

**No. 391-103/2020-STG-III**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**

*419, Sanchar Bhawan, 20 Ashoka Road,  
 New Delhi-110001,  
 Dated: 17.11.2022*

**Office Memorandum**

**Subject: - Processing of applications of PESB for immediate absorption – regarding.**

In continuation to DoT Office Memorandum of even number dated 20.10.2022, the following timelines is prescribed by the Cadre Controlling Authority for processing the PESB applications:-

<b>Sl No</b>	<b>Item</b>	<b>Responsibility</b>	<b>Timeline (Maximum)</b>
1	Online application through PESB portal and send it to authority who maintains his/her service record for verification.	Applicant	Before 15 days of closing application
2	Verification of service records filled by the applicant and forwarding the verified application to US(SNG & STG-III) through e-Receipt/email.	Authority who maintains service book of the applicant	2 working days
3	Forwarding of the application to STG-III Section	US(SNG & STG-III)	1 working day
4	Scrutinizing the Application, seeking VC, APARs and processing the file for Obtaining the approval of Cadre controlling authority subject to VC.	ASO/SO STG-III section	3 working days
5	i) Vigilance Clearance	CVO	3 working days
	ii) Providing copy of APARs	APAR cell	3 working days
	iii) Approval of Cadre Controlling Authority	As per channel of submission	4 working days
6	Forwarding of the application to PESB online after receipt of VC, APAR and approval of Cadre Controlling Authority.	US(SNG & STG-III)/SO(STG-III)	1 working day

2. All concerned officers/Sections are requested to follow the above timelines and adhere to. If there is any delay, the officer at whose level that will be stuck up, shall be made responsible.

I/3069635/2022

3. This issues with the approval of Secretary(T).

Signed by Bijender Singh

Date: 17-11-2022 10:55:50

Reason: Approved  
(Bijender Singh)

Under Secretary (SNG)

Tel. No. 23036226

To,

1. PSO to Secretary(T).
2. Member(S)/Member(T)/D.G.(T)
3. AS(T)/Administrator USOF/All LSA Heads/Sr DDG TEC/DG NTIPRIT
4. CMD, BSNL/CMD, MTNL
5. CVO, DoT Hq
6. Director(Staff-II)
7. US(SGT)/ADG(APAR)
8. All the ITS officers-through DoT Website.
9. ASO/SO STG-III