

महाराष्ट्र दूरसंचार परिमंडल  
वी एस एन एल कॉम्प्लेक्स, प्रशासनिक भवन  
जुहू रोड, साताकुज(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)

End.No. CGM/MH/Estt./Gen.Corr/2019-20/

Dated:-18/04/2020

To,  
All BA/SSA Head

**Sub: Instructions w.r.t. Operation & Maintenance and functioning of the Administrative Offices during the lockdown period w.e.f. 20.04.2020 in view of the spread of COVID-19 pandemic in India.**

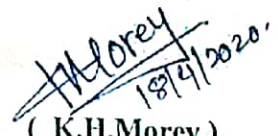
Ref:F.No: BSNLCO-A/11(11)/2/2020-ESTAB Dated:18th April, 2020

Kindly find enclosed herewith the letter under reference above received from BSNL CO, for the instructions w.r.t. Operation & Maintenance and functioning of the Administrative Offices during the lockdown period w.e.f. 20.04.2020 in view of the spread of COVID-19 pandemic in India.

In respect of para 3 a) of above referred letter it is clarified that Executives below E5 level, who are assigned the duties/ responsibilities of E5 and above level, shall also attend the office on all working days.

This is for your kind information and necessary action please .  
This is issued with the approval of competent Authority.

Encl.: As above.

  
( K.H.Morey )  
Deputy General Manager (Admn.)  
O/o CGMT NH ,MH Circle,Mumbai-54  
Mobile No. 9423991970.

Copy to :1) All Vertical Heads of MH Circle office – They are requested to finalise the staff roster for their section on 20.04.20 as per para 3 b) of above referred letter.



**MOST IMPORTANT**

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

Dated:18<sup>th</sup> April, 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. 20.04.2020 in view of the spread of COVID-19 pandemic in India.

Sir,

I am directed to refer to Department of Public Enterprises (DPE) letter No. 10037/2014-GM-FTS-1867 dated 16.04.2020 (copy enclosed) whereby order No. 40-3/2020-DM-I(A) dated 15.04.2020 (copy enclosed) issued by Ministry of Home Affairs (MHA) circulated regarding extension of the lockdown till 3<sup>rd</sup> May, 2020 and consolidated revised guidelines to be followed to contain spread of COVID-19 in the country has been circulated.

2. 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 w.e.f. 20.04.2020. 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.

3. In pursuance of the revised guidelines of MHA [Para 18(ii) of consolidated revised guidelines], all Circle offices of BSNL, and BSNL Corporate Office, shall follow the following schedule w.e.f. 20.04.2020 till 03.05.2020 or further orders, whichever is earlier:

- a) All the executives of E5 and above level shall attend office on all working days.
- b) For remaining staff, the attendance shall be 33% of the strength strictly as per requirement. The details of staff roasters shall be decided by the respective unit heads.

Administrative units of Circle office and Corporate office shall facilitate the functioning of the offices as above. The other guidelines issued by this office vide letters No. 1-02/2020-PAT(BSNL) dated 23.03.2020 and 11.04.2020 shall remain in force.



4. All administrative units will also take following measures to prevent spread of COVID-19:-

- a) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- b) Ensure regular supply of hand sanitizers, soap and running water in washrooms.
- c) All officials may be advised to take care of their own health and look out for respiratory symptoms /fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:  
<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>.
- d) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.

5. It is further emphasized that all officers and employees attending office during the lockdown period strictly comply with social distancing norms and all extant COVID-19 prevention guidelines issued by the respective Government Departments/Agencies from time-to-time.

This is issued with the approval of competent authority.

Yours faithfully,

Sd/-

[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.