



F.No: BSNLCO-A/11(11)/2/2020-ESTAB

Dated: 30th July, 2020

Sub: Instructions w.r.t. Operation & Maintenance and functioning of the Administrative Offices in view of the spread of COVID-19 pandemic in India.

The undersigned is directed to refer to this office instructions vide letter no. BSNLCO-A/11(11)/2/2020-ESTAB dated 21.05.2020 wherein it was provided that all employees of E5 & above level shall attend the office on all working days and the employees below E5 were called on alternate days as per roster ensuring 50% attendance.

2. Now, the competent authority has reviewed the above instructions and it has been decided that w.e.f. 01.08.2020 BSNL Corporate Office shall work with full attendance as per following:

- (i) Employees with HRMS no. ending with 0, 2, 4, 6 or 8 may attend office from 09:30 am to 06.00 pm.
- (ii) Employees with HRMS no. ending with 1, 3, 5, 7 or 9 may attend office from 10:00 am to 06.30 pm.
- (iii) Further, the employees residing in declared Containment zone who are not able to attend office may inform their controlling officers and Work from Home during the notified period.

3. Other instructions of MHA and MoH&FA, Govt. of India issued from time to time with regard to exempted category of employees / containment of the spread of COVID-19 related to maintenance of Social distance at workplaces etc. may be scrupulously followed.

This is issued with the approval of competent authority.


30/07/2020
[Keshav Kumar]

Asstt. General Manager (Estt.I)

Tel. No. 23037477

To,

1. Sr.PPS to CMD, BSNL, New Delhi.
2. Sr.PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
4. CS & CGM (Legal) / All PGMs / Sr. GMs / GMs in BSNL CO New Delhi.
5. BSNL Intranet / Guard File.



F.No: BSNLCO-A/11(11)/2/2020-ESTAB

Dated: 30th July, 2020

To,

All Heads of Telecom Circles &
All Heads of Other Administrative Units,
Bharat Sanchar Nigam Limited

Sub: Instructions w.r.t. Operation & Maintenance and functioning of the Administrative Offices
in view of the spread of COVID-19 pandemic in India.

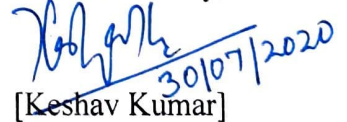
Sir,

The undersigned is directed to refer to this office instructions vide letter no. BSNLCO-A/11(11)/2/2020-ESTAB dated 21.05.2020 on the above cited subject and to state that Telecom being an essential service, field units of BSNL handling the operation & maintenance of services are already working in full capacity. However, with regard to circle offices the instructions were issued vide this office letter referred above that all employees of E5 & above level shall attend the office on all working days and the employees below E5 were called on alternate days as per roster ensuring 50% attendance.

2. Now, the competent authority has reviewed the above instructions and it has been decided that w.e.f. 01.08.2020 all Circle offices of BSNL shall also work with full attendance. However, social distancing norms like staggering of working hours may be followed on need basis.
3. Further, the employees residing in declared Containment zone who are not able to attend office may inform their controlling officers and Work from Home during the notified period.
4. Other instructions of MHA and MoH&FA, Govt. of India issued from time to time with regard to exempted category of employees / containment of the spread of COVID-19 related to maintenance of Social distance at workplaces etc. may be scrupulously followed.

This is issued with the approval of competent authority.

Yours faithfully,


[Keshav Kumar]

Asstt. General Manager (Estt.I)
Tel. No. 23037477

Copy to:

1. Sr.PPS to CMD, BSNL, New Delhi.
2. Sr.PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
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