

No.30-2/2012-Admn.II
Government of India
Ministry of Communications & IT
Department of Telecommunications
20 Ashoka Road, Sanchar Bhawan
New Delhi-110001.

Dated 7th March, 2014


Office Memorandum

Requests are being received in the Administration Section to post substitutes for the PPS/PS/PA/Steno D while recommending the leave, even for a short period, from the controlling officers with whom the concerned PPS/PS/PA/Steno 'D' is posted or whenever an officer joins on his/her posting/transfer in the DOT . It has also been noticed by the Administration that when officers are relieved on transfer from DoT or proceed on long leave/training, no intimation is being given to the Administration and the PPS/PS/PA/Steno posted with such officers do not report to Admn.

2. Since there is an acute shortage in the Stenographer cadre and there is no Leave Reserve with Administration, it has not been found possible to provide the substitutes to all officers in DOT in case of leave or to the officers posted on transfer in DoT. Therefore, officers in all wings, are requested not to send proposals to Administration for posting of substitutes. All officers are also requested to furnish intimation to Administration while proceeding on leave/training/transfer so that their staff can be utilised in that period.

3. To solve the problem of shortage of staff a proposal for outsourcing of staff by e-tendering is already under consideration in consultation with the Integrated Finance Wing. After the approval of this proposal and finalisation of the tendering process, the requisite staff will be posted in all wings. Till finalisation of the proposal for outsourcing of staff, all officers are requested to utilise the available staff in their wings.

This is issued with the approval of JS(Admn.)


07/03/2014

[Nirmala Dev]

Under Secretary to the Govt. of India

To,

- (1) All Officers in DOT/TEC
- (2) Notice Board

Copy to:

Director IT- with the request to place the above instructions on the Website of DOT.