

BHARAT SANCHAR NIGAM LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
Corporate Office (SR Cell),
8th Floor, Bharat Sanchar Bhawan,
Harish Chandra Mathur Lane, Janpath,
New Delhi-110001

F.No.BSNL/6-1/SR/2015

Dated the 09.09.2016

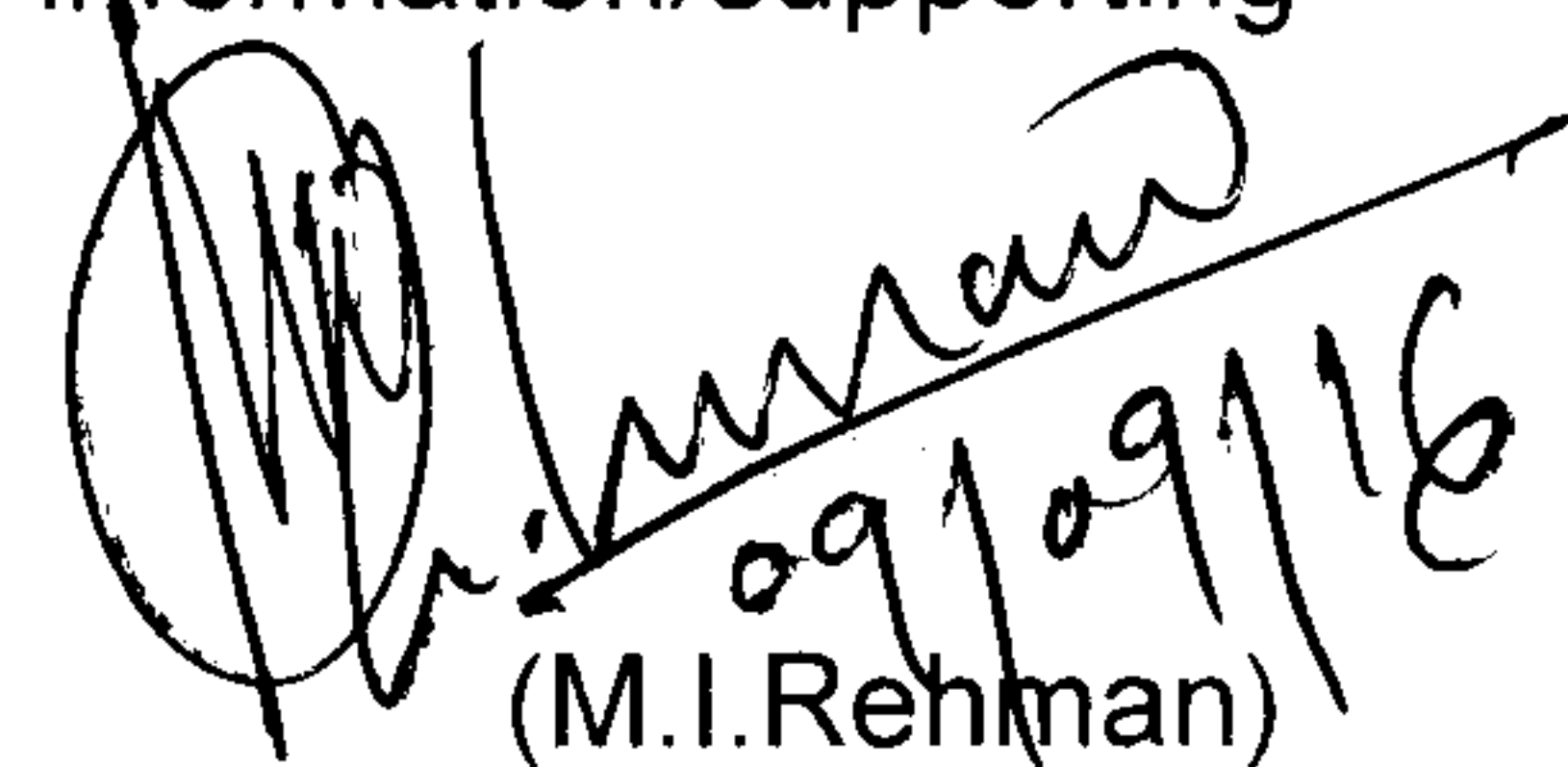
To,
All CGMTs, BSNL

Sub:-**Retention of Quarters beyond the permissible limits-Requests regarding.**

It has come to the notice of this office time & again that request/applications for retention of staff quarters beyond the permissible limit of Circle heads are not being forwarded timely to SR-Cell for consideration of HPC, BSNL CO. HPC has again taken a serious view of it as the post facto approval in such cases is encouraging unauthorized retention of staff quarters beyond the permissible periods.

2. In this regard, your kind attention is drawn towards the instructions/guidelines issued vide this office circular (No.BSNL/6-1/SR/2006 dated 22.07.2008) followed by another one (No.BSNL/6-1/SR/2011 dated 24.03.2011)(Copies are available on www.intranet.bsnl.co.in) whereby field units were advised to forward such cases to Corporate Office in time i.e. one month before the expiry of the last extension granted. It has been observed that even after issuance of above instructions, field units are not timely forwarding such cases to Corporate Office which causes un-necessary delay in taking final decisions on these cases by the HPC.

3. Hence, field units are, once, again requested to ensure to submission of request/applications for retention of staff quarters beyond the permissible limit of Circle heads to Corporate Office along-with all necessary information/supporting documents well in time preferably one month before the expiry of the last extension granted to the applicant. Cases received belatedly and without the prescribed information/supporting documents will not be entertained by this office.



09/09/16

(M.I.Rehman)
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Copy for information to:-

1. PPS to CMD, BSNL
2. PPS to Dir (HR)
3. All HPC Members