



***Bharat Sanchar Nigam Limited***  
***(A Government of India Enterprises)***  
***Office of the Chief General Manager , BSNL***  
***Assam Circle:Administrative Building 3<sup>rd</sup> Floor***  
***Panbazar Guwahati –781 001.***

**No: STES-23/7/Pt-II/1**

**Dated at Guwahati the 11 - 02 - 2010**

**To**

- 1-7. The General Manager, Bongaigaon/Dibrugarh/Jorhat/Kamrup/  
Nagaon/Silchar/Tezpur.**
- 8-14. TheGM, (Sales&Mktg)/(Network)-CFA/(NetworkPlanning)-  
CM/(NetworkOperation)-CM/(EB&Biz  
Plg/IT)/(HR/Admn.)/(Finance),Circle Office, Guwahati.**
- 15. The C.G.M, Task Force, Uzanbazar, Guwahati.**
- 16. The G.M, Mtce., ETR, Guwahati.**
- 17. TheDGM, (A/T), Guwahati.**
- 18-19. The Principal, RTTC, / CTTC, Guwahati.**
- 20-22. The Secretary, SNEA/ AIBSNLEA/ AIGETOA Guwahati.**

**Sub: Draft Gradation List of JTOs in Assam Telecom Circle compiled upto  
the recruitment year from 1995 to 2005.**

From the available information at this office, a Draft Gradation List in respect of JTOs has been prepared and sufficient number of copies of this list are enclosed for wide circulation amongst the staff including the staff on leave, deputation etc. and taking action as follows so as to facilitate preparation of provisional Gradation List upto the recruitment year 2005.

1. A written acquittance may be obtained in two copies from all the concerned officers in token of having seen this list and one of the same may be retained in safe custody in your office and the other copy may be sent to this office.
2. Missing information and discrepancies as the case may be may please be correctly incorporated in the Draft Gradation List without fail.
3. All officers concerned may kindly be asked to point out the discrepancies if any, in writing through proper channel within 30 days at the latest from the date on which they receive the list. No complaint/ representation after the time fixed above will be considered/ entertained for any reason what so ever.

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4. The discrepancies in the relative seniority that may be pointed out by any officers may please be forwarded to this office within a fortnight from the date of receipt of such complaints/ representation in your office together with your detailed comments/ factual report for examination and review at this end.
5. The discrepancies, so pointed out may be supported by documents as far as practicable.
6. One copy of the Draft Gradation List may please be returned to this office after due corrections supplying all the missing information due acquittance of the concerned officers and due scrutiny at your end with reference to Service Book and other relevant records together with the requirements of Sl. No. 1 to 4 above.
7. While returning the enclosed list, a Certificate to the effect that (i) Draft Gradation List has been shown to all concerned under your administrative control including the officers on leave and deputation etc. and (ii) a written acquittance has been obtained from all concerned officers may kindly be given.
8. The dates shown in the Draft Gradation List are as mm/dd/yyyy which may be read accordingly.

Kindly acknowledge the receipt.

Enclo: G.L.Copies...

  
(**N.K. Rabha**)  
**Asstt. General Manager (HR/ Admn.)**