



BHARAT SANCHAR NIGAM LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
SR Cell, Corporate Office  
8<sup>th</sup> floor, Bharat Sanchar Bhawan,  
Harish Chandra Mathur Lane,  
Janpath, New Delhi-110001.

No. BSNL/5-1/SR/2016

Dated : 25 November, 2016

To


1. All CGMs,  
BSNL
2. GM(Pers.)/GM(Admn.),  
BSNL C.O.

Subject:- Membership verification of Executives' Associations in BSNL- Date of Voting 07.12.2016.

All are well aware that the preparation for Membership Verification process of Executives' Associations in BSNL is already in full swing. The date of casting of vote is 07.12.2016. To ensure the sanctity/objectivity of verification process and for its smooth conduct all the related officers, from the level of the Returning Officers to the level of Presiding Officer and Polling officer play a crucial role.

2. The smooth conduct of such verification requires a great deal of advance preparation, perfect planning and proper coordination amongst various functionaries. This requires a perfect team work and clear understanding amongst members of the team in order that this objective is achieved successfully.
3. It is of utmost importance for every Executive associated with the conduct of verification that he should have a clear idea of the guidelines, procedure, directions and instructions issued by SR Cell from time to time covering the entire gamut of this process and also the relevant provisions of the rules.
4. The date of Membership verification process i.e.07.12.2016 is approaching fast.
5. Instructions about proper maintenance of law and order during this period shall be strictly followed. At the same time it should be effort of all the Executives that during this process the business of the Company should not suffer and services to customers are properly maintained.
7. Instructions on prevention of defacement of public and private property and restrictions on use of loudspeakers and vehicles shall be strictly observed.
8. It is expected that full cooperation is provided to external as well as domestic Observers and Police Personnels.
9. This is also an occasion when outsiders have an opportunity to see our Organisation from inside and our culture which has recently undergone tremendous change after SWAS.
10. It may also be brought to the notice that any irregularities/lapses or dereliction of duty on part of any person from assigned responsibility related to conduct of Membership verification will be viewed with the utmost concern. Any such instance brought to notice shall be investigated and prompt action against the defaulting person will be taken under the Disciplinary Rules.
10. The above instructions may kindly be brought to the notice of all Returning Officers, Assistant Returning Officers, Presiding Officers etc. related with the conduct of MV process in your Circle for its smooth conduct in free and fair manner.
11. All concerned may be sensitised that failure to abide by these guidelines will be viewed as a grave lapse and will be visited with severe disciplinary action against the delinquent employee.

This issues with the approval of Director(HR).

  
(A.M. Gupta)  
General Manager (SR)