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

No. 7-6/08-Trg [Vol.II] **Dated: 18/10/2010**

To

All Chief General Managers, BSNL

Sub: BSNL Distance Learning Scheme

In partial modification of the existing policy on “Management Education: BSNL Part Time/Distance Learning Scheme” circulated vide this office letter of even number dated 05/09/2008, revised guidelines have been approved by the BSNL Management Committee.

The revised “BSNL Distance Learning Scheme” is enclosed for reference and necessary action.

The revised guidelines shall be applicable from **1-10-2010**.

[Anita Johri)
DGM(Trg)

Encl: A/A

Copy to:

1. CMD, BSNL
2. All Functional Directors of BSNL Board.
3. All Sr.GMs/GMs BSNL CO
4. GM (SR)- with the request to endorse the scheme to Associations/Unions.
5. CVO, BSNL
6. CS & GM (Legal), BSNL CO
7. BSNL Intranet

BSNL Distance Learning Scheme

1.0 Introduction.

In partial modification of the existing policy on “ Management Education: BSNL Part Time/Distance Learning Scheme” circulated vide no 7-6/08/Trg dated 5-9-2008, revised policy guidelines have been approved by the BSNL management and they are outlined as in the Paras under.

2.0 Name of the Scheme.

The scheme is called the **BSNL Distance Learning Scheme**. The scheme aims to fulfill BSNL’s learning needs through the ***distance learning mode of education***.

3.0 Description of Scheme.

All working employees in the organization, which includes all executives and non-executives, are encouraged to choose the programs as per their aptitude with the ultimate objective of its utility for the organization. The chosen program should necessarily belong to the areas of modern management/core domain knowledge practices.

3.1 Type of program.

The program shall be a correspondence program approved by Distance Education Council and offered by a National Open University/ State Open University that has the approval of Distance Education Council.

Correspondence courses refer to open learning - an arrangement in which learners adopt the style of self-instruction, completing courses structured around specially prepared learning materials, supported by contact classes and examinations. Most correspondence courses in the current day have incorporated technology to make at least the contents, if not the student-teacher interaction, online. The officers are encouraged to choose the programs as per their aptitude with the ultimate objective of its utility for the organization. The chosen program should necessarily belong to the areas of modern management / core domain skill. **It is expected that the learning should culminate into an award of certificate / diploma / degree.**

4.0 Criteria of Eligibility.

All the working employees, that includes executives and non-executives, with at least three years of experience shall be eligible to seek BSNL sponsorship/support for pursuing such courses. In addition, the expected completion date of the program (based on minimum allowable time to complete the program) should be at least 2 years prior to individual's superannuation.

4.1 Operational Guidelines.

- a) The scheme would be properly publicized among the staff.
- b) The employee has to seek prior permission from the competent authority for undertaking such courses, indicating the Details of the course, the source/agency, the duration, the fees/costs etc. The administrative chain would aspire to process the requests from the officers, as early as possible, preferably within total of a month's time.
- c) The competent authority to accord the sanction, up to JAG level of officers, would be the concerned CGM. For SAG & above officers concerned Board of Director (through the Training Cell) on the recommendations of the concerned circle would be the competent authority. For BSNL Corporate Office officers, the competent authority shall be the concerned Director of the Board through the Training Cell, BSNL Corporate Office Training Cell.
- d) Weekend classroom attendance, if any, which may be necessary for distance learning study, shall be met by individuals by availing leave admissible.
- e) Executives wanting to enroll in the programs shall have to do it from the stations they are working at, and no transfer, shifting of places, etc. shall be considered for enabling executives to enroll in the program.

4.2 Sponsorship /support Amount.

BSNL would support 75% of the course fees limited up to maximum contribution of one month emolument (Basic +IDA) of the officer at the time of joining the course, during a period/block of 5 years, starting from 01.10.2008. ***The standard proforma for the sponsorship request, to be used by the officers, is enclosed with the scheme.***

4.3 Payment Terms.

- a) Subsequent to completion of the course and on production of course-completion certificate from the institute, fee payment proof by the officer- the reimbursement of the support amount would be done by the concerned SSA/Administrative unit.
- b) In case of incremental payments of fees on successive completion of modules/courses/semesters, the same would be supported by the company to the extent of 75%, on proportional basis i.e. in the ratio of total fee paid to the overall cost of the course, within the above guidelines.
- c) Information of officers and the proposed courses undertaken by them along with other relevant details would be uploaded in the BSNL Training portal by the concerned unit whenever such approvals are granted to their employees, to enable BSNL Corporate office to have the centralized data for reviewing the scheme at any stage.
- d) Such information would also be made available in parallel in the HR Package of BSNL.
- e) The officers availing such scheme would be required to serve the company for 2 years after the successful completion of the course, failing which the compensation offered by the company would be liable for recovery from the officer.

5.0 Applicable date.

The stipulations of this revised scheme shall be applicable from 1st October-2010 & would be available up to 30.09.2013.

BSNL Distance Learning Scheme

Name of Officer	
Designation	
Staff No.	
HRM No.	
Date of Birth	
Date of Superannuation	
Sex	
Category	
Complete Office Address	
Telephone No.	
Mobile No.	
E-mail	
Educational Qualification	
Name of the Course / Program	
Types of Program/Course	
Name of open University	
Whether the university is duly approved by Distance Education Council	
Whether the course/ program is duly approved by Distance Education Council	
Expected Commencement date of program	
Expected Completion date of program	
The Fees/Cost of the course	

Undertaking

The undersigned undertakes to refund the re-imbbursement claimed against the pursuance of the above mentioned course/ program as per scheme of "BSNL Distance Learning Scheme, in the event of undersigned leaving the organization before 2 years from the date of the successful completion of course / program.

I hereby declare that the information provided as above is true & correct to the best of my knowledge.

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Signature of Officer