



**ALL INDIA
BHARAT SANCHAR NIGAM LIMITED
EXECUTIVES' ASSOCIATION
Central Headquarters, New Delhi**

President
Rajpal Sharma
Mob:-9868123459

General Secretary
Abhishek Jain
Mob:-9413394934

Finance Secretary
Subhrendhu Bhattacharjee
Mob:- 9435599357

No:-AIBSNLEACHQ/Estt./SSH/2025-28/140

Dated:- 24.6.2026

To,

Shri A. Robert J. Ravi Ji,
Chairman and Managing Director,
Bharat Sanchar Nigam Limited,
Janpath, New Delhi.

Subject: Request to direct Circle Heads / BA Heads for the implementation of Second Saturday holiday in field units as per BSNL CO guidelines.

References:

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: BSNLCO-A/14(14)/1/2023-ESTAB Dated: 10.02.2025

Respected Sir,

We would like to bring to your kind notice a genuine and long-pending grievance of executives regarding the implementation of the Second Saturday holiday in field units. Currently, executives working in the Corporate Office, Circle Offices, BA Offices (TRA, Commercial, Administration, and Finance sections etc.) are availing the Second Saturday as a holiday. However, executives deployed in the field units are denied this off. This disparity has created a sense of unrest and demotivation among the field staff.

As per **Reference 1**, the weekly working hours in operative offices/field units are 8 hours per day (including a half-hour meal relief), totaling 48 hours per week (45 working hours + 3 hours meal/lunch).

According to **Reference 2**, the defined working hours across different BSNL offices/units are structured as follows:

BSNL Offices / Units	Normal Working Hours	Calculation of Working Hours per week	Calculation of Working Hours per month	Number of days work in month (30 days month)	Weekly Off
Corporate Office	09:30 AM to 06:00 PM	40 working hours + 2:30 hours meal	187 Hours	22 Days	Saturday & Sunday
Administrative Offices (Circle/BA)	10:00 AM to 05:30 PM	42 working hours + 3 hours meal	187 Hours 30 Mins	25 Days	Second Saturday & Sunday
Other Offices / Field Units	10:00 AM to 05:30 PM	42 working hours + 3 hours meal	195 Hours	26 Days	Sunday Only

a) Due to this disparity in Working Hours, As illustrated above, there is a significant inflation in the monthly working hours of field unit executives compared to their peers in administrative and corporate roles.

b) Impact on Morale: This inequality directly impacts the morale of field executives, which ultimately reflects adversely on field productivity and operational efficiency.

c) Five-Day Week Comparison: While the BSNL Corporate Office operates on a 5-day week, the cumulative duty hours are optimized to ensure work-life balance without sacrificing productivity. Field unit executives, however, bear an uneven burden without the respite of a Second Saturday.

In view of the above facts, we earnestly request your kind intervention in this matter to resolve this disparity. We pray that you issue necessary directions to all Circle and BA Heads to either:

- 1. Extend the Second Saturday holiday** to all field unit executives in alignment with Administrative Offices.
- 2. Implement a compensatory off mechanism** for field unit executives who are required to work on Second Saturdays.

We look forward to your positive and empathetic consideration of this long-pending administrative issue.

With regards,


Abhishek Jain

General Secretary, AIBSNLEA

Copy to :

1. Dr. Kalyan Sagar Nippani Ji, Director(HR), BSNL Board for kind information and necessary action please.
2. Sh. Shambu Prasad Ji, PGM(Estt.), BSNL Corporate Office for kind information and necessary action please.



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

No. 14-1/2011-TE

Dated, 22.09.2011

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?

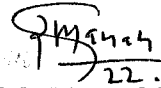
Reply: The information regarding shift duty working hours in accordance with this office letter No.24-6/82-TE-II/Vol.-IV dated 5/6.8.83. The working hours per shift for the office staff performing shift duty hour is given below:-

- 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.



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/62/6/2020/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:-

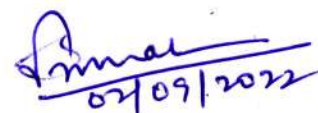
- i. All Employees of BSNL – Executives and Non-executives – shall mark their attendance on all working days at the time of arrival as well as departure on the new BSNL Online Attendance Portal.
- ii. Working Hours:

BSNL Offices / Units	Normal Working hours of Offices	Weekly Off	Lunch Period
Corporate Office	09:30 AM to 06:00 PM	Saturdays & Sundays	01:30 PM to 02:00 PM
Administrative offices -Circle /BA	10:00 AM to 05:30 PM	Sundays & 2 nd 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.


02/09/2022



- 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 02:00 PM 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 a 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 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 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 provision of the conduct rules applicable to the employee.

02/09/2022



- 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 may 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(Pers.)/Sr. GM (CA/ERP-FICO) BSNL CO for incorporating the required changes in Online Attendance Management System.
6. BSNL Intranet.

BSNL CORPORATE OFFICE:
5th Floor,
Estt-II Section
Establishment Branch
TEL: 011-23734364, 23734051(Fax)
Email: labouresttbsnlco@gmail.com



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File No. BSNLCO-A/14(14)/1/2023-ESTAB

Dated : 10.02.2025

To

All the Heads of Telecom Circles/
Telecom Districts of BSNL /Administrative Units.
BSNL .

Sub: Regarding 2nd Saturday closed holiday in field units.

Sir

The undersigned is directed to refer to BSNL Corporate Office letter no. 14-1/2011-TE dated 22.09.2011 wherein the working pattern in field units in BSNL was provided. This included the applicability of 2nd Saturday as a closed holiday for certain offices as reproduced below.

1. Territorial Circles & SSAs - All Circles Offices and SSAs - TDE/TDM/GM/PGM Office (TRA, Commercial, Admn., Fig.)
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.

2. Lately, in the backdrop of restructuring of the erstwhile SSAs in BAs and OAs vide Restg Branch, BSNL Corporate letter no. 4/02/2014-Restg Vol-V(Pt.) dated 27.08.2020, there have been some requests from some Circles for clarifying the applicability of 2nd Saturday as closed holiday.

3. The matter was referred to Restructuring Branch which has now clarified the aspect of restructuring as below.

"that vide their letter dated 27.08.2020 and subsequent modifications, the 330 nos Secondary Switching Areas (SSAs) were only Consolidated into 158 nos. of Business Areas (BAs) and were not merged. The SSAs were only re-designated into Operational Areas (OAs)"

P.T.O.

BSNL CORPORATE OFFICE:

5th Floor,

Estt-II Section

Establishment Branch

TEL: 011-23734364, 23734051(Fax)

Email: labouresttbsnlco@gmail.com



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4. The above clarification suffices to address the concerns raised by the Circles. Accordingly, the 6 day working pattern in field offices may continue to be regulated in terms of BSNL Corporate Office letter no. 14-1/2011-TE dated 22.09.2011.

This issues with the approval of Competent Authority.

Yours faithfully,

Encl: as above


(Keshav Kumar)

Asstt. General Manager (Estt.II)

Copy to:

1. PPS to CMD, BSNL
2. All Directors, BSNL Board
3. All PGMs/Sr.GMs/GM, BSNL CO
4. CVO/CS&GM(Legal), BSNL CO
5. Recognized Unions/Associations of BSNL
6. OL Section for Hindi Translation
7. BSNL Intranet portal

Regd. & Corporate Office: Bharat Sanchar Bhawan, H.C. Mathur Lane, Janpath, New Delhi-110001

Corporate Identity Number(CIN): U74899DL2000GOI107739

www.bsnl.co.in