

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: 3<sup>rd</sup> December, 2020

**OFFICE MEMORANDUM**

Subject – Processing of applications for deputation - regarding.

It is observed that the applications for deputations are being received very late or even after the expiry of last date of receiving the applications in the concerned Department. The applications received through the field units are also being received without verifying the service particulars of the applicants. To streamline the process, all the officers/field units are requested to adhere to followings -

- I. Application must be routed through proper channel.
- II. Even, in case of online applications for CSS, CVO, PESB etc. the verification of service particulars is required, the officers may take print out and send it through proper channel so that the officer maintaining the service records should verify the same from service book before sending the application to STG-III Section.
- III. The officers are also requested to attach their service particulars along with their applications since their joining as ITS officers including postings, pay scale etc. The officer maintaining the service record should verify them before sending applications to STG-III Section.
- IV. Officers have to update his profile in the portal <https://sancharvhr.gov.in> and attach print out of ER sheet.
- V. The officers must attach all the requisite documents, including attested copies of APAR, required to be sent along with the applications.
- VI. Completed applications must reach to STG-III section at least 15 days before the closing date of receipt of applications.
- VII. Applications received after due date or without verification of service particulars will not be entertained.

2. This may be brought to notice of all ITS officers and the officers responsible for forwarding the applications.

  
(Subodh Kumar Jayaswal)

Under Secretary to the Govt. of India

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1. DG(T)
2. CMD BSNL
3. CMD MTNL
4. All the ITS offices - through DoT Website.