

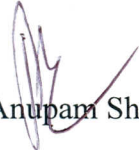
**Office of CMD, BSNL**

**No. CMD/BSNL/2015/01**

**Sub: Punctuality.**

It is obligatory and primary responsibility of all employees to dutifully observe office working timings, without fail, on each working day. Punctuality in BSNL C.O. is more important as it will not only help improve the efficiency in our working here but a clear message will also go to the field units to maintain punctuality at all levels.

Whilst I am sure all unit heads in BSNL C.O. are keeping a watch on punctuality of all officers / officials working in their respective units, **I myself would be keeping track of the same for all unit heads in BSNL C.O for all verticals from 1<sup>st</sup> February, 2015.** In case any of the unit head is away on tour or attending meeting in some other offices, or is otherwise late for any reason, concerned Director should be aware of it while monitoring it for respective business vertical.

  
(Anupam Shrivastava)  
CMD  
January 30, 2015

**All Unit Heads of BSNL Corporate Office.**

**Copy to : All Functional Directors, BSNL Board.**

**GM (C&M)** – to please compile and put up a monthly record of all Unit Heads' attendance in BSNL C.O.

**Note :** BSNL C.O. Unit Heads functioning from Eastern Court Office may use bio-metric machines installed in Bharat Sanchar Bhawan.,