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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

No: - BSNLCO-LM/13(13)/2/2020- (GM) LM
I/512310/2023

Date: 22.08.2023

REMINDER

To
The Chief General Managers, BSNL
All Telecom Circles.

**Subject: Circle office and one BA office to be changed to "open office structure"
so as to optimize the sitting space and identify more space for renting out.**

**Ref: - (i) this office letter no BSNLCO-LM/13(13)/2/2020- LM dated: 19.06.2023.
(ii) Letter No BSNLCO-CM/18(12)/3/2021 – CnM dated 11.08.2023 (enclosed)**

Kindly refer letter at Sl No 1 on the above cited subject whereas as per directions of Worthy CMD BSNL, it was requested to take time-bound suitable necessary action for "open office structure" of Circle office and one BA office of each Circle so as to optimize the sitting space and identify more space for renting out to achieve optimization of rental space and maximize rental revenue in FY 2023-24. In this regard taken report is not submitted by any circle till date.

Kindly refer letter at Sl No 2 in which at Para/point 10, it has been directed that Circle office building constructed within last 25 years needs to identify for possibility of open office structure.

In view of above, Annexure- A (copy enclosed) is the list of selective Circle office buildings which were constructed tentatively in last 25 years and also those buildings which are more than 25 years old but can be explored for "open office structure" by BSNL CO.

Therefore, it is requested to expenditure the process of "open office structure" of Circle office and one BA office of each Circle so as to optimize the sitting space and identify more space for renting out

Action taken report in the matter may be submitted latest by 28.08.2023 for appraisal of competent authority. This may please be treated as **most urgent**.

This is issued with the approval of the competent authority.

Encl: - As above.

Prateep Varma
22.08.2023

(Prateep Varma)

AGM (LM-II)

Email: agmlm2co@gmail.com

List of Circle Office Buildings proposed for open office structure

(Annexure A)

