

महाप्रबंधक (भूमि एवं भवन )  
मुख्यमहाप्रबंधक दूरसंचार परिमंडल  
5 वी मंजिल 'ए' विंग प्रशासनिक भवन  
बीएसएनएल कॉम्प्लेक्स जुहू रोड,  
सांताक्रुज (प), मुंबई - 400 054

O/o General Manager (L&B)  
BSNL, Maharashtra Telecom Circle,  
5th floor, 'A' wing,  
Administrative Building  
BSNL Complex, Juhu road,  
Santacruz (W), MUMBAI- 400 054



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

No.GM (L&B)/Endorsement Letter/2020-21/ 431

Dated: 01/11/2020.

To

The All SSA Heads,  
BSNL, MH. Circle,


Sub: Clarification regarding Comprehensive Renting-Out Policy (CROP-2020) for renting-out of spareable building space including residential accommodation and other built-up facilities in BSNL.

Ref: 1. CO Letter No. BSNLCO-LM/13(11)/1/2020-O/o GM(LM) dtd.17/11/2020.  
2. CO Letter No. BSNLCO-LM/13(11)/2/2020/CROP-C1 dtd.03/11/2020.

Kindly find enclosed herewith copy of letters for 'Comprehensive Renting-Out Policy (CROP-2020)' issued by Corporate Office on dated 17/11/2020 and 03/11/2020 for renting-out of spareable building space including residential accommodation and other built-up facilities in BSNL, for information and further necessary action please.

This is issued with the approval of the competent authority.

Encl: As above.

  
Asstt. General Manager (L&B)  
MH. Circle, Mumbai -54.

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
CGM(BW) Unit, Corporate Office  
Old Telegraph Office Building, Near GPO,  
Kashmere Gate, Delhi- 110006

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No. BSNLCO-LM/13(11)/2/2020/CROP-C1

Date: 03.11.2020

To  
The CGM  
All BSNL Units

Subject: Clarifications regarding Comprehensive Renting-Out Policy (CROP-2020).  
Ref: No. BSNLCO-LM/13(11)/1/2020 dated 25.08.2020

The BSNL CO has received some queries from various units seeking clarifications regarding the provisions of CROP-2020. The following clarifications are issued in this regard-

SN	Query	Clarification
1	As per section 3.1(b) of policy, space can be rented to Scheduled Banks, both Governments owned as well as Private, except the Co-operative Banks. However, Private Organisations are allowed under section 3.1(d).  In view of above, is it allowed to rent out vacant space to Cooperative Banks or not?	The space can be rented out to Cooperative Banks but they shall be considered under the Reputed Private Organisation category [i.e. 3.1(d)]. All the conditions prescribed for Private organisations in the policy shall also be applicable for such banks.
2	As per Section 8.1(c) of policy, while quoting rates in EoI called by Public organisations/ Banks, the SSA/BA Head can quote upto 15% discount below FRAC rate considering the market conditions and further discount can be given with the approval of CGM.  What is the maximum percentage of further discount that the CGM can approve?	No lower limit is specified in the policy regarding the discount that can be approved by the CGM while quoting rental rates to Public organisations/ Banks.  Therefore, the CGM can offer any suitable discount with proper justification, keeping in view the basic purpose of renting business as given in Section 1.2 of policy.
3	The policy prescribes that the revision in rent shall be @ 5% per annum. However, some Public organisations/ Banks propose different percentage/ periodicity for revision of rent as per their own guidelines.  What is the minimum rate of revision in rent that the CGM can accept?	As per section 7.2, the revision in rent shall normally be @ 5% per annum unless modified with the approval of the Circle Head. Also, as per section 7.3, CGMs are empowered to negotiate and sign the SLA proposed by tenant organisation (only for Public Organisations/ Banks).  Thus there is no lower limit prescribed in the policy regarding revision of rent. The CGM is competent to take a decision on the proposal of such Public Organisation/ Bank, in the best interest of BSNL.
4	The Department of Expenditure had issued special orders that HRA at Delhi rates will be admissible to Central Govt. Employees posted at Faridabad, Ghaziabad, Noida and Gurgaon. However, as per the classification of cities given in OM No. 2/5/2014-E.II(B) dated 21 <sup>st</sup> July 2015, these cities are classified under "Y" class.  Whether rent for such cities are to be charged at "X" class city rates or at "Y" class city rates?	Section 11.6 of CROP-2020 specifies that <b>"the Classification of Cities X, Y, Z shall be as per Ministry of Finance, Department of Expenditure OM No. 2/5/2014-E.II(B) dated 21<sup>st</sup> July 2015 read with up-to-date amendments."</b>  The rent prescribed in Section-11 is based on the Classification of Cities and not on the HRA admissible for a particular city. The rent for Faridabad, Ghaziabad, Noida and Gurgaon will therefore be charged at "Y" class city rates.

