

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprises)

O/o Chief General Manager Telecom, Punjab Telecom Circle,
Plot No. 2, Sanchar Sadan, Sector-34 A, Chandigarh-160 022.

To

1. Heads of SSAs
2. GM CMTS (O&M)/ (P&D)/ Nodal Centre Chandigarh
3. GMM (NTR) CH/ GMTP, JL
4. DE (A/T), SW, AB/ DE (A/T) TX, AB.
5. Principal, RTTC Rajpura.

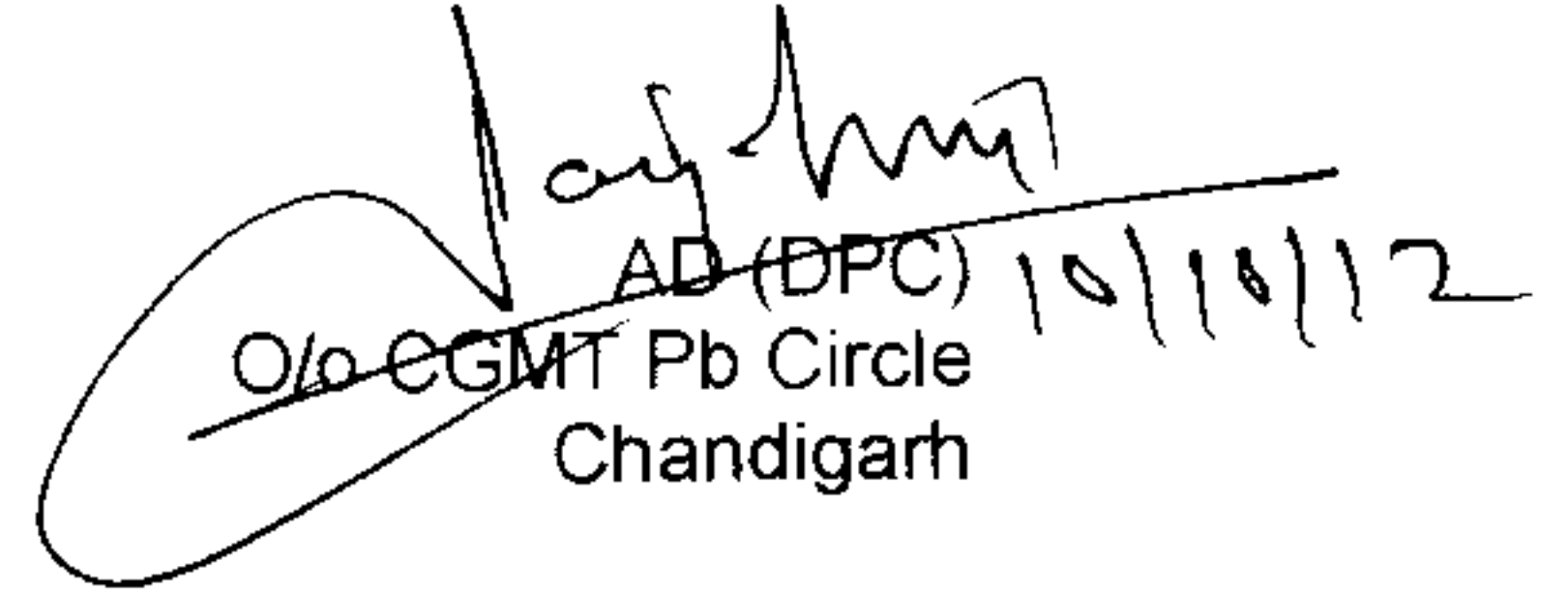
No. Staff/E-6/JTO/Ry-2007/Conf/ 2

Dated: 10.10.2012

Sub: Confirmation in the cadre of JTO (Rectt. Year 2007)- Regarding.

I am directed to call for Recommendation proforma (Specimen attached) and two copies of vigilance clearance proforma in respect of JTOs for their confirmation in the cadre of JTO. It is therefore requested that all cases of confirmation of JTOs along with recommendation proforma and vigilance clearance proforma should be sent to this office upto 30.10.2012 positively.

Treated its as most urgent pl.


AD (DPC) 10/10/12
O/o CGMT Pb Circle
Chandigarh

Recommendation proforma for confirmation in the cadre of JTO

1. Name of the Executive :
2. Designation :
3. HRMS No. :
4. Date of Birth :
5. Category (OC/SC/ST/OBC) :
In case of SC/ST/OBC:
 - i) Whether caste certificate is verified from revenue authorities:
 - ii) Whether original caste certificate is pasted in service book:
 - iii) Whether recruited under SC/ST/OBC quota/Own Merit:
6. Education Qualification :
7. SSA/Office in which working :
8. Recruitment Year :
9. Recruitment Circle :
10. CGL NO. :
11. Whether Deptt. Or outsider :
12. Date of appt. of JTO :
13. Date of completion of Probation period :
14. Work of Conduct of the officer :
15. Whether any disciplinary/vigilance case /currency of punishment is pending against the officer , if so please give details :
16. Whether health certificate is available in record. :
17. Whether Character & Antecedent verified and entries made in service book. :
18. Whether appointment orders have been issued (Attach copy) :
19. Date of joining in the circle in case of R-8/mutual Transfer :
20. Whether CR is complete and written up to date. :
21. Recommendation of the Head of SSA/Unit :
22. Remarks :

Certified that the particulars from Col.1 to 19 have been verified from service book of the officer and the officer has been successfully been completed the probation period.

Signature of Head of SSA/Unit

Sub: Vigilance Clearance Request/Status

Circle/Unit:

Letter No. Staff

Purpose: Confirmation in the cadre of JTO.

Dated:-

Sr. No.	Name	Design	Status (Substantive grade)	Pay Scale	Date of Birth	Date of posting in present circle	Whether absorbed (Yes/No)	HRMS/ Staff No.	Ending date of currency of minor punishment falling in last 3 years or minor penalty imposed in last 3 year	Ending date of currency of major punishment falling in last 5 years or major penalty imposed in last 5 year	Any disciplinary case contemplated/pending as per records	Any complaint under investigation as per records. If yes (Date of receipt of complaint)	VC may be granted/ withheld
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11													
12													
13													
14													

AO/ASDE(HRD)
Custodian of Service Book
(For Column No. 1 to 11)

Controlling officers (GM/DGM/Admn/HR)
SEAL

(For use by Vigilance Section)

(i) Vigilance Clearance is granted in respect of

(ii) Vigilance Clearance is withheld in respect of

No. _____

AD (Vig-II)

AGM (Vigilance)

DGM (Vigilance)