Sr NO	Name of BE / Circle	Building Name	City	Plinth area in sqm
1	ANDAMAN AND NICOBAR CIRCLE OFFICE, PORT BLAIR	BSNL Bhavan, Port Blair	Port Blair	1275
2	ANDAMAN AND NICOBAR CIRCLE OFFICE, PORT BLAIR	Telephone Bhawan, Port Blair	Port Blair	1788
3	TELANGANA TELECOM CIRCLE OFFICE, HYDERABAD	CGMT OFFICE DOORSANCHAR BHAVAN, HYDERABAD	ABIDS HYDERABAD	7337
4	ASSAM CIRCLE OFFICE, ASSAM	ADMINISTRATIVE CUM ACADEMIC BLOCK, DHARAPUR, GUWAHATI	DHARAPUR GUWAHATI	4523
5	ASSAM CIRCLE OFFICE, ASSAM	ADMINISTRATIVE BUILDING BSNL BHAWAN PANBAZAR GUWAHATI	GUWAHATI	14207
6	BIHAR CIRCLE OFFICE, PATNA	Sanchar Sadan Building at Sanchar Parisar, Budh Marg, Patna	Patna	6496
7	KARNATAKA CIRCLE OFFICE, BANGALORE	CGMT Admn. Bldg Phase-II, Halasuru Bengaluru	Bengaluru	3061
8	KARNATAKA CIRCLE OFFICE, BANGALORE	CGMT Admn. Bldg Annexe building, Halasuru Bengaluru	Bengaluru	3733
9	KERALA CIRCLE OFFICE, TRIVANDRUM	Admn. building	Thiruvananthapuram	5430
10	KERALA CIRCLE OFFICE, TRIVANDRUM	Annex-Admin. Building	Thiruvananthapuram	2200
11	MADHYA PRADESH CIRCLE OFFICE, BHOPAL	ADMIN OFFICE BUILDING (BSNL BHAWAN), BHOPAL	BHOPAL	8780
12	MAHARASHTRA CIRCLE OFFICE, MUMBAI	Admin Bldg, Juhu Danda, Santacruz (W)	Santacruz (W)/ Mumbai	16025
13	MAHARASHTRA CIRCLE OFFICE, MUMBAI	O/o CGM CNTXWEST BSNL MTNL Telephone House, PDI, DADAR	Prabhadevi	425.36
14	NE-J CIRCLE OFFICE, SHILLONG	CTO BLDG, PH II, RN COMPD SHILLONG	Shillong	2600
15	RAJASTHAN CIRCLE OFFICE, JAIPUR	CGMT Building at C-Scheme, Jaipur	JAIPUR	1894.33
16	RAJASTHAN CIRCLE OFFICE, JAIPUR	ADMN BUILDING JHALANA DOONGRI Jaipur	JAIPUR	3910
17	TAMILNADU CIRCLE OFFICE, CHENNAI	Anna road Chennai		
18	TAMILNADU CIRCLE OFFICE, CHENNAI	Administrative Building at Greams Road, Chennai		20377.23
19	The CGM WEST BENGAL CIRCLE OFFICE, KOLKATA	W.B. Circle office Building at Comercial Library Kolkata	Kolkata	1968
20	Siliguri BA, WB Circle	Telephone exchange Siliguri	Siliguri	3751.74
21	CALCUTTA TELEPHONES DISTRICT, KOLKATA	CTO bldg, 7 red cross place, Kolkata	Kolkata	
22	West Bengal Circle Office	TE Building, Telephone Bhawan at 34 BBD Bag, Kol-1	Kolkata	21430
23	NTR CIRCLE, NEW DELHI	Eastern Court Complex Janpath New Delhi	NEW DELHI	13,314.91
24	Inspection Circle Office, Jabalpur	Sanchar Vikas Bhavan, Jabalpur	Jabalpur	44282
25	Haryana Circle office	CELLONE BHAWAN BUILDING	Ambala	483.2
26	Orissa circle office	BSNL Bhawan at Ashok Nagar, Unit-II, Bhubaneswar	Bhubaneswar	7155
27	Punjab circle office	CGMT office Bldg at sector-34 Chandigarh	Chandigarh	8410
28	UP west circle office	TE Building at Shastri Nagar Meerut	Meerut	5480
29	UP East circle office	Admn. Building La-Place, Shahnaif Road, Lucknow	Lucknow	4275
30	West Bengal Circle Office	Central Telegraph Office Building, CTO Compound Kolkata	Kolkata	12056
31	HP Circle Office	CGMT OFFICE1 Bldg. at BLOCK 9 KASUMPTI	Shimla	1185
32	HP Circle Office	CGMT OFFICE2 Bldg. at BLOCK 16 KASUMPTI	Shimla	300
33	HP Circle Office	CGMT OFFICE3 Bldg. at BLOCK 18A, KASUMPTI	Shimla	159.13
34	HP Circle Office	CGMT OFFICE 4 Bldg. at BLOCK 11, KASUMPTI	Shimla	963
35	J&K Circle Office	TELEPHONE EXCHANGE BUILDING AT RAIL HEAD COMPLEX, JAMMU	Jammu	2084
36	NE - II Circle Office	OCB TE BUILDING at OCB T E, COMPOUND, DIMAPUR	Dimapur	3004
37	AP Telecom Circle Office	Admn building at Machavaram Vijayawada	Vijaywada	4,277.67
38	ALTTC Circle Office	Admn. Bldg	Ghaziabad	8568
39	ALTTC Circle Office	Academic Bldg	Ghaziabad	8018
40	CNTx-South Circle Office	CGM STR CHENNAI OFFICE-PH. I & PH-II	Chennai	898.1
41	Chattisgarh Circle Office	TE ADMN Bldg, Vidhansabha Road Raipur	Raipur	2488
42	Uttarakhand Circle Office	TE Patel Nagar, Dehradun	Dehradun	5125
43	Jharkhand Circle Office	Administrative cum Academic building, ARTTC campus, Ranchi	Ranchi	12374
44	Gujarat Circle Office	Telephone Bhavan Building at Navrangpura, Ahmedabad	Ahmedabad	10945
45	Sikkim Circle Office	GMTD Office Building Block 1 at Balwakhani, Gangtok	Gangtok	380

Lat
22-08/2020

AGM (LM-II)

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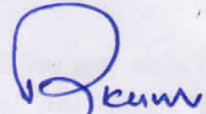


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Sub: Action points of HR Vertical Review Meeting held on 02.08.2023 regarding

Please find enclosed herewith Action Points of HR Vertical Review meeting held on 02.08.2023 **under the Chairmanship of CMD, BSNL.** It is desired that action points be reviewed by Director concerned on fortnightly basis with a copy of ATR to this office.

Encls: As above


(Rajesh Kumar)
Deputy General Manager(C&M)
11/08/23

- 1) - The Director (HR), BSNL Board, New Delhi-110001
- 2) - CGM (BW) BSNL CO for necessary action please.
- 3) - PGM (Estt.) BSNL CO for necessary action please.
- 4) - PGM (Restg.) BSNL CO for necessary action please.
- 5) - PGM (Pers.) BSNL CO for necessary action please.
- 6) - GM (Rect. & Trg.) BSNL CO for necessary action please.
- 7) - GM (CFA) BSNL CO for necessary action please.
- 8) - GM (SCT) BSNL CO for necessary action please.

