



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(CSS SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 118-2/2015-CSS

dated 21-07-2016

To

**All Heads of Telecom Circle/Project/
Regions & Other Administrative Units of BSNL.**

Sub: Guidelines for considering requests of BSNL employees for deputation to outside organizations.

Cases of deputation of BSNL employees to various outside organisations/departments has been coming up for consideration before the management at frequent intervals and it has been noted that there is no uniformity in approach in deciding these cases, be it for recommendation, or for tenure of deputation and its extension and related matters. While organisations/departments/autonomous bodies under the Central Government, which are borrowing BSNL employees, are bound by DoP&T guidelines on deputation, it has been felt that while recommending/sending employees for deputation to outside organisations, certain uniform approach in deciding the cases is required.

2. Accordingly, the management has finalized the policy provisions which shall guide the different cadre controlling authorities in seeking the approval of competent authority in cases of deputation of willing employees to outside organisations.

3. Though the management is not bound to lend its employees on deputation to other organisations, for now, it has been decided to allow deputation of BSNL absorbed/recruited employees in a defined way. This will also help the employees to get the opportunities to enhance their knowledge and upgrade their skills while working on deputation posts. The priority will be to use the existing manpower in BSNL itself and the staff already deputed in other offices viz. Term Cell, CCA, DOT Hq. etc. shall be deputed on formal basis i.e. pay & allowance shall be met by borrowing offices.

4. Before considering any request for deputation to outside organisations, the concerned authorities are required to examine whether BSNL can spare the services of the individual to go on deputation for that specific period, and also it the experience to be gained in the deputed establishment will be useful for BSNL on their return.

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5. The following guidelines should be scrupulously followed while the recommending/processing the cases of deputation to outside organization:-
- i. Deputation will be permitted only in the grades/cadres in which posts are filled up to 90% of the sanctioned strength.
 - ii. Deputation in any grade shall be restricted to 5% of the sanctioned strength in the grade and will be considered on first-come-first-serve basis.
 - iii. Not more than two applications for deputation would be forwarded in a year i.r.o. any employee.
 - iv. Deputation shall be allowed for maximum period of three years and may be extended to a maximum of 5 years.
 - v. Not more than one tenure of deputation would be allowed in the entire career.
 - vi. The employee should have completed at least 10 years of service in BSNL.
 - vii. The application should come through proper channel with the recommendation of Unit Head / Circle Head as the case may be.
 - viii. All Deputation cases, right from the stage of forwarding the applications to the organisations to which the BSNL's employee wishes to apply shall be forwarded to the respective Cadre Controlling Section in BSNL CO with the recommendation of respective CGM/Head of the Circle for administrative approval.
 - ix. Cases of deputation of executive & non-executive would require prior approval of CMD and Director [HR] respectively for cadre clearance.
 - x. Deputation will be allowed to the Organisations related to Telecom Services/Infrastructure organisations preferably for DOT, BBNL, TRAI, TCIL, TDSAT, RAILTEL or similar organisations on formal basis.
 - xi. Deputation is aimed at enriching the employee who in turn will enrich the Company. Any negotiation with the borrowing organisation for absorption therein shall be taken as 'unethical' and be viewed adversely.
 - xii. On completion of deputation, the employee will be allowed to re-join BSNL upon presentation of proper release order from borrowing organisation to the cadre controlling authority.
 - xiii. Cases of deputation of executive & non-executive would require prior approval of CMD and Director (HR) respectively for cadre clearance.

5. No lien of an employee shall be retained:

- (i) Where an employee has proceeded on immediate absorption basis to a post or service/cadre/post in the other organisation from the date of absorption; and
- (ii) On foreign service/deputation beyond the maximum limit of 3 years without the approval of competent authority.
- (iii) A resignation from the service or post entails forfeiture of entire past

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