

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

No. 14-1/2011-TE

Dated, 21.09.2011

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, Adran, 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.

(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.