

  
**BSNL**  
**BHARAT SANCHAR NIGAM LIMITED**  
[A GOVT. OF INDIA ENTERPRISE]  
O/O CGM,BSNL, TN CIRCLE,CHENNAI-2.

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To  
All PGMs, GMs, GM (MS- O) Trichy,  
PCE (Civil) & (Electrical), IFAs, Sr A.Os / A.Os.  
Principal, RGM TTC, Chennai.

No : TAC/Spl.Cell / Step up / 2011 – 2012 / 2011 Dated at Chennai – 2 the

03 / 10 / 2011

Sub: Stepping up of pay of seniors at par with their junior – forwarding of cases-reg.

It is observed that the representations of officials/ officers requesting for stepping up of pay on par with their juniors are merely forwarded to this office by the respective units/ SSAs without complete details in all aspects.

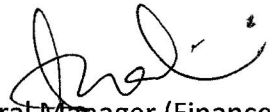
As a consequence, this office has to correspond with the various units/SSAs for obtaining the service book particulars of the juniors/seniors, which leads to delay in processing the cases. Further the affected officials represent to the Grievance Cell and their cases are also taken up by the Service Unions as subject items in the meetings.

In order to settle the cases in time, the following procedure is prescribed .

1. A comparative statement showing the pay drawn by both of them from time to time should be sent.
2. The Service Book details (Relevant pages of attested copies of the Service book) of the senior as well as junior officials/ officers have to be obtained and should be forwarded to this office along with the representations.
3. The full Gradation list particulars duly verified should be furnished.
4. The relevant Rules and Orders of stepping up of pay under FR & SR (FR-22 & other provisions) besides IDA orders issued by the BSNL HQ from time to time under which the stepping up cases are to be considered have to be quoted.
5. Recommendations of the IFA.

In future, all stepping up cases may be sent complete in all respects for further action at Circle Office. Incomplete cases will not be considered.

The receipt of this letter may please be acknowledged.

  
General Manager (Finance)  
O/o CGM, BSNL, TN Circle,  
Chennai – 600 002.