



**F. No. 1-02/2020-PAT (BSNL)**

**Dated: 20.03.2020**

To,  
**All Heads of Telecom Circles &  
All Heads of other Administrative Units  
Bharat Sanchar Nigam Limited**

**Sub: Preventive measures to be taken to contain the spread of COVID19 in BSNL.**

Sir,

I am directed to endorse herewith the DPE OM No.DPE-No/0037/2014-GM-FTS-1867 dated 19.03.2020 on the above mentioned subject for immediate compliance by all BSNL units. In this regard, the following instructions are issued for necessary action:

- (i) In respect of the non-executive staff working in BSNL Corporate Office / Circle Offices / BA or SSA Heads offices, the respective unit Heads may decide preparation of weekly roaster of duty as per above DPE guidelines.
- (ii) Units Heads may also decide the working hours in staggered manner in respect of all employees attending office on a particular day.
- (iii) Telecom service being an essential service, the above instructions / guidelines with regard to weekly roaster and staggering of working hours will not be applicable in respect of employees working in Operation & Maintenance of the services including Bill & cash collections, CSC etc. Such employees may continue to work as per operational requirements taking necessary precautions as per advisories issued by Govt. including avoiding large gathering.

The above instructions shall be applicable till 04.04.2020 or further orders as applicable.

Yours faithfully,

[Sanjeev Kumar]

Asstt. General Manager (Estt.I)

Tel. No. 23037477

Encl: As above.

**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, for taking necessary action as above.
5. BSNL Intranet. / Guard File.

