



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

Dated: 04 June, 2021

To,

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

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,

In continuation to this office letters of even number dated 18.04.2021, 23.04.2021 and 04.05.2021 on the above cited subject, the following instructions with regard to regulating attendance in respect of employees working in BSNL Corporate Office and O/o CVO BSNL will be applicable till 15.06.2021 or until further orders, whichever is earlier:-

- i) Physical attendance of employees in E-4 Scale and below is to be restricted at 50% of actual strength. Accordingly, the employees with odd HRMS No. will attend office on odd days and those with even HRMS No. will attend office on even days. However, individual Heads of Units may call for employees, who are not required to attend office physically on a particular day as per this arrangement, if required on administrative grounds.
- ii) All employees, who do not attend office physically as per this arrangement, will work from home and will make themselves available through eOffice, telephone and other electronic means of communication.
- iii) The employees in E-5 scale and above will continue to attend office on all working days.
- iv) The employees will be required to follow staggered timings in order to avoid over-crowding in common areas, lifts etc. The employees with HRMS No. ending with 0, 1, 2 & 3 will attend office during 9:30 AM to 6:00 PM, those with HRMS No. ending with 4, 5 & 6 will attend office during 9:45 AM to 06:15 PM and those with HRMS ending with 7, 8 & 9 will attend office during 10:00 AM to 06:30 PM.
- v) All employees who attend office shall strictly follow COVID appropriate behaviour including wearing of mask, maintain social distancing, use of hand sanitizer and washing of hands at regular intervals.



- vi) Persons with Disabilities and pregnant women shall continue to be exempted from attending office, but they shall continue to work from home and also make themselves available on telephone and other modes of communication.
- vii) All employees residing in notified containment zones shall continue to be exempted from attending office till the containment zone are de-notified. However, such employees shall work from home and make themselves available through eOffice, telephone and other electronic means of communication.
2. All employees are advised to get themselves vaccinated so as to effectively contain spread of COVID-19.

Yours faithfully,  
Sd/-

[Sanjeev Kumar]  
Asstt. 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.