

महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)



901

231-948
18/1

MTNL/CO/Pers/FOA/2012-1/1886

7.04.12

To,
AGM (A-I),
MTNL, Delhi/ Mumbai.

Sub: Forwarding of application of MTNL employees to other departments on deputation/ absorption basis.

A large No. of PSUs and Government Departments have been demanding technical personnel on deputation/ absorption basis by advertising in leading newspapers and websites. On the basis of these advertisements an employee applies for outside employment. It may be noted that it is not mandatory that these vacancies are endorsed by Corporate Office to enable an employee to apply. All the applications, subject to the guidelines of O/o No. MTNL/CO/Pers/R&E/1(89)/2004 dt. 19.07.05 (copy enclosed), should be forwarded to CO for necessary action; so as to facilitate the employees to utilize the best available opportunity. Non endorsement of a vacancy by CO should not pose a hindrance for an employee to apply.

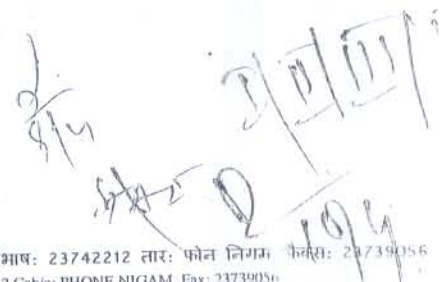
This issues with the approval of the Competent Authority.


(Om Chandra)

Sr. Manager (P-1)

Encl: As above





हानगर टेलीफोन निगम लिमिटेड
 (भारत सरकार का उद्यम)
MAHANAGAR TELEPHONE NIGAM LIMITED.
 (A GOVERNMENT OF INDIA ENTERPRISE)

(72)



No.MTNL/CO/Pers/R&E/1(89)/2004
 July 19, 2005

Sub: Forwarding applications for outside employment.

The matter regarding grant of permission / NOC to MTNL employees (Permanent, Probationers, Trainees) seeking employment outside has been under the active examination of the management. The following rules on the subject to be followed by all concerned are hereby issued to take immediate effect:

1. All permanent Nigam employees seeking employment outside the company shall apply for such employment only through the Personnel Department with enough time to process such request with clear recommendations of the head of the unit concerned.
2. Applications from permanent employees may be forwarded subject to the exigencies of service, not exceeding four applications in a calendar year. In case of employees belonging to SC/ST categories, govt. rules will be followed; save for exceptional cases wherein interests of MTNL in withholding of applications are considered necessary.
3. Employees wishing to appear for competitive examination conducted by the UPSC/ State PSC may submit their applications direct to these two agencies subject to four applications in a calendar year. [They should however inform the personnel department through their Unit Head the details of the examination for which they have applied requesting therein to communicate permission to the State PSC/UPSC directly with a copy endorsed to the employee concerned. In case it is considered necessary to with-hold the requisite permission, it would be for the personnel Department to inform the PSC/UPSC directly.]
4. No applications from Trainees / Probationers shall be forwarded, and no NOC shall be given to them. Any plea by them that job applications were submitted to such outside companies / departments / organizations prior to their joining the Nigam shall also not be entertained and no NOC shall be given to such categories of employees.
5. NOC for attending the interview shall be given only in such cases from permanent employees / wherein the applications have been received with clear recommendations by the unit head, processed and forwarded to such organizations by the Personnel Department subject to fulfillment of all other conditions as amended from time to time.
6. Applications from employees against whom disciplinary proceedings / vigilance cases are pending / contemplated will not be forwarded.

All concerned may take note of the above for strict compliance.

[Signature]
 [Meena Chauhan]
 General Manager HR-2

- Copy to: PS to CMD for information of CMD
 Director-HR/Director- Tech / Director - Fin
 EDs Delhi / Mumbai / ED (O) CO
 COM (Trg.) Mumbai
 GM (Admn.) MTNL Delhi / Mumbai
 GM (HR-1) / GM (P), CO
 GM (F) Delhi / Mumbai
 All the GMs in CO

o/c