

Madhu Arora
GM(Restg./WS&I)
BSNLCO
804, BSNL Bhawan



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)

BHARAT SANCHAR NIGAM LTD.
(A Government of India Enterprises)

No 10-6/2007-WS&I

Dated 11.4.2013

BSNL's human resource is one of its greatest assets. HR policy, rules, guidelines and regulations have a direct bearing on the service conditions of this invaluable resource. It is therefore important that a single point of reference on HR matters is made available, which serves as a dependable source of information both for the employees well as the management. Recognizing the importance of such a publication, WS&I Division has been working diligently towards bringing out this compilation - comprehensive BSNL HR Manual. Version 1 of the Manual has now been compiled.

For such a manual to be really useful, incorporation and up-to-date information is extremely important. Cooperation of various HR Divisions, which are repositories of HR policy guidelines, rules and regulations, was therefore sought and received in good measure. This has ensured that only relevant, authentic and topical information is included.

Efforts have been made to verify the veracity of contents of the Manual. However, it is still quite possible that certain aspects in HR domain which should be included in the Manual might have been left out inadvertently. This being a maiden attempt, there could be room for greater correctness and comprehensiveness of the contents. WS&I Division will sincerely appreciate receiving suggestions for improving the overall efficacy of the Manual.


(Madhu Arora)
GM(Corp restg/WS&I)

पंजीकृत एवं नियमित कार्यालय : भारत संचार भवन, हरीश चन्द्र माथुर लेन, जनपथ, नई दिल्ली-110001
Regd. & Corporate Office : Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi-110001
Website : www.bsnl.in



Bharat Sanchar Nigam Limited
HR Manual – Compendium of Important Circulars / Guidelines
(Version 1 Dated 11th April 2013)

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Orders covered in each topic

Casual Labour

Casual Labour -Revision of wages for TSM-Casual Labourers 269-11/2009-Pers-IV/LE dtd 1.1.2010
Casual Labour -Implementation of Social Security measures to Casual labourers 273-5/2006-PersIV-LE dtd 11.1.2011
Casual Labour -Applicability of EPF-GPF to Casual Labour 17-1/2011LE dtd 13.4.2012

CDA Rules

CDA Covering Letter and CDA Rules corrected upto 24.1.2013

Compassionate Ground Appointment

Compassionate Appointment Scheme - under Central Government 268-206/98-STN-II dtd 10.2.1999
Compassionate ground appointments - clarifications reg. 268-101/2002-Pers-IV dtd 1.10.2002
Compassionate Ground Appointments(CGA)-Policy guidelines regarding 273-18/2005-Pers-IV dtd 27.6.2007

Deputation -guidelines

Bond - Enforcement Transfer of bond in ro employees of PSEs 9.12.2005
Bond Agreement
Deputation -Guidelines regarding deputation to other departments etc. 22.5.2012

Group Savings Linked Insurance Scheme / Gratuity

GSLIS 2005
Gratuity 1st Amendment 23.05.2011
Gratuity Forms
Gratuity Section i-v
Gratuity Trust Rules 15.5.2008

LTC

Air Travel - Corrigendum-7.11.2008
Air Travel - Relaxation -10.11.08
LTC Encashment of EL -Clarification-18.03.2010
LTC Exp. Management LTC-18.10.2010
LTC Encashment of EL - 27.10.2010
LTC - EL- Clarification- 29.6.2011
LTC Encashment- 30.6.2011
LTC Encashment of EL- 22.09.2011
LTC Exp Control -Clarification-18.11.2011
LTC Exp Control - Clarification - Retiring-6.9.2012

Medical Reimbursement Scheme

BSNLMRS updated Sep2011

Miscellaneous Orders

AAO Wasting Cadre

Assistant (Accounts) Conversion/Restructuring

JTO - Extension of benefits to Internal officials selected against DR-JTO quota 6.5.2009
JTO - Extension of Benefits to internal officials selected against DR-JTO quota 23.6.2010
JTO- Modification of Bond agreement for JTO 30.11.2009
JTO (SRD) - Instructions on pre-appointment training formalities 22.2.2011
JTO-DR Repayment of Bond amount - DR JTO 22.1.2013

TTA Induction Training 13.2.2006
TTA-DR Guidelines regarding maintaining waiting list 19.9.2012

Mobile Handset

Mobile handset policy 12.7.2007

NOC for Passport

Passport - NOC - 23.7.2010

Pension

Pension dependency criterion, family pension – documents to be submitted by claimant 40-22/2011-Pen(B) dtd 27.1.2012
Pension - Extension - Scope of family 40-13/2011-Pen(B) dtd 28.6.2011
Pension - Age proof of family 40-22/2011-Pen(B) dtd 3.10.2011
Pension - Revision – Pre 2007 Pensioners 40-06/2011-Pen(B) dtd 4.4.2011
Pensioners - DA 40-22/2011-Pen(B) dtd 1.12.2011

