

महाराष्ट्र दूरसंचार परिमंडल
बी एस एन एल कॉम्प्लेक्स, प्रशासनिक भवन
जुहू रोड, सांताक्रुज (प), मुंबई -400054
Maharashtra Telecom Circle,
BSNL Complex, Administrative Building,
Juhu Road, Santacruz (W), Mumbai-
400054.



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

File No: MHCO-ADMN/13(32)/5/2020/27 O/o GM HR-Admin Dated 17.04.2021

Sub: Instructions w.r.t. Operation & Maintenance and functioning of the Administrative Offices in view of the spread of COVID-19 pandemic in India.
Ref: No.BSNLCO-A/11(11)/2/20202-ESTAB Dtd. 16.04.2021 from AGM (Estt.I), BSNL CO, New Delhi.

Kindly find enclosed herewith copy of the letter under reference subject above regarding Instruction w. r. to Operation & Maintenance and functioning of the Administrative Offices in view of the spread of COVID-19 pandemic in India.

Telecom being an essential service, all BA Heads/SSA Heads/Vertical Heads of C.O., Mumbai are requested to consider the flexibility in working, in accordance with above reference letter as per the local situation of COVID-19 and containment zones.

This is for kind information and necessary action at your end.

This has the approval of the Competent Authority.

Encl: as above.

K.H. Morey
17/4/2021

Dy. General Manager (Admn)

Copy to:

1. PA to CGM, MH Circle, Mumbai – 54.
2. All Vertical Heads of Circle Office, Mumbai -54.
3. All BA Heads/SSA Heads, MH Circle.
4. Notice Board

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)



CORPORATE OFFICE
Establishment Branch
Bharat Sanchar Bhawan
H.C. Mathur Lane, New Delhi-01

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

Dated: 16th April, 2021

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.

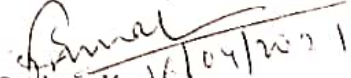
Sir,

This office has been receiving references from field units for issue of fresh guidelines on the above cited subject. It has also been noticed that several State Govt.s have imposed restrictions on non-essential activities on account of rising cases of COVID-19. Accordingly, the following instructions are hereby issued with the approval of competent authority:

- (i) Telecom being an essential service, operation of utilities for providing telecommunication and internet services shall remain functional. Hence, all the field offices / units of BSNL dealing with operations and maintenance of telecommunication service, including CSCs, shall remain fully functional. However, keeping in view the state/local administration instructions issued for particular state/area, containment zones etc., CGM's are authorized to take decision for allowing work from home or remote access support, as the case may be.
- (ii) All officials residing in containment zones shall be exempted from coming to office till the containment zone is denotified.
- (iii) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing.
- (iv) Crowding in lifts, staircases, corridors, common areas including canteens and parking areas is to be strictly avoided.
- (v) Meetings, as far as possible, may be conducted through video-conferencing.
- (vi) Entry of outsiders/visitors may be avoided as far as possible.
- (vii) All employees of the age of 45 years and above are advised to get themselves vaccinated so as to effectively contain the spread of COVID-19.
- (viii) Employees who are symptomatic or whose family members have been tested Covid positive are required to follow applicable Covid protocol of self isolation/ quarantine and testing. They may keep their Controlling officer intimated in this regard.

2. The above instructions / guidelines shall come into effect immediately till further orders.

Yours faithfully,


[Satjeev Kumar] 04/2021

Asstt. General Manager (Estt.1)
Tel. No. 23037477

Copy to:

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

Regd. & Corporate Office: Bharat Sanchar Bhawan, H.C. Mathur Lane, Janpath, New Delhi-1
Website: www.bsnl.co.in, Corporate Identity Number (CIN): U74899DL2000GOI107739