



**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)

(Establishment-III Section)  
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**IMMEDIATE**

To

All Heads of the Telecom Circles,  
Bharat Sanchar Nigam Limited.

Sub: Retention of original certificates viz. Educational qualification, Marks Card, Caste Certificate etc. in respect of directly recruited JTOs/JEs etc. in BSNL---- Guidelines thereof.

Sir,

Instances have been reported to this office from different individuals that in some Telecom Circles of BSNL, the Circle authorities are insisting for retention of original documents viz. Educational Qualification, Marks card, Caste Certificate etc. for a period of 2 years or till the directly recruited JTO/JE is confirmed in the cadre. Different Circles are adopting different procedures thus resulting in confusion. A lot of RTIs have been received in this office seeking specific rules on the subject.

In this regard it is hereby intimated that there are no rules framed by BSNL for retention of original documents of the directly recruited candidates for a period of 2 years or till the date of confirmation. All concerned authorities of BSNL are hereby directed to return the original documents to the concerned employees immediately, consequent upon its verification from the respective institutions. A photocopy of the said documents duly self attested by the employees may be pasted in the Service Book of the official concerned. **Retention of original documents for a period of 2 years or till the date of confirmation should not be insisted upon and the same is not permissible.**

All Heads of the Telecom Circles are requested to give wide publicity to these guidelines in all the SSAs of their Circle and the concerned units assigned with the job of recruitment.

Yours sincerely,

(Sheo Shankar Prasad)  
Deputy General Manager (Estt-II)  
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