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A/L  
03/11/2020  
(A. K. Agarwal)  
ACM(I.M)

5	For renting out of staff quarters, whether Civil and Electrical maintenance charges are to be added over and above the rental rates given in Section-11?	As per section 9.9(a) and 10.5(c) of the policy, "Only minimum maintenance by providing labour connected with water supply, sanitation etc. will be done by BSNL. Any material replacement has to be borne by the tenant himself/herself. All repairs including painting etc. shall be got done by tenant and BSNL shall not bear any cost whatsoever for repair to these accommodations."  Therefore, as the maintenance of quarter is not to be done by BSNL, the Civil and Electrical maintenance charges shall not be added to the rent. The charges for labour (if provided) can be fixed by the CGM and included in the service charges as per Section 11.4.
6	If an allottee, after the normal period of retention, applies for renting of the same quarter under Section-9, can the same quarter be rented out to him or only retention by way of renting is allowed?	Section 9 pertains to renting out of 'Surplus' residential accommodation. There is no bar on renting out the same quarter in which the allottee is residing, provided that such quarter can be treated as surplus as per the criteria given in Section 6.1(d).
7	If there is no waiting list, is the HPC/Circle Head bound to allow retention of quarter beyond the normal permissible period under section 10.2?	As per section 3.2 of policy, "It should be ensured that the leasing of the property is not prejudicial to the interest of BSNL. Notwithstanding the eligibility criteria, the BSNL shall have the right to refuse leasing of property to any client even if otherwise eligible."  Therefore, retention of quarter by way of renting is at the sole discretion of BSNL and is not a matter of right of the erstwhile allottee. HPC may make appropriate recommendations accordingly.

This is issued with the approval of competent authority.

*He*  
03/11/2020  
(D.K. Agarwal)

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No. BSNLCO-LM/13(11)/1/2020/CROP-A2

Date: 17.11.2020

To  
The CGM  
All BSNL Units

**Subject:** Relaxations in Comprehensive Renting-Out Policy (CROP-2020) for renting-out of spareable building space including residential accommodation and other built-up facilities in BSNL

**Ref:** 1) No.BSNLCO-LM/13(11)/1/2020 dated 25.08.2020  
2) No.BSNLCO-LM/13(11)/1/2020/CROP-A1 dated 02.11.2020

The following relaxations are hereby made to the renting policy (CROP-2020) issued vide no. BSNLCO-LM/13(11)/1/2020 dated 25.08.2020 –

SN	Existing Provision	Modified Provision
1	<b>Section 9.3(b)</b> For all other eligible applicants, a single residential accommodation of any Type upto one step above the entitlement of the applicant can be rented-out, provided that in case of a retired employee, the rent of allotted accommodation shall not exceed 40% of his pension.	<b>Section 9.3(b)</b> For all other eligible applicants, a single residential accommodation of any Type upto one step above the entitlement of the applicant can be rented-out.

This is issued with the approval of competent authority.

  
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