



# SANCHAR NIGAM EXECUTIVES' ASSOCIATION

CENTRAL HEAD QUARTERS

M. S. Adasul

General Secretary

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E-mail : gssnea2022@gmail.com

All Communications  
to the General Secretary

To,

Dr. Kalyan Sagar Nippani ji,  
Director HR BSNL Board,  
3<sup>rd</sup> Floor, Bharat Sanchar Bhavan,  
Janpath, New Delhi 110001

**Letter No. SNEA CHQ/ Dir HR /2022-2025** **Dated 3<sup>rd</sup> October 2024.**

**Sub: Request for issuing clarification/directions to Circle/BA Heads for adhering to BSNL CO guidelines for grant of Second Saturday Off.**

**Ref:** 1. Letter No. 14-1/2011-TE Dated 22/09/2011.

2. Letter No. BSNL CO-A/11(25)/4/2022-ESTB Dated 02/09/2022.

3. Letter No. SNEA CHQ/2022-2025/Dir HR Dated 14/07/2024.

4. Lr No. CHTDCO-41/11(21)/54/2023-HR/A-CHTD/30 DT 12/09/2024.

**Respected Sir,**

With reference to above subject and letter under reference 3, we have submitted request for restoration of Second Saturday as per the guidelines issued by BSNL CO and by clearing confusion and disparity created by Certain BA Heads in continuation of Second Saturday after Online attendance.

Since then we have discussed this issue with your honour in different meetings, with PGM Admn and PGM Estt and we have been updated that BSNL CO has not modified any guidelines on implementation of online attendance.

As per the guidelines under reference 1, issued by BSNL CO, officers and staff working in all administrative offices are eligible for second Saturday OFF. But the disparity being created by Certain BA Heads by withdrawing Second Saturday without any official order, while marking their duties in online attendance and certain group of officers and staff working administrative offices are compelled to work on Second Saturday.

This issue has been brought to notice of all concerned officers and some of the Circle Heads/BA Heads also have written for clarification for restoration of Second Saturday and recently CGMT Chennai has asked for clarification on this subject vide letter under reference 4.

In view of above, we once again request your honour to look into this serious issue creating disparity among executives in same offices and issue directions for issuing clarification for adhering to guidelines issued by BSNL CO

on grant of second Saturday to all administrative offices as per existing guidelines vide letter under reference 1 and give relief to these affected executives.

We are hopeful for timely clarification and directions to BA/Circle Heads for adhering guidelines on grant of Second Saturday and clearing disparity.

Sincerely Yours,



**M. S. Adasul**  
**General Secretary**  
**SNEA CHQ**

Encl: AA

**Copy to:**

1. PGM Estt BSNL CO for kind information please.
2. PGM Admn BSNL CO for kind information please.
3. PGM SR BSNL CO for kind information please.



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F.No. BSNLCO-A/11(25)/4/2022-ESTAB

Dated, the 02-09-2022

OFFICE MEMORANDUM

Subject: Implementation of online attendance system in BSNL.

BSNL CO has issued instructions vide DO No BSNLCO-ADMN/62/6/2022/Admn dated 25.08.2022 to implement new Online Attendance Management System in all circles/units of BSNL. In order to implement the Attendance Management System, it has been decided that the following guidelines may be followed by all BSNL Circles/Units:-

i. All Employees of BSNL – Executives and Non-executives – shall mark their attendance on all working days at the time of arrival as well as departure on the new BSNL Online Attendance Portal

ii. Working Hours

BSNL Offices / Units	Normal Working hours of Offices	Weekly Off
Corporate Office	09:30 AM to 06:00 PM	Saturdays & Sundays
Administrative offices -Circle /BA	10:00 AM to 05:30 PM	Sundays & 2nd Saturday of the month
Other offices/Units	10:00 AM to 05:30 PM	Sundays

iii. All Employees shall complete their mandatory working hours for the day. However, there will be flexibility of 30 minutes before and 30 minutes after the stipulated duty timings. Accordingly, there will be flexibility of one hour for arrival and departure timings subject to completion of prescribed duty hours. However, this flexibility will not be applicable to the employees where his/her controlling officer has instructed for presence at a particular time

Illustrations

- a) For BSNL corporate office, an employee may arrive at 09:00 AM and leave at 05:30 PM, and an employee arriving at 09:40 AM may leave at 06:10 PM
- b) In field units, an employee may arrive at 09:45 AM and leave office at 05:15 PM and an employee arriving at 10:30 AM may leave at 06:00 PM

iv. The flexible timings of duty hours are not applicable for employees working in Customer Service Centers and Shift duties etc, where presence of the employee during the prescribed duty hour is essential in the interest of service.

