

BHARAT SANCHAR NIGAM LIMITED
Performa for transfer under Para-38

- 1 Date of application
- 2 Name of the official
- 3 Designation and office to which attached
- 4 Date of birth
- 5 Date of entry in the Deptt.
- 6 Whether permanent , if so date from which
And cadre in which permanent
- 7 Date of entry in the present grade
- 8 Date of substantive entry in the present grade
- 9 Whether appointed under new rules or old
Rules of recruitment
- 10 Date since working in the present Dn.
- 11 Whether joined the present Division? As a surplus
Qualified official, if so the name of division from
Where tfd.
- 12 Name of Division. / Circle where the official
desire transfer.
- 13 Whether the official is implicated in any
Disciplinary case.
- 14 Whether the service of the official can be spared.
- 15 Whether the head of Dn./Unit to which transfer
is sought has given his willing if so particulars
of his reference no. and date with a certificate
that all optees for his Dn. have since been absorbed.
- 16 Whether the declaration of the official concerned
Has been taken in proper form for transfer to the
Unit and not a particular station and kept in record.

- 17 Whether the official has ever applied under Rule-38 of P&T Man. Vol. IV and same accepted/ Rejected by circle, if so circle office no. and date.
- 18 Reasons for applying for transfer (Application should be enclosed)
- 19 Are there any optees awaiting repatriation to The unit to which transfer is sought if so no. of Optees and vacancies available may be indicated.
- 20 Position of optees and vacancies in the Dn. from Which transfer is sought for.
- 21 Whether the official seeking transfer has previously Worked at the Dn./ station to transfer is sought for.

Dated

**Signature of the Head
Of the Office**

Declaration of the official seeking Transfer from one Circle to another Circle under Rule-38 Of P&T Manual Vol-IV as amended (With / without mutual exchange)

I _____ S/o _____

Working as _____ in _____

declare that on my transfer to _____

- 1 I accept the condition laid down in Rule-38 of P&T Man. Vol-IV as amended from time to Time.
- 2 I am ready to take the place in the new gradation list according to the date of entry in the Grade or the place vacated by the official with whom the exchange is sought for whichever is the lower (In case of mutual exchange).
- 3 I will have no claim to come back to old unit.
- 4 I will not claim any TA/TP.
- 5 I am ready to forgo all claim for confirmation in my old SSA even if permanent vacancy Was availed or become available because of retrospective permanency of post for any other Reason and I was entitled to confirmation against such a post in my old SSA.
- 6 I will after transfer to a new unit be eligible for my position in the gradation list of that unit.
- 7 I have never before availed of any chance of transfer mutual exchange under Rule-38 of P&T Man. Vol-IV.
- 8 I will rank Junior to all including those on the approved list on my transfer to new unit (in case of transfer without mutual exchange).
- 9 I will no claim particular station in the SSA.

Signature of the Applicant.