

No. 250-20/2014-Estt.-III
Dated: 12 /11/2018

To

**All Heads of Telecom Circles,
Bharat Sanchar Nigam Limited**

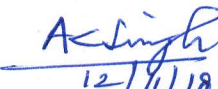
Sub: Guidelines for forwarding of applications of BSNL employees for outside Direct Employment --regarding.

Several RTIs as well as Queries are being received from field units/employees regarding applicable instructions for forwarding of applications of BSNL employees for outside Direct Employment and deputation. Guidelines for considering requests of BSNL employees for deputation to outside organisations has already been issued by Personnel branch vide letter No. 118-2/2015-CSS dated 21.07.2016. However no guidelines have yet been issued by BSNL CO with regard to forwarding of applications for direct outside employment and different cadre controlling authorities and Circles are adopting different approach in dealing with such cases. In order to maintain uniformity across the organisation in this matter, following instructions are issued with the approval of Competent Authority:

- (a) Application from employees for direct employment in Central/State Government including its Autonomous bodies and public sector undertakings will be forwarded as a rule except in cases where they can be withheld in public interest. Ordinarily, an employee including technical personnel will be permitted to apply for an outside post up to six times in a year including applications to UPSC & SSC.
- (b) Applications for forwarding, submitted through proper channel, should be complete in all respect along with a copy of recruitment advertisement/circular against which employee is applying. Applications not in response to advertisements or circulars will not be forwarded to the employer. Once an application has been forwarded, then the employee will also be granted NOC for appearing in the interview etc. for the said post subject to condition mentioned in para (e) below.
- (c) In case of online applications, employees should inform the competent authority in advance of submitting the applications along with a copy of advertisement/circular and filled applications forms, wherever possible and if printing of filled in application form is not possible then complete details should be submitted to the competent authority. It will also apply for the entrance exams like GATE, CAT etc. in which NOC is required at the time of interview.
- (d) Application of employees with bond obligations should be forwarded along with intimation to the employee and prospective employer that in the event of selection, the official has to fulfil all bond obligations as per extant guidelines applicable at the time of his release. Transfer of bond, if any, will be the responsibility of the employee concerned and not of BSNL.

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- (e) Forwarding of applications should not be considered if the employee is under suspension or disciplinary proceeding are pending and a charge-sheet has been issued or currency of penalty or sanction for prosecution has been issued by the competent authority or a charge-sheet has been filed in a court of Law against him for criminal prosecution.
- (f) There is no question of forwarding application for a private employment. Employee should submit resignation/voluntary retirement notice in case he wants to apply for private employment and ask for permission to apply for employment in the private sector pending the acceptance of resignation or expiry of the notice of retirement, as the case may be.
3. In the event of selection of employee, whose application had been forwarded for direct recruitment, their release will be governed by the acceptance of resignation as per extant instructions applicable to them. In case of BSNL recruited employees, all his connection with BSNL will be severed on his release for appointment and he will not be allowed to revert to his parent cadre in BSNL, whereas for BSNL absorbed employees, their lien will be governed by the Personnel branch letter dt. 27.01.2016 referred in para 1 above.
4. Competent authority for forwarding of application shall be the Appointing Authority of the post in which employee concerned is presently working.
5. All the cadre controlling authorities and Circles are requested to ensure strict adherence to these instructions so as to maintain uniformity across the organisation and avoid any discrepancy and litigations in the matter.


12/11/18
(A.K.Singh)

Deputy General Manager(Estt-II)

Copy to: PGM(FP)/BW/Electrical/Architect, Sr.GM(Estt)/GM(Pers)/TF

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