



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 -600 002  
O/o CHIEF GENERAL MANAGER, T.N.CIRCLE, CHENNAI-2.

<b>From</b> The Chief General Manager BSNL, Tamilnadu Circle. Chennai-600 002.	<b>To</b> All Heads of SSAs / Units in TN Circle All GMs in Circle Office BSNL, TN Circle.
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No.TSA/10-15/2012/PT-I

Dated at Chennai-2 the

29/04/2013.

**Sub: Looking After arrangement in the Grade of  
DIVISIONAL ENGINEER – Reg.**

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Options for filling up DE vacancies, by Looking After arrangement are hereby called for, from amongst the eligible SDEs of Tamilnadu Circle, who have completed minimum of seven years of service as SDE. Those SDEs who have declined / debarred may also opt, but their options will be considered only after the completion of debar period. The following procedure will be adopted for finalising the Looking After arrangement.

All the eligible SDE Grade Executives, need to exercise their options afresh, even if they are allready Looking after as DEs.

1. Each SDE is required to indicate 3 options of stations in the order of priority.
2. The place of posting to the Looking After DEs will be decided by the Heads of SSAs, concerned. Circle Office will only post the officers to the respective SSAs. Mere submission of option will not guarantee selection, for Looking after arrangement.
3. Options of those SDEs who are already looking after as DEs and have not completed 2 years in their present Station / SSA, having been posted to those Station/ SSA on transfer, will be considered only after completion of 2 years mandatory period of stay in their present Station / SSA.
4. The Looking after Officers who have not completed 2 years in a Stations / SSAs, cannot exercise option for change of Stations /SSAs, till they complete 2 years in the present Looking after station. Officers who have completed two years in a station / SSA may opt for other SSA and their cases will be considered for allotment if vacancies are available in that SSA as per seniority and option.

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5. The number of posts indicated in Annexure is tentative and subject to change.
6. Options from willing and eligible SDEs, who desire to Look after in the same SSA /Other SSA shall be obtained by the SSAs and submitted to Circle Office in the standard Format given below.
7. Options can be indicated for the ` 0 ` vacancy SSAs also, such options will be considered for posting in case currently Looking after DEs are transferred as per their options or to fill up future vacancies due to retirement and transfer etc.
8. SDEs while giving options should clearly indicate whether they would like to be considered for posting in any SSA apart from the three options given by them or they would like to be skipped. Options should be for 3 different SSAs in the order of priority.
9. The options of SDEs, who will be retiring within one year from the date of consideration for posting as DE (LA), will not be considered in case the options involve transfer to other station. However, they can opt to look after in their same stations, the same will be considered.
10. The consideration and allotment will be as far as practicable, based on Seniority - cum- fitness basis. However, for specific administrative requirements in vital areas, competency based posting shall be resorted to by the Circle Administration.
11. Consolidated list of options are to be sent to this office by the SSA Administration in MS EXCEL Format as “DE Option XXX.xls” through INTRANET by uploading the file into the folder “Circleoffice/staff/ADS-1” in the standard format given below on or before 10/05/2013. Options received after the due date will be ignored. A hard copy of the consolidated options may also be dispatched to this office for record, along with the vigilance clearance in the revised format without fail.
12. SDEs who had earlier exercised ‘SKIP & ANY SSA’ option may also have to exercise their options afresh.
13. The Circle Office will process the options exercised by the Officers and issue Transfer orders / Looking after orders for those who can be accommodated in the SSA on Looking after basis, indicating only the SSA to which they are posted.
14. Place of posting within the SSA to the Looking after DEs has to be decided by the Head of the SSA concerned.

15. The Guiding Principles to be followed in carrying out this exercise are:

BSNL CO/ND Letter No.412-13/2012-Pers.I(II) dt. 22-03-2013

16. Options once exercised will be FINAL and no subsequent changes in options will be accepted till next options are Called for.

17. The Officers while giving options to CMTS wing should clearly indicate the name of the Station/Place of posting [for e.g. MS TR/ MS CNI/ MS DPI etc.,]

18. The Officers who have opted for OTHER / ANY SSA shall be transferred and posted to opted SSA at their "OWN COST".

**STANDARD FORMAT**

SL. NO.	NAME	STAFF NO.	HRMS NO.	SEN. NO.	COM	DATE OF BIRTH	PRESENT SSA	OPTION I	OPTION II
1	2	3	4	5	6	7	8	9	10

OPTION III	ANY SSA OR SKIP	SCALE OF PAY (E3/E4/E5)	VIG. CLEARANCE YES/ NO*	DATE FROM WHICH WKG AS SDE	DECLINED/ DEBARRED	DATE ON WHICH DEBAR PERIOD IS COMPLETED	REMA -RKS
11	12	13	14	15	16	17	18

SSA Heads are requested to kindly adhere to the above schedule so as to enable this office to finalise the Looking After promotion at the earliest.

Encl: Annexure

  
(के. ओय्यारी),

[ K.OYYARI ]

सहायक महाप्रबंधक,(स्टॉफ)

Assistant General Manager (Staff)

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

तमिलनाडु परिमंडल,चेन्नै 2./ Tamilnadu Circle,Chennai-2.

DE OFFG.

**ANNEXURE TO CGM, BSNL, TN CIRCLE CHENNAI -2**  
**LR. NO. TSA/10-15/2012/PT-I dated /04/2013.**

SL NO	NAME OF THE SSA/UNIT	VACANCY TO BE DECLARED
1	CIRCLE OFFICE	0
2	COIMBATORE	10
3	CUDDALORE	11
4	DHARMAPURI	10
5	ERODE	7
6	KARAIKUDI	8
7	KUMBAKONAM	10
8	MADURAI	13
9	MOBILE SERVICES	16
10	NAGERCOIL	4
11	NILGIRIS	8
12	PONDICHERRY	6
13	SALEM	10
14	THANJAVUR	5
15	TIRUNELVELI	8
16	TRICHY	13
17	TUTICORIN	8
18	VELLORE	9
19	VIRUDHUNAGAR	2
20	CIRCLE A/T	1
21	RGM TTC	0
	<b>TOTAL</b>	<b>159</b>