

Ministry of Communications & Information Technology
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001

File No.A-11013/1/2005-Admn.II (P&T AFS)

24th March 2005

Sub: Calling of option of absorption of Group 'A' officers of Indian Telecommunication Accounts and Finance (P&T, A&FS) in MTNL/BSNL

1. Please find enclosed, a copy of the option form along with the general terms and conditions for exercising option for absorption in MTNL/BSNL by Group 'A' officers of Indian Telecommunications, Accounts and Finance Service (hereinafter called P&T, A&FS).
2. This option for absorption in MTNL / BSNL will be called from the following officers of P&T, A&FS:
 - 2.1. All serving Group 'A' P&T, A&FS officers on the regular establishment who were transferred to MTNL/ BSNL on deemed deputation basis as well as from those remained in DoT, Deptt. of Posts (DOP) and who were on the rolls of DoT/DTS/DTO/DOP as on 30.9.2000.
 - 2.2. All officers who have retired since 1.10.2000.
3. The effective date of absorption will be 1.10.2000.
4. Officers working in MTNL/BSNL shall give their options through their concerned circle/unit head. The circle/unit head will consolidate and forward such options received in the circle/unit head to the Corporate Office in MTNL/BSNL. The Corporate Offices of MTNL/BSNL shall send the consolidated options to the FEB Division of DOT under Member (Finance). Similarly, Deptt. of Posts shall send consolidated options in respect of officers working in that Department to FEB Division of DoT. Officers who are working in DoT or those who are on deputation (excluding MTNL/BSNL) shall give their options directly to the FEB Division.
5. The schedule for seeking and giving options is as follows:
 - 5.1. Issue of letter calling for option by DOT headquarters to the FEB Division of DOT, Department of Posts and the Corporate Offices of MTNL & BSNL.
 - 5.2. Receipt of letter in FEB Division of DOT, Department of Posts and Corporate offices of MTNL and BSNL.
 - 5.3. Dispatch of Letter by the Corporate Offices to the Circle/Units of MTNL & BSNL and by FEB Division of DOT to its officers and those on deputation (except MTNL and BSNL) – within **four days of receipt of letter** as mentioned in Para 5.2 above.
 - 5.4. Receipt of letter by Circle/Units of MTNL & BSNL. **One week**

- 5.5. For the FEB Division, it will send letters directly to (i) officers working in DOT and (ii) to the other department/borrowing organizations where they have been sent on deputation. **Three days of dispatch.**
- 5.6. Dispatch of letter by Circle/Units of MTNL & BSNL to P&T, A&FS officers on deemed deputation to MTNL & BSNL asking them to exercise their option - **three days**. This letter should mention that the officers should ensure that their option reaches the Circle/Units within **five weeks from the date of dispatch.**
- 5.7. Receipt of letters by P&T, A&FS officers on deemed deputation to MTNL & BSNL. Also, receipt of letters by officers of DOT and those on deputation (excluding MTNL & BSNL).
- 5.8. **The officers would have four weeks to give their option.** They should ensure that their options are received by the Circle/Units of MTNL & BSNL and the FEB Division of DOT latest **within one week of the option time limit.**
- 5.9. Circle/Units of MTNL/BSNL will consolidate the options received and forward the same to Corporate office by **one week from the expiry of the option period.**
- 5.10. Receipt of option forms by the Corporate offices of MTNL & BSNL.
- 5.11. Forwarding of option forms by Corporate offices after consolidation to FEB Division of DOT – **one week from receipt.** The Corporate offices shall also send the complete information containing the details of the total number of Group 'A' officers and number of optees to MTNL / BSNL (to be given separately), number of optees to DoT and the number of officers giving no option.
- 5.12. Consolidation of option forms by FEB Division of DOT and submitting the same to the Allocation Committee of DOT (mentioned in Para 15 below) -

Note - The Department of Posts may also follow mutates mutandis the time schedule as indicated above in Para 5.3 to 5.12 and receive the Option forms from officers from their Circles/Units as well as Headquarters etc.

