



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

Dated: 21<sup>th</sup> May, 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 during the lockdown period w.e.f. 18.05.2020 in view of the spread of COVID-19 pandemic in India.

Sir,

I am directed to refer to this office instructions vide letter no. BSNLCO-A/11(11)/2/2020-ESTAB dated 06.05.2020 & 18.04.2020 and the latest guidelines issued by Ministry of Home Affairs (MHA) vide order No. 40-3/2020-DM-I(A) dated 17.05.2020 (available on MHA website - <https://www.mha.gov.in>) regarding extension of the lockdown upto 31.05.2020. Further, DOPT has issued two OMs No. 11013/9/2014-Estt.A.III dated 18.05.2020 and 19.05.2020 (available on DOPT website - <https://dopt.gov.in/whats-new>) with regard to regulation of attendance in Central Govt. Offices.

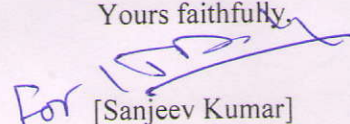
2. Accordingly, it has been decided that the attendance in BSNL Corporate Office and Circle Offices shall be regulated as follows :

- (i) All Executives of E5 & above level shall attend office on all working days.
- (ii) For regulating the attendance of Executives & Non-executives below E5 level, the respective heads of units may prepare a roster so as to ensure that 50% of the employees attend office on every alternate day. Those employees who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- (iii) While preparing roster, the DOPT OM No. 11013/9/2014-Estt.A.III dated 19.05.2020 may also be taken into consideration.
- (iv) In case any employee does not attend office as per roster, he / she may be asked to apply for leave for the days on which he / she has not attended office as per roster.

The National directives for COVID-19 Management and the additional directives for Work places as issued in Annexure II of the MHA guidelines dated 17.05.2020 may be scrupulously followed.

This is issued with the approval of competent authority.

Yours faithfully,

  
[Sanjeev 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.
4. CS & CGM (Legal) / All PGMs / Sr. GMs / GMs in BSNL CO New Delhi.
5. BSNL Intranet / Guard File.