

स्टाफ-II विभाग Staff-II Section,  
मु. मा.प्र. दूरसंचार कार्यालय तेलंगाना परिमंडल  
O/o the CGM Telecom, BSNL, Telangana Circle,  
कमरा संख्या ४०६, दूरसंचार भवन  
Room.No.406, Door Sanchar Bhawan,  
नामपल्ली स्टेशन रोड, हैदराबाद-१  
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**भारत संचार निगम लिमिटेड**  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

Lr No.TT/STC/General. Corr/2019-20/49

Dated:- 20 /01/2022

To,  
ALL The BA Heads/Unit Heads,  
Vertical Heads of T.T.Circle.

**Sub: Instructions w.r.t. Operation & Maintenance and functioning of Administrative units and Preventive measures to be taken to contain the spread of Novel Corona Virus (Covid-19)-Reg.**

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In view of prevalence of COVID-19, it is requested to take all the necessary precautions in containing the spread of COVID-19 at the work places by ensuring the following.

- i) Immediate suspension of Biometric attendance at all offices.
- ii) Physical attendance of employees in E-3 scale and below is to be restricted at 50% of actual strength. However, individual Heads of unit may call for employees, who are not required to attend office physically on a particular day as per this arrangement, if required on administrative grounds. VPN facility may be provided wherever necessary in the interest of service.
- iii) The employees in E-4 scale and above will continue to attend office on all working days.
- iv) All Concerned should ensure that their officers/staff attend office at staggered working hours.
- v) All employees who attend office shall strictly Follow COVID appropriate behavior including wearing of mask, maintain social distancing, use of hand sanitizer and washing of hands at regular intervals, avoiding Physical gatherings in officers/premises.
- vi) All employees, who do not attend office physically as per this arrangement, will work from home and will make themselves available through e-Office. telephone and other electronic means of communication.
- vii) Meetings, as far as possible, shall be conducted on video-conferencing.
- viii) Persons with Disabilities and pregnant women are exempted from attending office, but they shall continue to work from home and also make themselves available on telephone and other modes of communication.

- ix) All employees residing in notified containment zones are exempted from attending office till the containment zone are de-notified. However, such employees shall work from home and make themselves available through e-Office, telephone and other electronic means of communication.
- X) Proper cleaning and frequent sanitization of workplace. Particularly of the frequently touched surfaces may be ensured. All the concerned should ensure non-crowding in corridors, canteens etc.
- xi) Visitors without wearing the masks should not be allowed to enter into premises of BSNL and there should be proper arrangements for sanitization of hands of visitors at the entrances of BSNL premises.
- xii) Thermal scanning may also be used invariably at the entrances.
- xiii) All guidelines issued by Govt. of India from time to time may be followed strictly.
- 1) The above instructions/guidelines shall come into force with immediate effect till further orders
  - 2) All employees are advised to get themselves vaccinated so as to effectively contain spread of COVID-19.
  - 3) Employees with symptoms shall refrain themselves from attending the office.

This is issued with the approval of the CGMT Telangana Circle.

जी. सुभाष 20/01/2022

उप महाप्रबंधक(प्रशासन)

Deputy General Manager(Admn)

मु.मा.प्र. दूरसंचार कार्यालय, हैदराबाद-१

O/o the CGMT, BSNL, Hyderabad-1.

Office Ph.No: 040-23203139.

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1. PS to CGM T.T Circle for kind information please.
2. SDE(Bldg/Genl),for information & necessary action please.
3. Notice Board/Intranet.
4. Office Copy.