6. The Option Form as well as the Terms and Conditions of absorption have been put on the website of DoT at url: www.dotindia.com. This posting will be considered adequate for the purpose of notice.
7. Four copies of the option form numbered 1 to 4 with one set of general terms and conditions will be sent to each Group 'A' officer (by Circles/Units of MTNL/BSNL/DOP and by the FEB Division of DoT as the case may be). The officer may also obtain the option form and the terms and conditions of absorption from the website mentioned above. The Officers shall submit their options to concerned Circle/Unit or as the case may be to FEB Division of DoT. If the officer is on deputation to a borrowing organization (other than MTNL/BSNL), he/she will submit the option to the concerned department of that organization. The concerned Circle/Unit Heads will forward the list of

optees with their option and the number of available posts in the cadre/grade to the Corporate Office of MTNL/BSNL along with the copies of the option form duly acknowledged by the concerned officer. In case of the officer on deputation to the borrowing organization other than MTNL/BSNL, that organization will do likewise and send consolidated information to the FEB Division in DoT.

8. All the four copies of the option form will be got filled from each officer and dealt with as follows:
 - 8.1. 1st copy to be acknowledged by an officer not below the grade equivalent of Sr. Time Scale (CDA) as designated by CGM/Unit Head, as the case may be and returned to the optee.
 - 8.2. 2nd copy to go to the service book of the concerned officer.
 - 8.3. 3rd and 4th copies to be sent to Corporate Office of MTNL/BSNL/DOP. The Corporate Office/DOP shall retain the 3rd copy for their record and forward the 4th copy to the FEB Division in DOT Headquarters.
 - 8.4. For P&T, A&FS officers in DoT: Acknowledgement will be issued by FEB Division. Rest as above, mutatis mutandis.
 - 8.5. For P&T, A&FS Officers on deputation to borrowing organization (other than MTNL/BSNL): Acknowledgement will be issued by the concerned department of the borrowing organization. Rest as above, mutatis mutandis.
9. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned officer at a later stage.
10. Officers not exercising any option as prescribed will be deemed to have opted for Government service. No conditional option shall be accepted and any such offer shall be treated as if the officer has not exercised option for absorption in MTNL/BSNL.
11. The Corporate Office of MTNL/BSNL/DOP would intimate the list of officers against whom disciplinary/vigilance cases are contemplated or pending along with details thereof. Similarly the FEB Division in DOT will obtain the details from Sr. DDG (Vig).
12. DoT will consider the option exercised by Group 'A' officers along with the availability of posts in MTNL/BSNL and the personnel requirement of these organizations and make final allocation of officers to MTNL/BSNL or retention in DOT/DOP depending on the organizational needs and public interest. The decision of DOT in this regard shall be final and binding on the officer. MTNL/BSNL would absorb optees as would be allocated by DOT.
13. The IDA pay scales in MTNL/BSNL would be fixed as contained in the "General Terms and Conditions for absorption of Group 'A' officers in MTNL/BSNL" enclosed with the Option Form to be filled in by the officer concerned.
14. The "General Terms and Conditions for absorption of Group 'A' officers in MTNL/BSNL" are enclosed with the Option Form and will form part of it.

15. Allocation Committee: The FEB Division of the DoT shall put all the options received by it to the "Allocation Committee" consisting of Member (Services) as Chairman, and Member (P), Member (Finance) and Additional (Secretary (T) as members. The FEB Division of the DoT will service the Allocation Committee. The Allocation Committee will deliberate on the options and recommend allocation of officers to MTNL/BSNL. The Allocation Committee will submit its recommendations through Chairman Telecom Commission and Secretary DOT to Minister C&IT for final decision.
16. Any difficulty in interpreting any term or condition enclosed with the Option Form would be deliberated upon by the Allocation Committee and the decision in DoT will be final.

(H.C. JAYAL)
JOINT SECRETARY (ADMN)

Encl:

1. General terms and Conditions for absorption
2. Option form to be filled by the officer
3. Form containing service particular of the Officer.

To

Members Telecom Commission
Secretary, Department of Posts
CMD MTNL
CMD BSNL
DDG (FEB)

Copy for information to:

PS to Hon MOC&IT
PS to Hon MOS(C&IT)
Sr. PPS to Secretary, DoT
Sr. PPS to Addl. Secy/JS (A)

To

The Secretary to the Govt. of India
Ministry of Communications & Information Technology
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001

(THROUGH PROPER CHANNEL)

Sub: Option Form for absorption in MTNL/BSNL/retention Government status for Group 'A' Officers

Ref: DOT's letter No.A-11013/1/2005-Admn.II (P&T, A&FS)

(To be filled in quadruplicate)
(For P&T, A&FS Group A Officers)

Sir,

With reference to the above letter I am to state that: -

1 I have carefully gone through the terms and conditions of permanent absorption in the regular services of MTNL/BSNL, have understood them and accept the same.

