



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

Dated, the 05-01-2022

OFFICE MEMORANDUM

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

In view of the initial signs of surge in cases of COVID-19, the matter regarding regulating attendance in respect of employees working in BSNL Corporate Office has been reviewed and it has been decided as under, with immediate effect till 23rd January, 2022 :-


- i) Physical attendance of employees in E-3 scale and below is to be restricted at 50% of actual strength. Accordingly, the employees in E-3 scale and below with odd HRMS Nos. will attend office on odd days, and those with even HRMS Nos. 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) The employees in E-4 scale and above will continue to attend office on all working days.
- iii) The employees who attend the office will be required to follow staggered timings in order to avoid over-crowding in common areas, lifts etc. The employees with HRMS Nos. ending with 0, 1, 2 & 3 will attend office during 9:30 AM to 6:00 PM, those with HRMS Nos. ending with 4, 5 & 6 will attend office during 9:45 AM to 06:15 PM and those with HRMS Nos. ending with 7, 8 & 9 will attend office during 10:00 AM to 06:30 PM.
- iv) 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.
- v) 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.
- vi) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

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- vii) Persons with Disabilities and pregnant women are exempted from attending office, but they shall continue to work from home and also make themselves available on telephone and other modes of communication.
- viii) All employees residing in notified containment zones are 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.
- ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.
2. The above instructions/guidelines shall come into effect immediately.
3. All employees are advised to get themselves vaccinated so as to effectively contain spread of COVID-19.


05/01/2022

(Sanjeev Kumar)

Assistant General Manager (Estt. I)

Tel. No. 23037477

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

Copy to:-

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