

Bharat Sanchar Nigam Limited

(A Govt. of India Enterprise)

**Bharat Sanchar Bhavan, Jan path,
New Delhi -110001.**

No. 14-1/2011-TE

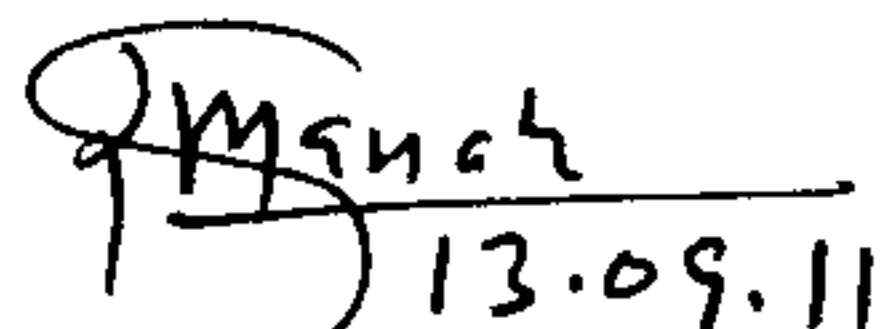
Dtd.13.09.2011

OFFICE MEMORANDUM

Sub: - Working pattern in BSNL- Consolidated orders on.....

The undersigned is directed to say that instructions have been issued by DOT/ BSNL after its formation on 1.10.2000 from time to time regarding five days/ six days working pattern and duty hours for employees. For working pattern, the contents of important orders on the subject have been consolidated as a compilation "**Instructions and Guidelines on working pattern**". The number and date of original instructions have been referred in the relevant instructions for easy reference to the context.

Encl: as above


(S.L. Manak)
Dy Genl Manager(TE)

To

1. PPS to all Directors BSNL
 2. PS to all Executive Directors, BSNLCO, New Delhi
 3. All Heads of Telecom Circle/Units/ Administrative Offices BSNL
 4. All PGM/Sr.GM/GM BSNLCO, New Delhi
 3. All recognized Association/ Union
 4. Intranet Portal, BSNLCO
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Enclosure of Letter No.14-1/2011-TE dated 13.9.2011

Regarding working pattern in operative offices,field Units.

- A) Instructions contained in this office letter No.24-8/85-TE-II/Vol.-IV dated 27/05/2004.**

Introduction of Six day working pattern:

- a) All offices of BSNL presently observing five-day week working pattern will observe six-day week working pattern with second Saturday as closed holiday w.e.f 1.6.2004. The working hours will be from 10:00 A.M. to 5:30 P.M. with half an hour lunch break from 1:30 P.M. to 2:00 P.M.
- b) The existing six days working pattern in operative offices/field units/ Telecom factories including the shift working shall continue.

- B) Instructions contained in this office letter No.24-8/85-TE-II/Vol.-IV dated 22/05/2000: The instructions were issued in super-cession of all earlier orders on the subject.**

Five-six days week working in the field Units:

1. Territorial Circles & SSAs

-Circle Offices	5 days/week
-SSA	
. TDE/TDM/GM/PGM Office (TRA, Commercial, Admn, Plg.)	5 days/week
. Others	6 days/week
-Customer Service Centre and Cash Collection Centre	6days/week

2. Non-functional Circles

T&D,Q/A, Datanet, NCES, Rly.Electrification, Mtce. Region,
Project Circles, Task Force etc.

. CGM Office	5 days/week
. Field Units	6 days/week
- Training Centres (All including those controlled by Circles & SSAs)	5 days/week

- 3.** The category of staff or office not mentioned above will be decided by Head of Circle as per requirement in particular area/circle.
- 4.** In Civil/Electrical Wing, all the staff engaged in maintenance work are attending office for 6 days a week While other staff are attending office on 5 days a week pattern. The present arrangement may continue.
- 5.** Telegraph Offices headed by Superintendent in-charge Gp. 'B' Officers and above have 5 days/week while in the same office operating sections like public counters and instrument room etc. will observe 6 days/week. The present arrangement may continue.

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