2. My particulars given in the attached proforma are correct to the best of my knowledge.

3. I hereby opt for permanent absorption in MTNL/BSNL in the following orders of preferences: -

A i) -----

ii) -----

OR

B I want to continue in Government Service.

Date.....

Yours faithfully

Signature.....
Name & Designation.....
Staff No (Put 'X', if NA).....
Present Office/Deptt.....
Circle/Unit/Division.....

Note:

- i) This option form will be filled in quadruplicate
- 1st copy to be acknowledged by an officer not below the grade equivalent of Sr. Time Scale (CDA) as designated by CGM/Unit Head, as the case may be and returned to the optee.
 - 2nd copy to go to the service book of the concerned officer.
 - 3rd and 4th copies to be sent to Corporate Office of MTNL/BSNL. The Corporate Office shall retain the 3rd copy for their record and forward the 4th copy to the FEB Division in DOT Headquarters. In the case of Department of Posts, deputationists and officers in DOT, the same may follow mutatis mutandis.
- ii) Conditional option shall not be accepted.

(TO BE FILLED BY THE CONTROLLING OFFICER)

No..... Dated.....

The above option form duly completed and signed by the above named officer forwarded for onward transmission to DOT through proper channel for further necessary action. A copy of the form has been returned to the above officer after acknowledgement.

Date.....

Signature.....
Name.....
Designation
Office/Deptt.....
Circle/Unit/Division.....

To

Deptt. of Telecom (Through proper channel as prescribed)

FORM SHOWING THE SERVICE PARTICULAR OF OPTEEES

(All columns are to be filled up. Wherever not applicable write N/A)

1. NAME IN FULL:
2. MALE/FEMALE
3. FATHER'S NAME:
4. STAFF NO:
5. DATE OF BIRTH:
6. DATE OF SUPERANNUATION:
7. EDUCATIONAL QUALIFICATION:
8. DATE OF FIRST APPOINTMENT
9. NAME OF POST/GRADE OF FIRST APPOINTMENT
10. NAME OF POST/GRADE PRESENTLY HELD:
A) ON ADHOC OR LOCAL OFFICIATING BASIS: Post Dt of promotion
B) ON REGULAR BASIS (SUBSTANTIVE GRADE)
11. NAME OF POST/GRADE HELD ON 30.9.2000:
A) ON ADHOC OR LOCAL OFFICIATING BASIS:
B) ON REGULAR BASIS (SUBSTANTIVE GRADE)

Signature.....
Name & Designation.....
Staff No.....
Present Office.....
Unit of Posting.....
Circle/Unit/Division.....

Countersigned by controlling officer
Signature.....
Name
Designation.....
Date:.....

Verified by AO (Pay)

Certified that particulars given by the officer concerned have been verified from the service book and found correct.

Signature.....
Name.....

File No.A-11013/1/2005-Admn.II (P&T, A&FS)
Ministry of Communications & Information Technology
Department of Telecommunications
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New Delhi-110001

**GENERAL TERMS AND CONDITIONS FOR ABSORPTION OF GROUP
“A” OFFICERS IN MTNL/BSNL**

Sub: Calling of option of absorption of Group ‘A’ officers of Indian Telecom Accounts and Finance Service (P&T, A&FS) in MTNL/BSNL

Option of officers for absorption in MTNL/BSNL:

1. The option can be exercised by Group A officers borne on the regular establishment and belonging to Indian Telecom Accounts and Finance Service (P&T, A&FS).
2. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned officer at a later stage. No officer shall give any conditional option.
3. Absorption of officers facing disciplinary/vigilance cases will be decided by the “Allocation Committee” consisting of Member (Services) as Chairman, Member (P), Member (Finance) and Additional Secretary (T) as its members. The FEB Division of the DoT will service the Allocation Committee.

