



SEA Section, Corporate Office,
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BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

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No.:2-1/2012-SEA-BSNL (Vol.I)

Dated : 16-10-2015

To

The CGM/IFA, A&N/APT /Assam /Bihar /Gujarat / J&K /Karnataka /Kerala /Madhya Pradesh/
NE-I /NE-II /MHT /Haryana /Himachal Pradesh /Punjab /Orissa /Rajasthan /Tamilnadu /WBT /
UP(E) /UP(W) /UTL /Jharkhand /Chattisgarh Circles BSNL
The CGM/IFA, Chennai Telecom. District /Kolkatta Telecom. District /NATFM Hyderabad.
The CGM/IFA, Project, Kolkatta /Chennai /Mumbai /New Delhi.
The CGM/IFA, Mtce., Kolkatta /Chennai /Mumbai /New Delhi.
The CGM/IFA, Telecom. Factory, Kolkatta/Jabalpur/Mumbai, BSNL
The CGM/IFA, T&D Jabalpur/BRBRAITT JBL/TS Kolkatta /Task Force Guwahati /ALTTC,
Ghaziabad /BBNW /Inspection & QA Circle.

Subject :- Provisional Seniority/Gradation list in the grade of STS (CAO) working in BSNL as on
30.09.2015.

Sir/Madam,

A provisional Seniority/Gradation list in the grade of STS (CAO) working in BSNL as on
30.09.2015 is forwarded herewith (As Annexure).

1. A copy of the provisional Seniority/Gradation list may be given to all executives concerned and acknowledgement be obtained. Representation regarding discrepancy of seniority, if any, noticed in the seniority list may be forwarded to this office in **ONE BATCH** with requisite authenticated supporting documents and also with your comments so as to reach this office on or before 30.11.2015. Representations received directly and /or received after 30.11.2015 or representations received without supporting documents will not be entertained at this end.

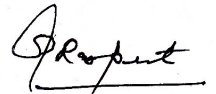
2. The points that need your attention are :-

- (i) The particulars furnished in all the column(s) may be verified and necessary correction, if any, may be intimated.
- (ii) In case, the official against whose names the word `OC' or `SC' or `ST' have been wrongly indicated or required to be added, the factual position may be verified from the service records of the official and confirmed.

...2/-

- (iii) It may be checked whether names of all executives who had declined promotion to the grade of CAO or whose orders could not be executed due to administrative reasons, if any, have been shown at the appropriate place in the seniority list (They will lose seniority vis-à-vis their juniors promoted to the higher grade earlier).
 - (iv) It may be checked whether name of the executive who have already been promoted to the higher grade/who have retired/voluntarily retired/expired/whose promotions has been withheld at the circle level/absorbed elsewhere permanently /not in service/not promoted to the higher grade/not absorbed in BSNL or any other reasons are included in this seniority list. In such cases, a separate list may be got prepared and sent to this office.
 - (v) Any name to be added or to be deleted or names to be corrected may also be checked up and intimated along with reasons.
 - (vi) Missing particulars in the columns Viz., date of birth and date of promotion may please be supplied to this office.
 - (vii) There may be cases of some executives whose circle of posting shown in the list may not be correct. In such cases, in respect of those executives who are working in your Circle, but their present circles of posting has been shown otherwise, particulars shown in the seniority list may be verified and correction, if any, may be intimated to this office, along with supporting documents.
3. Corrections/changes/insertions to be made in the list along with missing particular4s in the seniority list etc., may be sent to this office by 30.11.2015 in **ONE LOT.**
 4. The information relating to Data Purification in respect of Accounts & Finance Personnel from the grade of Accounts Officers to the grade of Deputy General Manager (Finance) for preparation of gradation list in each grade and updation of records in ERP were called for vide this office letter No. 14-5/2014 SEA BSNL dated 19-01-2015 followed by reminder dated 19-04-2015 [available on intranet.bsnl.co.in under Director (Fin.) Finance Personnel]. However, the desired information has not been received from most of the Circles/Metro Districts/Units (Except a few) even after lapse of almost six months. Present gradation list information is the replica of database after purification.
 5. The Seniority/Gradation list in the grade of STS (CAO) working in BSNL as on 30.09.2015 being circulated is Provisional and subject to modification after getting inputs from Circles/Metro Districts/Units.

Receipt of this letter may kindly be acknowledged.



(Sunil Rajput)

Assistant General Manager (SEA)

Copy to :-

1. The President AIBSNLEA/SNEA, New Delhi.
2. All officers concerned in CO BSNL.
3. Guard File/Spare.