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MAHANAGAR TELEPHONE NIGAM LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)

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MTNL  
AGM (A-E)

AGM (A-E)  
4/10/13  
DGM (A)  
4/10/13  
SO (A-E)

MTNL/CO/Pers/FOA/2013-IV 11678  
27.09.2013  
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Pers  
11/09/13

To,  
GM(A), HQ, MTNL Delhi,  
GM(A), HQ, MTNL Mumbai,  
GM(HQ), WS, MTNL, Delhi.

Subject: Instructions regarding forwarding of applications for outside employment on permanent basis or deputation basis

It has been observed that the applications for outside employment/ deputation are being received from Units with incomplete documents/ information. For want of these information, sometimes the forwarding of applications get delayed.

The matter has been examined and it has been decided that the following should be ensured while sending these applications to Corporate Office.

- a). Applications must be forwarded through proper channel through applicant's controlling office and Head of the Unit.
- b). In the forwarding letter, it should be clearly mentioned whether the application for employment is on permanent basis or deputation basis.
- c). For deputation cases, applications should be forwarded only when Head of the Unit certify that the officer, selected for deputation, will be relieved without substitute.
- d). All applications for outside employment in other organisations on permanent basis may be forwarded.
- e). All applications must be enclosed with checklist (as enclosed) and copy of circulars or advertisements against which the officer is applying.
- f). All applications must be forwarded well before the last date of submission to the concerned organisation so that the same can be sent to the concerned organisation after necessary processing and approval.
- g). It may be noted that no application shall be accepted if the above is not complied with.

This issues with approval of the competent authority

(On Khandra)  
Sr. Mgr (P-I)

Endst. No. STA-I/2-Misc/JTO/201/KW-I/20

Dated at New Delhi the 08-10-2013

Copy to:- PGM(O)/PGM(D)/All GMs/All AGMs under GM (Admn) for wide Circulation. Strict Adherence of instructions contained in the letter. Cases complete in all respect will only be entertained by this office.

(MADAN GOPAL)  
Sr. MANAGER (ADMIN.-D.HO.)

	Basis of application	Permanent basis/ Deputation basis
1	Name of officer	
2	Desig.	
3	St. No.	
4	Unit	a. Corporate Office    b. Delhi Unit c. Mumbai Unit        c. W S Unit
5	Employment Status	a. DOT Employee b. MTNL Absorbed c. MTNL Recruited d. Any other , pl specify
6	Application Enclosed / applied online	a. Application enclosed (for forwarding) b. Applied online ( no need to forward)
7	Duly forwarded by	
8	Request by the officer	a. To forward the application & NOC at the time of interview b. For acknowledgement of intimation & NOC at the time of interview
9	Post applied for	
10(a)	Organization	
10(b)	Address for correspondence with organization at 10(a)	
11	Category to which officer belong	Gen/SC/ST/OBC/Physically Handicapped/any other ( PI specify)
12	Last date of submission of application to the concerned authority	
13	App. Number in the Calendar Year	
14	Vig. Status	PI. submit the same while sending the application
15	APAR	PI. submit the same while sending the application. ( if required to be submitted along with the application)
Please submit the request <u>well in time</u> so that the same is forwarded to concerned authority before the last date of submission of application after taking necessary approval from the Competent Authority.		