

FORWARDING OF APPLICATIONS TO OUTSIDE ORGANIZATIONS.

Authority The Standing Order No.22 of the Company's Certified
PC No.9 Standing Orders provides that no employee shall apply for
dt.03-02-1972 any scholarship/appointment/commission etc. without written
 permission of the Management. However, applications
 received from employees may be forwarded by the
 Management in accordance with the rules notified by the Management.

2. In view of the above Standing Orders, the following rules will come into force immediately in connection with forwarding of applications of BDL employees to outside organizations for scholarship/appointment/ commission. *(As per practice followed, the same Rules have been put into application in respect of Executives also).*

- i) No application will be forwarded during the probationary period of the permanent employees.

Clarification : In terms of para-48.1 of R&P Rules, an
Authority employee promoted to higher group/grade either by
BDL/04/51/37/C-P&A DPC or against the open selection will be on
dt.21-07-1994 probation in that group/grade for a period of 6
 months or 12 months (in the case of
 promotion/appointment to posts in Grade-1 and above) from the date of
 appointment and is liable to be reverted to his original grade/group if found
 unsuitable.

In view of the foregoing provisions in Personnel Circular No.9 dated 3.2.1972 and Rule No.48.1 of R & P Rules, it is clarified that application of a probationer on promotion to higher group/grade either through DPC or open selection, cannot be forwarded.

- (ii) Four applications for outside employment in respect of an employee may be forwarded at the discretion of the management during a calendar year in respect of permanent employees only after completion of one year of service.

Authority
PC No.49
Dt.01-04-1985

- iii) (a) If the post of an employee is temporary for two or more than two years, no application will be forwarded during first year of service. More than two applications may be forwarded after completion of one year of service of such temporary employees, at the discretion of the Managing Director.
- Authority**
PC No.29
Dt.19-05-1973
- (b) If the post of an employee is temporary for a period of only one year, more than two applications may be forwarded at the discretion of the Managing Director, only after completion of six months' service.
- (c) In case of temporary employees who have completed one year of service, the Managing Director, at his discretion, may forward more than two applications if such employee does not have any promotion channels or opportunities in the Company. In respect of permanent employees who have completed one year of service, the Managing Director may, at his discretion, forward more than Four applications for outside posts, if they have reached the maximum of the pay scales or if there are no promotion channels.
- iv) Forwarding of applications in respect of SC/ST employees, will be governed according to the directives issued by the Government from time to time.
- v) Applications of employees who are under bond to serve the Company will be forwarded provided the employee agrees to make payment as specified by the Management in lieu of the bond service period for the unexpired period.

Authority
PC No.103
Dt.09.09.1977

Clarification : " The question whether the terms of the bond executed by the employees of the Public Enterprises, who have received scientific / technical training at the cost of Public Enterprises should be enforced or not in cases where they join Central Government / State Government services or take up employment under quasi-Government Organizations / Public Enterprises either on the basis of competitive examinations / tests / interviews organized by those organizations or the Union Public Service Commission / State Public Service Commission, or otherwise has been under consideration for some time. It has been now decided that the enforcement of bond should not be insisted upon in the case of an employee of a Public

Enterprises who joins the Central Government / State Government, quasi-Government organization or another Public Enterprise, subject to the condition that a fresh bond is taken to ensure that the employee serves the new employer for the balance of the original bond period “.

- vi) The Managing Director may relax the above conditions and also withhold the applications in special circumstances.
- vii) Forwarding applications for outside appointment does not bind the Management to release the employee and accept his resignation which is subject to the exigencies of work.

Authority

Cir No.BDL/04/54/08
Dt.25-10-1976

3. The Executives/Non-Executives while sending their requisitions for forwarding their applications for employment in outside organizations are advised to mention in their covering letters, the reasons for applying for jobs in other organizations. This is needed for administrative purpose and will not affect the application in any way.
