

सुनील कुमार गर्ग, आई.टी.एस.
मुख्य महाप्रबन्धक

SUNIL KUMAR GARG, I.T.S
Chief General Manager

No.CGM/WBTC/CORR/2018-19
Dated at Kolkata the 24th December 2018

To

All SSA Heads under West Bengal Telecom. Circle.

Sub - Guidelines for Intra SSA transfer of executives.

Ref - Circle Office letter No. SF/TC/P-9/JAG/2018-19/Loose Dtd.
6.9.2018 empowering the SSA Heads to issue Intra-SSA transfer
orders up to AGM level.

Please refer to the letter cited above wherein SSA Heads were authorised for transfer and posting of the executives up to the level of AGM as per the need and also to issue the posting order of newly promoted JTO, SDE & AGMs. A number of requests have been received from various SSAs on the guidelines to be followed, as earlier transfer and posting were made by Circle Office. Accordingly the guidelines on the subject are as follows –

- A) CFA unit still holds majority portion of man power deployed within the SSA due to high level of deployment of network assets in CFA unit and it may not be feasible to shift man power from CFA unit without affecting the network quality. Therefore, it is proposed that SDCA may be made an unit with SDE or senior most JTO as In-Charge of SDCA, assisted by a team of JTOs and work of all verticals i.e. CM, Transmission, NOFN, S&M (including Franchisee Management), EB etc. would be divided within the team of executives by the controlling officer of the SDCA as per requirement of the work under different verticals. Non-executive staff available in SDCA shall be common and shared by these executives as per requirement and multiple roles may be assigned as per need and work load. This matter may also be discussed in the Works Committee meeting in the spirit of this letter to gain the confidence of non-executives.
- B) Percentage shortage amongst JTO & SDE combined shall be worked out in the SSA and shall be shared equally by all SDCAs.
- C) Net shortages/excess in each SDCA after assessing the requirement as per Point No. A above and discounted as per the general shortage at point No. B above shall be calculated for each SDCA.
- D) SDCAs with excess executives shall be identified and executives who have completed two years at the station, shall be considered for rotational transfer and longest station tenure executive more than the required executive strength of SDCA shall be transferred to the SDCAs with shortages.
- E) Any new executive joining SSA, shall be posted in SDCA (other than headquarter) for minimum period of two years.
- F) Officers shall be eligible to apply for request transfer after completion of two years station period and while effecting rotation transfer, SSA Heads shall accommodate the request to the extent feasible.

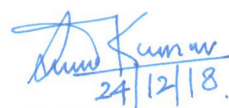
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- G) i) Representations submitted by the officers for retention may be considered in case of critical illness of the officer concerned, wife or dependent children, if it is so certified by Health Officer of the government establishments. However, in case of false certification, disciplinary action may be taken against the executive concerned and the matter may be reported to the concerned ministry of the State or Central Government as the case may be, intimating the issuance of false certificate by the health officer's concerned.
- ii) The case of representation, where the spouse is an employee in a non-transferable job, may be considered for posting to the adjacent SDCA, wherever possible.
- iii) Request for extension in relieving date in case of Board Examinations of dependent children may be considered.
- iv) Officer of age of 58 years or more may be exempted.

The above guidelines are issued to facilitate the SSAs to post executives in all SDCAs in required strength, for better operational efficiency and maintenance of our network in the current situation of executive shortages. It is requested that above guidelines are followed in a fair, equitable and transparent manner in consultation with all stake holders i.e. representatives of all recognised Unions and Associations.

The inter SDCA transfer under this policy may be completed by February 2019 and implemented fully by March 2019.

Though filling of vacancy due to retirement, new joining, inter SSA/inter circle transfer may be done on need basis but planned transfer may be done in March every year.


24/12/18.

(S.K.Garg)

Chief General Manager

Copy to –

All Recognised Associations.

All PGMs/GMs/CEs of Circle Office.