



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
[TE Section]

No. 14-1/2011-TE

Dated, 22.09.2011

To

All Heads of Telecom Circles/ Chennai Telephones/
Calcutta Telephones / All Heads of Administrative Units, BSNL.

SUB: Clarifications on working pattern in field Units including shift working-regarding.

References on the above subject have been received from various Circles/Units. This matter has been thoroughly examined and it has been decided to issue clarifications keeping in view the previous orders/letters issued by DOT/BSNL from time to time, as under:

a) What is the working hour's pattern of field Units in 6 days working pattern. (Similar to that given for offices in Para A (a) of BSNL Co letter dated 27.05.2004.

Reply: The Following information is in accordance with this office letter No.24-8/85-TE-II/Vol.-IV dated 27.05.2004 and letter U.O.No.815-TE-II.2003 dated 31.12.2003:-

In respect of para b) of this office letter No. 24-8/85-TE-II/Vol.-IV dated 27.05.2004, the working hours in operative offices/field units is 8 hours per day including ½ hour meal relief. Thus 48 hours per week (45 working hours +3 hours meal/lunch). Thus hours constitute the duration of the duties which commence at or after 5.00 hours and ceases before 21.00 hours.

b) Whether the Second Saturday is a closed holiday for the field Units including the field DEs

Reply: As per letter No. 24-8/85-TE-II/Vol.-IV dated 27.05.2004, the following offices mentioned in letter No.24-8/85-TE-II/VOL-IV dated 22.05.2000 were converted from 5 days week pattern to 6 days week pattern.

1. Territorial Circles & SSAs- All Circle Offices & SSAs-TDE/TDM/GM/PGM Office (TRA, Commercial, Admn, Plg.)

2. Non-functional Circles- All CGM Office of T&D (Inspn. circle), Q/A, Datanet, NCES, Mtce. Region, Project Circles, Task Force etc. and **Training Centres** (All including those controlled by Circles & SSAs).

It is therefore, clarified that only above mentioned offices are eligible for Second Saturday as closed holiday:

c) What is the working hour per shift for the officers and staff performing shift duty?

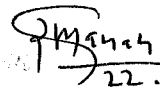
Reply: The information regarding shift duty working hours in accordance with this office letter No.24-6/82-TE-II/Vol.-IV dated 5/6.8.83. The working hours per shift for the office staff performing shift duty hour is given below:-

- 1) 8 hours duration of duties (General duty) which commence at or after 05.00 hrs. and ceases before 21.00 hours.
- 2) 7 hours constitute the duration of duties (Evening duty) which shall begin before 19 hours and terminate at or after 21.00 hrs. or which begin before 05.00 hours;
- 3) 6 hours constitute the duration of duties (Night duty) which shall commence at or after 19.00 hours and end before 05.00 hrs.
- 4) 48 hours constitute the total number of hours which should be considered a week's duty, i.e. 8 hours for each week days, Further, it is understood that in calculating the total periods of the 7 or 6 hours duty mentioned in (2) and (3) above are reckoned as equivalent to 8 hours mentioned in (1) above in view of Night Co-efficient.

d) What is the Night Weightage/Night Co-efficient?

Reply: As per order No. 15-13/88-TE-II dated 25.05.1990, night Duty is defined as duty performed between 2200 hours and 0600 hours and the benefit of Night-co-efficient (Night Weightage for hours of work performed during night) is granted to eligible employees in the following manner:-

- 1) One hour of night is to be treated as equivalent to **one hour and 10 minutes** of day duty where **duty is partly by day and partly by night** and night duty is **less than six hours**.
- 2.) One hour of night duty is to be treated as equivalent to **one hour and 20 minutes** of day duty where **the duty is partly by day and partly by night and part of the night duty is not less than six hours** and also where the duty is **entirely by night**.


22.09.11
(S.L.Manak)

Dy.General Manager (TE)
Tel No. 23737886.

Copy to:

1. PPS to CMD/All Board of Directors, BSNL.
2. PS to all Executive Directors, BSNL CO.
3. All PGMs/Sr. GMs/GMs, BSNL Co, New Delhi.
4. OL Section for translation into Hindi.
- ✓ 5. BSNL Intranet Portal.