

O/o Chief General Manager Telecom,  
Ground Floor, New Admin Building, No.1,  
Swami Vivekananda Road, HALASURU,  
BENGALURU-560008



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

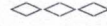
No. STAFF/3-1/Circulars/VRS-2019/45

Dated at BG., 18.01.2020

To

All SSA Heads  
Karnataka Circle

Sub: Knowledge transfer in respect of VRS optees –Reg.




In view of VRS opted by the large number of experienced employees, knowledge transfer is important. For preserving and disseminating knowledge about the work, an IT tool for digitization of handing over notes and knowledge transfer has been specially made and link has been provided on ktkint.

The link “VRS optees handing over note/knowledge transfer” is provided on ktkint under “Report” information cupboard. After login to ktkint, VRS optees may click on Group of service against the SSA where he/she is working. Name of Controlling Officer of VRS optees shall need to be updated while filling up the data. Documents shall be uploaded by clicking upload file link. Uploaded file may be handing over note, knowledge transfer documents or any other important information which may be required in future and useful to the working employees in maintenance of services. Supervisory/Reporting officers may guide VRS optees in furnishing and sharing required information related to works in the form of handing over note and knowledge transfer document. A total of three files can be uploaded in any format like word, excel, ppt, txt, jpeg etc.

In case of non-executives who do not have access to ktkint, their controlling officer shall get the required information and document it properly, take their signature and scan and upload in the website. After uploading of file, it should be verified that correct file is uploaded.

Before relieving the VRS optees, it may be ensured that Handing Over Note/Knowledge Transfer document is uploaded in the website. In case the knowledge transfer is not done / incomplete then his / her terminal benefits processing will be delayed till he/she completes knowledge transfer document. For monitoring uploading work by VRS optees, one nodal officer at SSA level may be nominated to supervise this activity. For any difficulty/query Shri Aditya, JTO (IT) , Mob No.7678258978, email id-adityakmr54@gmail.com may be contacted please.

This issues with the approval of Competent Authority.

  
18.01.2020

(RABIN PODDAR)  
General Manager (HR/A)  
Karnataka Circle  
Bangalore 560 008