No: BSNLCO-CM/18(12)/3/2021-CnM

Dated: 08.08.2023

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Action points from HR Review Meeting by CMD held on 02.08.2023 at 10:30 Hrs.

The action points emanated from the review meeting are enumerated below:

1. **ATRs on the actionable points of previous vertical reviews were discussed. All the pending/ in progress actionable points are to be addressed. [Action by: All concerned GMs/PGMs].**
2. Requisitions for LDCE upto AGM level are to be given to Recruitment Branch by 10th Aug, 2023, and for DGM level by 17th Aug,2023. LICE Requisitions for non-executive and other cadres are to be given by 24th Aug, 2023. **[Action by: PGM (Pers.)/ PGM (Estt.)]**
3. The training under Mission Karmayogi needs to be speedup. It should be completed by 31.03.2024. **[Action by: GM (Rect. & Trg.)]**
4. It may be explored to further enhance BA Head training by including presentation of 5-6 slides from BA heads regarding suggestions to improve services/essential requirement from Corporate office. **[Action by: GM (Rect. & Trg.)]**
5. The possibility of linkage of iGOT with ERP may be explored so that we are able to capture all trainings of BSNL employees. **[Action by: PGM(Pers)/GM (Rect. & Trg.)]**
6. Business Whatsapp account may be used for training/ communication for Group C and above employees. Training contents may be developed as per the roles of the employees and same may be delivered to the employees accordingly. **[Action by: GM (Rect. & Trg.)]**
7. Data related to SWIFT Training in FMS system needs to be updated regularly by Circles for better monitoring of trainings done. **[Action by: GM (CFA)/ GM (Rect. & Trg.)]**
8. Civil wing has to develop short videos for training purpose of foundation of Mobile Towers for 4G saturation Project. **[Action by: CGM (BW)]**
9. Workshop needs to be conducted to sensitize CE's and property valuers by 30th Aug, 2023. **[Action by: CGM (BW)]**
10. Circle office buildings constructed within last 25 years needs to be identified for possibility of open office structure. **[Action by: CGM (BW)]**
11. Funnel size of properties for monetization needs to be increased to 165 by Sept, 2023, 200 by Dec, 2023, and 240 by March, 2024. **[Action by: CGM (BW)]**

12. Rental income is on lower side especially in Bihar, Jharkhand and Odisha Circle. **[Action by: CGM (BW)]**
13. All Renting proposals pending with Incometax/ GST deptt. to be tabulated and a draft to be put up for the signature of CMD to respective secretaries. **[Action by: CGM (BW)]**
14. Letter to be put up to be written from DoT to Chief Secretary/DM on Bharuch permission. **[Action by: CGM (BW)]**
15. Disciplinary Proceedings needs to be initiated/ expedited in all fake caste certificate cases in respect of retired officials by 20th Aug, 2023, and for working officials by 31st Aug, 2023. **[Action by: PGM (Estt.)/ PGM(Pers.)/ GM(SCT)]**
16. The cases wherein charge sheet has already been issued in fake caste certificate may be settled at the earliest. **[Action by: PGM (Estt.)/ PGM(Pers.)/ GM(SCT)]**
17. In Superannuation Pension Scheme, all pending cases need to be expedited/ sent to LIC for early settlement. **[Action by: PGM (Estt.)]**
18. Around 146 SPS cases are pending at circle level for settlement. Age wise analysis of the cases having pendency for more than 4 month and less than 4 month needs to be done and is to be monitored regularly. **[Action by: PGM (Estt.)]**
19. In all disciplinary cases having pendency of more than 6 months, letter needs to be issued to concerned GM HR and IO / PO. **[Action by: PGM (Estt.)/ PGM(Pers.)]**
20. All administrative disciplinary cases, except vigilance, needs to be monitored. **[Action by: PGM (Estt.)/ PGM (Pers.)]**
21. Zone wise VC in all HR matters with CGMs & HR heads is to be planned in Aug, 2023, under the chairmanship of CMD BSNL. **[Action by: PGM (Restg.)]**
22. The number of posts sanctioned during restructuring in 2020 needs to be reviewed based on the assets as on 31.03.2023 to ensure sufficient number of posts for Enterprise/ Leased Line/ FTTH/ new business areas. Mapping of organization structure upto SDCA level is to be maintained in ERP. BA and heads may be allowed for 2% and 5% variation in posting against the mapping. Target date to complete the work is 15.10.2023 **[Action by: PGM (Restg.)]**