

भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
मुख्य महाप्रबंधक दूरसंचार कार्यालय
पश्चिम बंगाल दूरसंचार परिमंडल
8- रेड क्रॉस प्लेस, केन्द्रीय तारघर भवन
कोलकाता -700 001



भारत को जोड़े
Connecting India

BHARAT SANCHAR NIGAM LTD
(A Government of India Enterprise)
O/O The Chief General Manager Telecom
West Bengal Telecom Circle
8- Red Cross Place, CTO Building
Kolkata-700001

No. WBTC/Dy.GM/HR (A)/Misc./2021-22/

Dated at Kolkata 23rd April'2021

To,

1. All Heads of Verticals/Units
 2. All Heads of BAs/OAs.
- WBTC

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

Reference: F. No .BSNLCO-A/11(11)/2/2020-ESTAB dated 16/04/21 & 18/04/2021 issued from Corporate office, Establishment Branch.

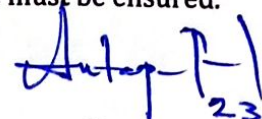
In view of rising cases of COVID-19, the following instructions are issued for the functioning of circle office at CTO & TCO building:

- a) All executives of level E5 and above shall attend the office on all working days.
- b) The employees below E5 may attend office on alternate days on a rotation basis. The Roster for their attendance will be decided by the concerned unit heads ensuring 50% attendance on all working days in order to contain the spread of the virus.
- c) All the employees, who do not attend office on a particular day as per the above roster system, shall work from home and are required to make themselves available on the telephone or other electronic means of communication at all times during office hours.
- d) While preparing the roster, guidelines regarding the exemption of employees with Disabilities from roster duty may also be taken into consideration. (This office letter No. WBTC/Dy.G.M./HR(A)/Misc/21-22 dated 17/04/2021 may be referred to.)
- e) In case any employee does not attend office as per roster, he or she may be asked to apply for leave for the days on which he/she has not attended office as per roster.
- f) All employees residing in the containment zone shall be exempted from coming to the office till the containment zone is denotified. They shall work from home.
- g) Vertical/Unit Heads of Circle office is to implement the above order only after preparation of roster.

The above instructions are applicable from 24/04/2021 to 30/04/2021 or till further orders, whichever is earlier.

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 services, including CSCs, shall remain fully functional. However, keeping in view the state/local administration instructions issued for particular state/area, containment zones, etc. BA/OA Heads are authorized to take a decision for allowing work from home or remote access support or allowing roster duty as per the above guidelines followed for CTO/TCO building as the case may be. Proper sanitization of offices, use of masks and hand sanitization etc as per COVID guidelines issued from time to time must be ensured.

This is issued with the approval of the competent authority.


23/04/21
(Sutapa Pal)

DGM (HR & Admin),
O/o the C.G.M.T., WBTC, Kolkata

Copy To:

1. The PA to CGM, WBTC for kind information, please.
2. WBTC Sancharika.