

भारत संचार निगम लिमिटेड  
मुख्य महाप्रबंधक कार्यालय  
चौथी मंजील, डे-विंग, अमला अनुभाग,  
प्रशासनिक भवन, जुहु रोड,  
साताक्रुझ(प), मुंबई - 400 054.  
दुरध्वनी -26467574 फॅक्स -26619920



**Bharat Sanchar Nigam Ltd.**  
O/o CGMT, MH-Circle,  
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Administrative Complex, Juhu Road,  
Santacruz (W), Mumbai – 400 054.  
Tel – 26467574 Fax-26619920

File No A/STB/AE-20/Stay Particulars/2011/01  
Dated at Mumbai the 11/01/2012.

To  
**The Heads Of all SSA**  
Maharashtra Circle.

**Subject :- “Circle Stay” and “SSA Stay” of DEs, SDEs & JTOs in the SSA.**

It is requested to send the list of all DEs, SDEs and JTOs working in SSA along with the stay particulars as per Annexure given below. **The data may be sent after carefully observing the guidelines given in this letter.**

Annexure

Sr. No	Name Of the Officer	Designation	Reg/Adh/Offtg/L/A	HRMS No	“Circle Stay” Date of Entry in MH-Circle	“SSA Stay” Date Of Entry in SSA	Remark if Under Transfer
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1					20/Aug/1984	1/Mar/2001	
2					30/Nov/2000	15/Sept/2000	
3	.....						

**Guidelines:**

1. **Prepare Data In MS-Excel File Only as per above table only.**
2. **Include staff of Mobile wing also.**
3. **For Circle Stay** – Column No [6] is the date of joining of the officer in the MH-Circle as a JTO or above cadre. If any Officer is transferred out of MH-Circle & rejoined MH-Circle, the new date of joining is to be considered only if break is more than two years (one year for Srinagar & Leh in J&K, Nagaland & Manipur in NE-II). Further if any officer is transferred from the MTNL, the stay may be excluded with proper entry in HRMS Data. If any officer is transferred from WTR/WTP/T&D/QA etc & worked in Maharashtra in that unit, the stay may be included in the MH-Circle Stay
4. **For SSA Stay** – Column No [7] is the date of joining of the officers in the SSA irrespective of the Cadre. If any Officer is transferred out of SSA & rejoined, the new date of joining is to be considered only if break is more than two years. If any officer is transferred from WTR/WTP/T&D/QA etc & worked in the same SSA, that stay may be included in the SSA-Stay
4. If any officers transfer order issued and still working then same information must include in this list.(Column No.[8] )
5. The responsibility may be fixed at SSA level for giving correct data.

**The data may be given before 31<sup>st</sup> January 2012; Soft copy may be given on CD in MS-Excel File Only.**

**TREAT THIS AS MOST URGENT**

  
(B A PATIL)

Assistant General Manager (Staff)  
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