Allocation/absorption orders:

4. DoT will consider the option given by Group ‘A’ officers alongwith the availability of posts in MTNL/BSNL and the personnel requirement of these organizations and make final allocation of officers to MTNL or BSNL. The decision of DOT in this regard shall be final and binding on the officer. MTNL/BSNL would absorb optees as would be allocated by DOT.
5. The effective date of absorption will be 1.10.2000.

Changeover to IDA Pay scale:

6. The IDA pay scale will be effective from 1.10.2000.
7. The scales in MTNL/BSNL would be fixed as under:

FOR MTNL

Sl.No.	Existing CDA pay scale	Corresponding IDA pay scale
1.	22400-525-24500	25000-650-30200
2.	18400-500-22400	23750-600-28550
3.	14300-400-18300	18500-450-23900(E7)
4.	12000-375-16500	17500-400-22300(E6)
5.	10000-325-15200	16000-400-20800(E5)
6.	8000-275-13500	14500-350-18700 (E4)

FOR BSNL

Sl.No.	Existing CDA pay scale	Corresponding IDA pay scale
1.	22400-525-24500	25000-650-30200
2.	18400-500-22400	23750-600-28550
3.	14300-400-18300	17500-400-22300
4.	12000-375-16500	16000-400-20800
5.	10000-325-15200	14500-350-18700
6.	8000-275-13500	13000-350-18250

8. To the extent possible, the same principles of pay fitment as followed in other categories i.e. Group 'B', 'C' and 'D' employees who already stand absorbed in MTNL/BSNL shall apply in the case of Group 'A' officer, i.e., point-to-point fixation of pay; In cases where the minimum benefit (Pay + DA) on absorption in MTNL/BSNL on 1.10.2000 falls short of Rs.2500/-, it will be enhanced to Rs.2500 and the difference will be treated as personal pay of the officer as on 1.10.2000.
9. Any payment already made to Group 'A' Officers by MTNL/BSNL pending absorption and implementation of IDA pay scale (like compensatory or adhoc or advance amounts etc.) would be recovered on fixation of pay in IDA scale. It will also be recovered from non-optees (i.e. officers who give option for not to be absorbed in MTNL/BSNL or do not give any option at all)
10. HRA, CCA and other perquisites shall be strictly governed as per DPE guidelines. Non-optees would not be entitled to any pecuniary and other privileges which are specifically structured for the employees of the PSU's.

Service conditions:

11. Estate Pool Accommodation:

11.1 As regards retention of Estate Pool Residential Quarters, the existing arrangement may continue for two years from the date of issue of final allocation orders on payment of standard license fee.

Payment of Pension:

12. The officers opting for MTNL would be covered by the pension scheme of MTNL. The officers opting for BSNL would be entitled to pension from Government.

Inter-se-seniority:

13. The inter-se-seniority of officers in various grades in MTNL/BSNL shall be governed by the date of absorption and the seniority list maintained by the cadre controlling authority.

Promotion:

- 14. The promotion of officers after absorption in BSNL/MTNL will be governed by the extant rules made by the corporations (as may be modified from time to time) for this purpose.
- 15. The officers officiating in higher grades on ad-hoc/local officiating basis will be absorbed in MTNL/BSNL in the substantive grade only.

GPF:

- 16. The amount of subscription together with interest thereon at credit with the officer in the GPF account shall be transferred to his/her new Provident Fund Account under MTNL/BSNL as provided for under Sub-rule 24 (a) of Rule 37 A of the CCS (Pension) Rules, as amended from time to time.

Insurance Scheme:

- 17. The officers would be governed by the MTNL/BSNL Insurance Schemes as are or would be formulated.

Age of Superannuation:

- 18. Age of Superannuation shall be regulated in accordance with the Government Rules applicable to PSUs.

Leave:

- 19. The officers will be governed by the Government Leave rules till issue of final allocation order and the Earned Leave and Half Pay Leave at their credit shall stand transferred to MTNL/BSNL on the date of absorption as provided for under Sub-rule 24(b) of Rule 37A of the CCS (Pension) Rules.

Medical benefits:

- 20. The medical facilities would be extended by MTNL/BSNL according to the schemes issued by them in accordance with the rules applicable to PSUs after the final allocation/absorption orders are issued.

Signature of the officer in token of accepting the terms and conditions as above.

Signature.....

Name of the Officer.....