

KERALA CIRCLE
DoorsancharBhavan
PMG Junction
Trivandrum-695 033
Tel: 2306600 Fax: 2305150



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

No. GM(HR/Admin)/Genl.Corresp./2020

Date: 22th April 2021

To

- 1) GMs, Circle Office
- 2) All Heads of BAs
BSNL, Kerala Circle

Sub : Instruction w.r.t. Operation & Functioning of the Offices due to Covid-19 Pandemic – reg.

Attention is invited to this office instructions issued from time to time in tune with the directions from BSNL Corporate Office, Govt. of India and the Government of Kerala regarding steps to be followed for containment of Covid-19 pandemic.

In view of the prevalent situation, it has been decided that ;-

- a) Only essential staff(non-executives) in office related to account closure and urgent time bound work may be asked to attend office on Saturday, the 24th April 2021.
- b) All Executives of E-5 and above pay scale shall attend office in view of the essential nature of the service. Only essential executives below E-5 need to attend office on Saturday, the 24th April 2021.
- c) CSCs can remain closed on Sunday, the 25th April 2021. Share emergency contact number in display for SIM replacement cases, if any.

This is issued with the approval of CGMT

R. SATHESH
General Manager (HR/Admin)
BSNL, Kerala Circle, Tvp-33