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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

NO:- BSNLCO-RSTG/12(11)/4/2020-RSTG-Part(1)

Dated:-25.03.2021

To

All CGMs
Territorial/Non-territorial Circles, BSNL

Subject:- Consolidation of Business Areas and rationalization of Work & delegated Powers-Clarification in guidelines regarding

Reference:- This office letter no 4-02/2014-Restg Vol. V(Pt.) dated 27.08.2020

The guidelines on Business area consolidation and work flow processes was issued vide letter referred above. As per the guidelines, all staff related matters are to be settled at BA head offices.

Reference has now been received that SSA (now Area office) heads are not forwarding the claims of the employees to Business area office on the plea that only operational work will be handled at their level.

In this regard, it is clarified that-

“The HR matters of staff posted in area office are required to be forwarded to BA office for timely settlement of all claims, Bills, leave, grievances, representations etc. So, Area office (Erstwhile SSA) head/ Operational head being in-charge of area office, shall forward staff related grievance like claims, pay, leave, grievances, representations etc or any documents related to its settlement to BA heads after necessary verification/certification. The processing shall be initiated from the unit where the employee is working and through area office head shall be forwarded to BA head for settlement. The necessary documents shall be forwarded through ERP/E-office as the case may be.”

This is issued with the approval of competent authority.


(Girish Kumar)

AGM(Restructuring-II)