

  
 भारत संचार निगम लिमिटेड /BHARAT SANCHAR NIGAM LIMITED  
 (भारत सरकार का उद्यम) / ( A GOVT.OF INDIA ENTERPRISE)  
 मुख्य महाप्रबंधक का कार्यालय, तमिलनाडु दूरसंचार परिमंडल, चेन्नै -600 006  
 O/o CHIEF GENERAL MANAGER, BSNL, TAMILNADU CIRCLE,  
 NEW ADMINISTRATIVE BUILDING, NO.16, GREAMS ROAD, 5<sup>TH</sup> FLOOR, CHENNAI-6.

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| <b>From</b><br><br>The Chief General Manager<br>Bharat Sanchar Nigam Limited<br>Tamilnadu Circle<br>No.16, Greams road, Chennai – 600 006. | <b>To</b><br><br>All Heads of SSAs / Units<br>in TNT Circle. |
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**No. TSA/10-152 /2014/39 Dated at Chennai -6 the 11 -05-2015.**

**Sub: HR Issues of BSS Staff after merger with SSAs due to ERP - reg.**  
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In continuation to this office letter no.TSA/10-152/2014/20 dated 21/10/2014, the following re-arrangement of duties and responsibilities in HR issues of BSS Staff after merger with SSAs due to ERP are approved by the Competent Authority for information and strict adherence thereto as detailed below:

| SL. NO. | STAFF MATTERS   | To be dealt by  |
|---------|---|---|
| 1       | NOC for going abroad / Passport                               | Such cases when submitted by a JTO or SDE (BSS), it will be forwarded through the DE & DGM (BSS) with their recommendations and Vigilance Clearance report wherever required to the respective SSA for favour of further necessary action by the SSA as the original service records of the Executives and Non – Executives are available with the respective SSA only. |
| 2       | Official Language Payments (viz.,)Cash Award etc.             | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.   |
| 3       | Immovable / Movable Property acquisition approval             | Such cases when submitted by a JTO or SDE (BSS), it will be forwarded through the DE & DGM (BSS) with their recommendations and Vigilance Clearance report wherever required to the respective SSA for favour of further necessary action by the SSA as the original service records of the Executives and Non – Executives are available with the respective SSA only. |
| 4       | Departmental Promotion / Departmental Examination             | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.   |
| 5       | Vigilance Clearance   | CMTS will originate and forward such cases to the respective SSAs for further necessary action by the SSA.  |
| 6       | Permission for Applying for other Organizations / Departments | CMTS will originate and forward such cases to the respective SSAs for further necessary action by the SSA.  |
| 7       | VRS / Resignation / Retirement cases                          | Such cases when submitted by a JTO or SDE (BSS), it will be forwarded through the DE & DGM (BSS) with their recommendations and Vigilance Clearance report wherever required to the respective SSA for favour of further necessary action by the SSA as the original service records of the Executives and Non – Executives are available with the respective SSA only. |

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| 8  | Permission for Higher Education  | CMTS will originate and forward such cases to the respective SSAs for further necessary action by the SSA.   |
| 9  | Issue of BSNL MRS Cards & Departmental ID Cards  | Such cases when submitted by a JTO or SDE (BSS), it will be forwarded through the DE & DGM (BSS) with their recommendations wherever required to the respective SSA for favour of further necessary action by the SSA as the original service records of the Executives and Non – Executives are available with the respective SSA only. |
| 10 | Approval of Inpatient Medical Treatment  | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.  |
| 11 | Maintaining of APAR Folders  | These staff matters will be dealt with by CMTS Coimbatore.   |
| 12 | Time Bound Promotion   | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.  |
| 13 | Confirmation of JTOs   | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.  |
| 14 | Staff wards Scholarship, Book award etc., & Welfare issues   | These Staff matters of BSS Units are to be dealt with by respective SSA only as the original Service Records are available with the SSA only.  |
| 15 | Provision of Service Office / Residential Connections  | These staff matters will be dealt with by CMTS Coimbatore.   |
| 16 | Provision of special reports / stay particulars  | DE (BSS) Unit will forward to GM (NW OPS-CM)CBT for further forwarding to SSA for issuance.  |
| 17 | Provisioning Looking after / Officiating cases of all cadres (TTA to JTO, JTO to SDE,SDE to DE & DE to DGM)        | GM (NW OPS-CM) CBT will process with Circle Office.  |
| 18 | Processing of Transfer and Posting cases   | CMTS Coimbatore will forward such cases to Circle Office with the concurrence or otherwise by GM (NWO-II – CM) TN Circle at Coimbatore.  |
| 19 | Processing of Personal Claims (TA Bill, Medical Bill, Reimbursement of Mobile, Brief case, News paper Bills etc.,) | DE (BSS) Unit will forward to GM (NWO-CM), CBT for further forwarding to SSA for payment.  |

This issues with the concurrence of the Competent Authority.

( V.VELAPPAN)

उप महाप्रबंधक[एचआर]

Deputy General Manager [ HR)

कृते मु.म.प्र.बी.एस.एन.एल. / For CGM,BSNL

तमिलनाडु परिमंडल,चेन्नै.6 / Tamilnadu Circle,Chennai-6.

ERP /MERGER LETTER