

Admn. Section
Corporate Office
Bharat Sanchar Bhawan
New Delhi



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNL/Admn.I/15-5/15 (pt.)

Dated: July 28, 2015

To

The Chief General Manager
Bharat Sanchar Nigam Limited
BRBRAITT
Jabalpur

Sub: Settlement of Outdoor treatment

Kindly refer to your office letter No. AO(CASH)/S.K. Bhandari/lr/14-15/57 dated 13th April 2015 on the subject mentioned above. It is observed that cases are referred to Corporate Office where guidelines are clear and which can be settled at Circle level. Guidelines dated 23rd August 2006 issued on the subject are enclosed for your reference. The officers may be advised not to send letters seeking clarifications to Corporate Office without properly examined at Circle level. Approval of CGM concerned should invariably be obtained before referring the cases to Corporate Office. Cases should be examined in detail at Circle Level and should be forwarded to Corporate Office with the observations of the Circle Office along with the comments of IFA and with the specific query for which clarification is being sought, by an officer not below the rank of DGM clearly indicating the name, phone and fax numbers of the signing authority. Simply forwarding the representations of individuals without views and recommendations of the Circle Office should be avoided.

This issues with the approval of the Competent Authority.


(Raj Kumar 28/7/15

Assistant General Manager (Admn.IV)
Tel. No. 23037719 Fax No. 23734260

Copy to:

All CGMs, BSNL.