 BHARAT SANCHAR NIGAM LTD.	BHARAT SANCHAR NIGAM LIMITED (A GOVERNMENT OF INDIA ENTERPRISE) SR Cell, Corporate Office 8thFloor, Bharat Sanchar Bhawan, Harish ChanderMathur Lane, Janpath, New Delhi-110001
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No. BSNL/20-2/SR/2022

Date: 18.10.2022

To,

All CGMs (Territorial and non-Territorial circles)
Bharat Sanchar Nigam Limited

Subject: Policy for Allotment of Accommodation to Unions and Associations of BSNL 2022

Please find enclosed herewith "Policy for Allotment of Accommodation to Unions and Associations of BSNL 2022".

This is issued with the approval of competent authority.


Enclosed: As above


18/10/2022
(Sunita Arora)

Deputy General Manager (SR)

Copy for information to:

- 1. PS to CMD, BSNL**
- 2. PS to all Functional Directors, BSNL Board**
- 3. GM(Admn), BSNL CO**
- 4. General Secretaries of all Unions & Associations**

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Policy for Allotment of Accommodation to Unions and Associations of BSNL 2022

1.0 Introduction.

- a) This policy shall be called the “**Policy for Allotment of Accommodation to Unions and Associations of BSNL 2022**” and will be effective from the date it is notified.
- b) A number of employee associations and unions exist in BSNL. The membership verification exercise is held periodically. Unions/associations who have secured a certain percentage of votes in the membership verification exercise are recognized in accordance to RNEU and REA rules, approved by the BSNL Board and are granted facilities in accordance to rules.
- c) Office accommodation is allocated to recognized unions/associations as per prevailing instructions. Many unions and associations (recognized as well as non-recognized) have been allotted staff quarters and are still occupying in nominal charges as on date. Some of them have been in possession of these quarters even prior to the formation of BSNL.
- d) Newly recognized associations, who have not been allotted residential accommodation, are requesting for allotment of accommodation at par with unions/associations who have been allotted accommodation in the past and are still occupying it.
- e) Post VRS 2019, the scope of allocating additional space has declined as manpower has reduced from 1.5 lakh employees to 0.61 lakh employees and workload and space requirements have also reduced. Further, CROP-2020 policy for renting out of spareable building space including residential accommodation and other built-up facilities has been implemented in BSNL.

2.0 Scope.

This policy outlines the guidelines to be followed for the allotment of office/residential accommodation to the recognized, support and other unions and associations of BSNL.

3.0 Recognized Unions and Associations.

3.1 Unions: The criteria for recognition of unions as per BSNL RNEU Rules, 2012 is as below:

- a) Sole Recognized Representative Union: Union which secures more than 50% votes of total votes in the membership verification.
- b) In case none of the union is in a position to secure a minimum of 50% votes, two unions are recognized as follows:



- (i) Main Recognized Representative Union: Union which secures maximum votes subject to a minimum of 35% of total votes.
- (ii) Second Recognized Representative Union: Union securing second – highest votes subject to a minimum of 15% votes of total votes.
- (iii) Further, there are provisions of limited trade union facilities to following unions:
 1. Securing a minimum of 2% of votes at all India level.
 2. Securing more than 50% votes at Circle level.

3.2 Associations - The criteria for recognition of associations as per BSNL REA Rules, 2014 is as below:

- a) Recognized Representative Association: Any participating Association which gets majority votes in the membership verification subject to a minimum of 35% membership of total votes.
- b) Support Association: Any participating association other than majority representative association, which gets second majority votes and not less than 15% votes.

4.0 Applicable Instructions.

Applicable instructions on provision of office accommodation to unions and associations are as below:

- a) Facility of office accommodation was extended to recognized representative unions vide letter no. BSNL/39-7/SR/2013 dated 20.05.2013 for the period of their recognition.
- b) As per DOT letter no. 38-4/74-NB dated 02.05.1973, subject to availability, minimum government office accommodation may be allotted for office purpose to recognized P&T Unions and Associations.
- c) Directorate of Estates OM no. 18015/1/68-PO.II dated 04.12.1970 states that full standard license fee or pooled standard License fees under FR 45-A (where pooled) plus service charges are to be charged for office accommodation to recognized Associations/Unions of Central Govt. employees.

5.0 Eligibility and Type of Accommodation.

5.1 Eligibility.

Office accommodation shall be allotted to only "Sole/Main/Second Recognized Representative Unions" and "Recognized Representation/Support Associations" at Corporate, Circle and BA level.

