



भारत संचार निगम लिमिटेड / BHARAT SANCHAR NIGAM LIMITED

मुख्य महाप्रबंधक का कार्यालय, तमिलनाडु दूरसंचार परिमंडल,
न्यू प्रशासनिक भवन, पाँचवी मंजिल, चेन्नै-600006.

O/O CHIEF GENERAL MANAGER, T.N.CIRCLE, NEW ADMINISTRATIVE BUILDING
5th FLOOR, 16 GREAMS ROAD, CHENNAI 600006.

सेवा में/To
All SSAs/Units,
Tamilnadu Circle.

TSA/1-22/BSNL OPTION/2015/1

Dated at Chenna 6, the

05/01/2015.

विषय/Sub: Issue of Presidential Order to Group B, Group-C & Group-D
employees-due to pending disciplinary cases and missed cases-reg.
xxxx

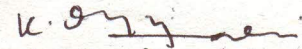
The presidential order issued at the time of absorption is an important document in case of all employees absorbed in BSNL. The copy of the Presidential order has to be pasted in the service book, another copy given to the concerned employee. Further, at the time of entry in HR package, absorption details of employee are to be entered and verification certificate is also entered in HR package. In spite of all these requirements, it is found that non availability of Presidential orders in the Service book are referred by SSAs only during the process of retirement of the official eventhough the pay of the official has been drawn in IDA scale since 01.10.2000. This causes great hardship in timely settlement of such cases, as the matter has to be taken up with DoT.

Hence, I am directed to intimate that all the officials/ officers are instructed to verify their personal copy and if found missing, the same may be intimated to the concerned SSA/Unit. The SSA should verify and compliance to be intimated to this office. For the cases of non issue of Presidential order, seeking approval from DoT at the time of retirement is very difficult.

All the heads of SSAs are requested to arrange to verify and ensure that the Presidential order copy has to be pasted in the Service book. After completion of punishment, the details of disciplinary proceedings and option form of the concerned official with vigilance clearance have to be forwarded to the undersigned for getting approval from DoT to issue the Presidential Order.

A certificate may be furnished by return of fax as " all the individual copies of Presidential Orders are pasted in Service Book of all concerned officials in this SSA".

In case of VRS of any official/officer it should be ensured that P.O. is pasted in the Service Book of the concerned official/officer, before forwarding the VRS application to Circle office.


(के. ओय्यारी), 5/1/2015

(K. OYYARI),

सहायक महाप्रबंधक, (स्टॉफ)

Assistant General Manager (Staff)

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

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

प्रतिलिपि निम्नलिखित को/Copy to:

1. The Chief General Manager, STR/STP, Chennai.
2. PCE (C)/PCE(E), Chennai.