



BHARAT SANCHAR NIGAM LIMITED  
(A Government of India Enterprises)  
Office of the Chief General Manager ,New Administrative Building  
16, Greams Road, Chennai 600 006

No.GENL/80-11/2020

DATED AT CHENNAI – 600 006,

THE 09.07.2020

To  
All Functional Heads, Circle office/  
PCE (Civil)/ (Electrical ), Principal RGM TTC.

Sub: Performing duty by staff during Covid-19 lock down period – reg.

Ref: (1) BSNLCO-A/11(11)/2/2020-ESTAB Dated:18th April, 2020  
(2)This office IrNo..GENL/80-11/2020 DT 01.05.2020 &10.05.20

Kind attention is drawn to the letters under reference wherein instructions were issued time to time in respect of functioning of all the field offices /units including CSCs and Circle offices w.e.f.11.05.20

As of now, the lockdown has been lifted by the Government to great extent, all officers and staff should attend office immediately without fail. Accordingly, the attendance shall be regulated as below with immediate effect.

(1) All the Executives should attend office on all working days without fail.

(2) Controlling Officers should ensure preparation of roster so as to ensure that 50% of the Non Executives shall attend office on every alternate day and the consolidated (DGM-wise) roaster for the month of July`20 along with the list of employees who are not able to attend office may kindly be forwarded to DGM ADMN on 13<sup>th</sup> July through Mail id: [admntnc@gmail.com](mailto:admntnc@gmail.com).

Executive Engineer, (Civil) Division I Chennai is instructed to ensure proper cleaning and sanitization of the work place and wash rooms frequently and ensure the availability of hand sanitizers, soap and running water in wash rooms in all the time.

It is emphasized that all officers and employees attending office should 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.

  
9/7/2020  
Deputy General Manager (Admn)  
O/o CGM BSNL TN CIRCLE

Copy to:

1. PPS to CGM TN,Circle, Chennai for information
- 2.EE Civil Division I Chennai for necessary action.
- 3.All Circle Secretaries of recognized unions/ Associations ,TN Circle.