5.2 Type / Area of Accommodation.

- a) The facility of office accommodation shall be provided in Administrative buildings for the recognized unions/association and support association bodies at CHQ, circle and BA level (only at one place in respective H/Q), subject to the availability of space.
- b) Entitlement of the office accommodation shall be in accordance to column (4) of Table 1 and shall be allotted at no charge.

Table 1 – Office Accommodation

S. N.	Level	Union/Association	Entitlement only at one place in CHQ/ Circle/BA as applicable (at no charge)
(1)	(2)	(3)	(4)
1.	CHQ	Recognized unions/associations	Office space measuring 225sq ft + 10%
		Support Associations	Office space measuring 200 sqft+ 10%
2.	Circle	Recognized unions/associations	Office space measuring 200 sq ft + 10%
		Support Associations	Office space measuring 175 sq ft + 10%
3.	BA	Recognized unions/associations	Office space measuring 175 sq ft + 10%
		Support Associations	Office space measuring 150 sq ft + 10%

- c) The office accommodation shall be earmarked at CHQ, circle and BA level for the "Sole/Main Recognized Representative Union", "Recognized Representation Association", "Second Recognized Representative Union" and "Support Association" - to be allotted afresh to the recognized unions/associations after the membership verification has been held, for the period of recognition respectively.
- d) The facility of office accommodation shall not be claimed as a matter of right and shall be extended if suitable space is available. Further, BSNL reserves the right to cancel the allotment made under these guidelines by giving a notice of not less than one month.

5.3 Allotment of residential accommodation.

- a) No residential accommodation shall be allotted in the name of unions/ associations, unless otherwise specifically provided for in this policy.
- b) Any residential accommodation allotted in the past to such unions/ associations which are currently non-recognized shall have to be vacated within one month of the date of implementation of this policy.



- c) Any residential accommodation allotted in the past to such Unions/ Associations which are currently recognized shall have to be vacated within one month of the date of implementation of this policy, unless the same is otherwise given on lease under Para 5.4, if applicable.

5.4 Renting of residential accommodation to Unions and Associations in BSNL Headquarters at Delhi.

- a) The CHQ body of the recognized unions & associations and support association shall be allowed to take one residential quarter (up to Type-IV) respectively on rent from BSNL at Delhi for the period of recognition. The rent payable will be 50% of CROP rates for recognized unions & association and 75% of CROP rates for support association. All other terms and conditions of lease shall be in accordance with the Comprehensive Renting Out Policy (CROP 2020).
- b) The CHQ body of unions to whom limited trade union facilities have been extended vide clause IV (8) of BSNL RNEU rules 2012 shall be allowed to take one residential quarter (up to Type-III) on rent from BSNL at Delhi for the period of recognition. The rent payable will be 75% of CROP rates and all other terms and conditions of lease shall be in accordance with the Comprehensive Renting Out Policy (CROP 2020).
- c) The provision at Para 5.4(a&b) shall be in addition to the office accommodation admissible under Para 5.2.
- d) The provision at Para 5.4(a&b) shall be at sole discretion of BSNL management and subject to availability of vacant quarter.

6.0 Charges Payable.

Following charges will be payable:

Sr. No.	Accommodation allotted	Charges payable
1.	Office space in administrative buildings allotted to recognized unions/recognized association/support association	As per Table 1 of this policy
2.	Residential accommodation at Delhi	As per para 5.4 above

7.0 Terms and Conditions.

7.1 The unions /associations occupying the accommodation will have to furnish an undertaking that:

- a) The guidelines issued from time to time by Directorate of Estates, BSNL Corporate Office and estate officer, BSNL shall be complied with.
- b) The accommodation shall be used for the bona fide purpose.
- c) The accommodation shall not be sublet.
- d) The accommodation shall not be used for any commercial purpose.

7.2 In case of violation of the above terms and conditions, General Secretary / Circle Secretary of the concerned Union/Association shall be liable for action under relevant rules without prejudice to any other action.

7.3 In case of default of payment of charges of any amount on account of the office facility, BSNL reserves the right to adjust the amount from any amount transferable to the concerned Union or Association.

8.0 Interpretation:

If any question arises as to the interpretation of any of the provisions of this policy, the decision of the Director (HR), BSNL Board, shall be final.

9.0 Relaxation:

BSNL management may dispense with or amend any of provisions of the policy to such extent and subject to such conditions, as deemed fit in the interest of BSNL.

10.0 Review:

The policy may be reviewed with changing requirements.


18/11/2022