new transfer policy circulated by BSNL  
HQ, New Delhi letter no. 6-01/2007-Restg. dated 07-05-2008, has been scrutinized by me  
and I am satisfied with the correctness of information given the officer in her/his application.  
Following additional information is as under :-

1. Whether the officer is absorbed in BSNL/  
BSNL Recruitce :
2. Whether the officer in involved in loss/  
Fraud /criminal cases :
3. Whether any disc. proceeding is pending/  
contemplated against the officer :
4. Whether the transfer is recommended :
5. Whether the officer can be spared without  
Substitute :

Place :

Date :

(Counter Signed by SSA Head)  
(With Seal)

(Signature by Controlling Officer)  
(with Seal)

Additional

**BIO DATA OF THE OFFICER FOR R-8 Transfer in JTO Cadre**

1. Name of the Officer/ Date of Birth : .....
2. Staff No/ HR NO; : .....
3. Community (OC/ST/SC/OBC) : .....
- In case of SC/ST/OBC :-
- i) Whether Caste Certificate is verified from Revenue authorities .....
- ii) Whether original caste certificate is pasted in Service Book : .....
4. Educational Qualification : .....
5. Date of Appointment as JTO & : .....
- Whether copy of Appointment order is pasted in SB : .....
6. Present status (Pmt/Temp) : .....
7. SSA in which working : .....
8. Date of Entry in the Department and the Cadre : .....
9. a) Date of Entry in the Present Grade: : .....
- b) Whether DR JTO/ Departmental O/S / Promotee : .....
10. Recruitment Circle /Year of recruitment as J T O : .....
11. Whether confirmed ? If so, cadre in which confirmed : .....
- (i) date of Confirmation :----- (ii) whether copy is pasted in SB-----
12. Name of the Training Centre where underwent Ph.I Trg. & Batch No :-----
13. Details of Phase -I & Field Training :-
- i) Commencement & completion date of Phase-I Training :-----
- ii) Commencement & completion date of Field Training :-----
- iii) Total amount of Stipend & DA paid during Phase -I(Not for YOR-2008):-----
- iv) Total amount of Stipend & DA paid during Field Training: (Not for YOR-2008)-----
- v) Marks obtained in Phase I training :-
- (a) Max Marks \* .....
- (b) Marks obtained .....
- (c) Whether passed in 1<sup>st</sup> attempt .....
14. Whether Phase-II is completed/ Branch in which Trained :-----
15. Date of joining in the circle in case of Rule-8/Mutual Transfer :-----
16. Whether character & Antecedents verified and Entries Made in S.B. :-----
17. Whether medically examined before appointment :-----
18. Whether any Disc/Vig. Cases is pending or Contemplated against the officer :-----
19. Whether any punishment has been imposed & if so :-----  
the nature of punishment/its currency -

Signature of the competent authority With Seal.