



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

Dated: 18th April, 2021

To,

1. All PGMs / Sr. GMs / GMs/ CS & GM (Legal), BSNL CO, New Delhi
2. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.

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

Sir,

In continuation of this office letter of even no. dated 16.04.2021 on the above cited subject, wherein the heads of Circles/Administrative Units have been authorized to take decision for regulating attendance in their respective circles/units, the following instructions/guidelines are issued for regulating attendance in BSNL Corporate Office with immediate effect:-

- i). Heads of Units in BSNL Corporate Office will regulate attendance of staff in their respective units with the approval of concerned Director, BSNL Board.
- ii). All executives of level E5 and above shall attend the office on all working day.
- iii). The employees below E5 may attend office on alternate days on rotation basis. Roster for their attendance will be decided by the concerned unit heads ensuring 50% attendance on all working days. However, individual Heads of Units may call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- iv). All employees, who do not attend office on a particular day as per above roster system, shall work from home and are required to make themselves available on telephone or other electronic means of communication at all times during office hours.
- v). All other instructions mentioned in the letter dated 16.04.2021 in para (ii) to (viii) will also be applicable in BSNL Corporate office.

2. The above instructions are applicable for one week i.e. from 19.04.2021 to 23.04.2021 or till further orders, whichever is earlier.

3. This issues with the approval of the Competent Authority.

Yours faithfully,
Sd/-

[Sanjeev Kumar]

Assistant General Manager (Estt.I)

Tel. No. 23037477

Copy to:

1. PPS to CMD, BSNL, New Delhi.
2. PPS to All Directors, BSNL Board.
3. BSNL Intranet.