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*Imma*  
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- v Non-completion of duty hours will result in deduction of half day / full day casual leave based on the actual working hours attended on the day.
- vi Early departure before 01:30 PM and late attendance after 02:00PM will be considered as absence for whole day and result in deduction of full day's casual leave.
- vii In case of non-availability of casual leave at credit of the employee, one Earned Leave will be treated equivalent to two half CL on account of shortfall in duty hours. Since, EL cannot be deducted in halves, any single instance of short attendance equivalent to half CL which cannot be adjusted against EL in a particular month, will be carried forward for adjustment/ deduction in future but not beyond the calendar year or the date of superannuation / retirement / end of service, whichever is earlier.
- viii In case of non-availability of CL / EL, the shortfall in duty hours shall result in deduction of half day salary / full day salary (i.e. Basic pay + DA), as the case may be.
- ix Late attendance up to one hour, on not more than two occasions in a calendar month due to justifiable reasons may be condoned by the controlling officer.
- x Absence during duty hours: Any employee leaving the office with due permission for any reason other than official work will logout from system while leaving and will login again after returning to office. Such absence of maximum 4 hours in total in a calendar month will be required to be compensated in the same month by working for equivalent extra hours beyond office hours.
- xi System related issues: Non-marking / Late marking of attendance due to system related issues, may be approved by competent authority.
- xii Exceptional reasons: Non-marking of attendance due to exceptional reasons such as loss of mobile phone or damage of SIM, Transfer cases, etc. may be exempted by the Unit Heads – GM / PGM, for a period not exceeding three working days. In such cases Unit Heads will maintain one physical Register where the employee will sign in his/her presence.
- xiii Employees on tours / local tours or other official engagements allowed by the tour approving authority, may be exempted from marking attendance.
- xiv Marking attendance with fraudulent means will attract disciplinary action as per applicable conduct rules in addition to treating these attendance days as dies-non.
- xv Unauthorised absence, habitual late coming or irregular attendance may be dealt with as per relevant provisions of the conduct rules applicable to the employee.

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- xvi. The other rules and instructions, not in conflict with these new guidelines, e.g. Compensatory off to eligible employee etc. shall remain applicable.
- xvii. The regularization of any shortfall of duty hours, tours, leaves, etc. in a calendar month shall be updated in the attendance system latest by the 15th day of the next month.

This issues with the approval of competent authority.

  
(Sanjeev Kumar)

Assistant General Manager (Estt. I)  
Tel. No. 23037477

To,

- 1 All CGMs/unit heads of BSNL.

Copy to:-

- 1 PPS to CMD, BSNL, New Delhi
- 2 PPS to All Directors, BSNL Board
- 3 CVO BSNL, BSNL CO, Eastern Court
- 4 All CGMs/PGMs/Sr GMs/GMs BSNL CO
- 5 GM (Pers.)/GM(Admin)/Sr GM (CA/ERP-FICO) BSNL CO- for incorporating the required changes in Online Attendance Management System and ERP.
- 6 BSNL Intranet



**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, 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?

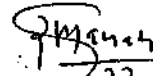
**Reply:** The information regarding shift duty working hours in accordance with this office letter No.24-6/82-TE-II/Vol.-IV dated 5/6.8.83. The working hours per shift for the office staff performing shift duty hour is given below:-

- 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.

**BHARAT SANCHAR NIGAM LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
SANCHAR BHAVAN, NEW DELHI -11001  
(TE-II SECTION)**

F. No. 24-8/85-TE-II/ VOL-IV

Dated the 27<sup>th</sup> May, 2004.

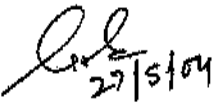
To

All Heads of Telecom. Circles/  
Metro Distts./ Maintenance Region/  
Projects/ Stores/ Telecom Factories/  
TTC Jabalpur, ALTTC, Ghaziabad  
All Other Administrative Units,

**SUB: Introduction of Six-day working pattern .**

In light of instructions contained in letter No. BSNL/32/SR/2003 dated 21<sup>st</sup> May 2004, regarding introduction of six-day week working pattern w.e.f. 1.6.2004, approval of competent authority is hereby conveyed for following :-

- (a) All offices of BSNL presently observing five-day week working pattern will observe six-day week working pattern with second Saturday as closed holiday w.e.f. 1.6.2004. The working hours will be from 10:00 A.M. to 5:30 P.M. with half an hour lunch break from 1:30 P.M. to 2:00 P.M.
- (b) The existing six days working pattern in operative offices/ field units/ Telecom factories including the shift working shall continue.

  
27/5/04  
(G.R.MEGHWAL)  
JT. DDG (TE)

Copy to:

1. PS to MOC&IT/ MOSs (C&IT).
2. Member(Service), DOT.
3. PS to CMD, BSNL.
4. JS (Admin), DOT/ JS(Admin), DOP.
5. DDG ( Estt.), DOT.
6. All Directors of BSNL.
7. All Sr. DDGs/ DDGs, BSNL.
8. All Jt. DDGs/ ADGs, BSNL.
9. All Sections of BSNL.
10. All recognized Unions.
11. OL Section for Hindi Translation.

  
( HARI RAM )  
Section Officer (TE-II)