



# Bharat Sanchar Nigam Ltd.

( A Government of India Enterprise)

Office Of The Chief General Manager, Karnataka Telecom Circle,  
No. 1, Swamy Vivekananda Road,  
Doorasamparka Bhavan, Halasuru, Bangalore-560 008.

To

1. All SSAs of Karnataka Circle.
2. All Non recruiting Units of Karnataka circle

NO: HRD - II / 3-57/2017/II/ 45 dated at Bangalore the 10 03-2017

Sub : Procedure to be followed while forwarding application for transfer in the cadre of JTO.

The following conditions have been specified and circulated among SSAs/Units for implementation with immediate effect;

1. (a) Requests for Local transfer or within Circle can be applied by JTOs only after completion of two years of Service through proper channel.  
(b) R-8 transfer can be applied by JTO on completion of five years of <sup>qualified</sup> service in Karnataka Circle as contained in BSNL transfer policy.
2. SSAs/Units are requested to maintain the register of request transfer/R-8 transfer application in Chronological order of date of receipt in SSA/Unit. Applications shall be forwarded to the circle office immediately after the receipt.
3. SSAs/Units Head are requested to ensure the following points before forwarding the applications for intra circle transfer.
  - a) JTO must complete two years of qualified service.
  - b) Leave availed by JTO:- JTO may avail admissible leave which is credited during the year such as CL,RH,EL and HPL.
  - c) Other kinds of leave availed such as CCL, M.L. and accumulated leave (EL/HPL) etc shall not be counted towards period of stay in the SSA/Unit.
  - d) Report of leave availed summary during their stay in SSA/Unit may please be enclosed while forwarding the application.

This has the approval of the competent authority.

 10/3/17

( C.K.SWAMINATHAN )

Asst. General Manager ( HRD )

O/o Chief General Manager Telecom.  
Karnataka Circle, Bangalore-560 008.

Phone: 080- 25308350 Fax : 080- 25361557