Perks & Allowances

Perks - Executives-23.8.2006
Perks - Clarifications- Self Certification-18.10.2006
Perks -Non Exec-23.2.2007
Transport Allowance-NE-II 8.3.2007
Perks-Clarification-Handicapped 13.3.2007
Perks -Clarification 1.5.2007
Perks -Clarification 10.5.2007
Perks - Executives-Unabsorbed-17.03.2008
Perks - Clarifications 8.5.2008
Perks & Allowances - Executives-4.9.2009
Perks & Allowances -Exec-Compensatory- 4.9.2009
Perks -Head Quarter Allowance- 4.9.2009
Training Allowance - 4.9.2009
Mat.leave-Ex.-5.1.2010
Mat.leave-Non Exec-1.2.2010
Perks -Project Allowance - Discontinued-2.3.2010
Pay Scale- Non Exec - revised allowances-Non Exec 7.5.2010
Composite Transfer Grant-1.7.2010
Perks - Hindi Personal Pay-1.7.2010
Training Allowance-revised- 1.7.2010
Composite Transfer Grant-corrigendum-20.8.2010
TA DA Amendment to BSNL 8.9.2010.
Training Allowance -corrigenum- 9.9.2009
TA DA rules 2002 - corrigendum – 21.09.2010.
TA DA rules 2002 Corrigendum 15.11.2010.
Transport Clarification-30.3.2011
Perks -Diet Allowance - Clarification 14.6.2011
Briefcase Towel 9.11.2011

PRC-Pay Revision Guidelines (2nd PRC)

Board level and below Board level Executives w.e.f. 1.1.2007 - DPE_OM_dated 26.11.2008
Report of The Committee on Pay Revision Implementation. Recommendations dated 22.12.2008 (along with Annexure-I to IX) Annexure-I, Annexure-II, Annexure-III, Annexure-IV, Annexure-V, Annexure-VI, Annexure-VII, Annexure-VIII, Annexure-IX
Presidential Directives for revision of pay of Board level and below Board level executives w.e.f. 1.1.2007 - letter No.61-012009-SU 27.2.2009
Revision of pay of Board level and below Board level Executives of BSNL w.e.f. 1.1.2007 - OM_No.1-50-2009-PAT_BSNL__dated_5.3.2009
Clarifications regarding revision of pay of Board level and below Board level Executives of BSNL w.e.f. 1.1.2007 - No.1-11-2009-PAT_BSNL__dated_31.3.2009
Revision of pay w.e.f. 01.01.2007 for Board level and below Board level executives-merger of 50% DA with basic pay for fitment 2(70)08DPE-WC 2.4.2009
Removal of disparity in Pay of JTOs of recruitment year 2005 - Office_Order_No.1-14-2009-PAT_BSNL__dated_16.4.2010
Revision of pay of Non-executives w.e.f. 01.01.2007 - No.1-69-2009-PAT_BSNL__dated_7.5.2010
Corrigendum on Para 3 of Office Order No.1-502009-PAT(BSNL) dated 5.3.2009 - No.1-69-2009-PAT_BSNL__dated_24.5.2010
Restriction of officiating pay under FR 35 – clarification regarding - Office_Order_No 1-14-2009-PAT_BSNL__dated_10.9.2010
Removal of disparity in pay of JTOs of recruitment year 2005 – clarification regarding - Letter_No.1-14-2009-PAT_BSNL__dated_6.5.2011
Regarding fixation of pay on promotion for executive employees – clarification on method of fixation - No.1-31-2011-PAT_BSNL__dated_2.12.2011
Revision of pay of Board level and below Board level Executives w.e.f. 1.1.2007 – reduction of emoluments of directly recruited JTOs of 2007 and 2008 Batch & directly recruited JAO in respect of who result was declared in April 2010._Order_No.1-29-2010-PAT_BSNL__dated_3.1.2012
In continuation of office order dated 3.1.2012 - Office_Order_No.1-29-2010-PAT_BSNL__dated_19.3.2012
Clarification regarding Pay fixation on first up-gradation under provisions of EPP consequent to pay revision w.e.f. 01.01.2007_No.1-4-2012-PAT_BSNL dated 15.5.2012

Promotion Policy

Executives Promotion Policy 18.1.2007
Non Executive promotion Policy (NEPP) for employees in pay scales of NE-I to NE-10 23.3.2010
Non Executive Promotion Policy - Amendment 11.9.2012
Non EPP - Guidelines - Period of performance review involving disciplinary cases 6.11.2012

Quarter

Qtr Retention Policy 30.10.2011

Recruitment Rules

RR of DGM DR 25.6.09
RR of IPTAFS 2001 and Amendment 2003 & 2005
RR of Management Services 14.7.2009
RR of SDE Telecom, Elect, Civil, Arch, TF 6.3.2002 and Amendment dtd 30.7.2007
RR of AO 25.6.2002 and Amendment 17.7.2002
RR of AAO 14.9.2000
RR of JTO Telecom 26.9.2001 and Amendment dtd 12.10.2009
RR of JTO Civil 14.8.2001
RR of JTO Elect 10.8.2001
RR of JTO Arch 12.11.2001
RR of JTO Telecom Factories 4.10.2001 and Amendment dtd 30.7.2009
RR of PS BSNL CO 4.7.2003 and Modification dtd 17.2.2011
RR of PA BSNL CO 4.7.2003
RR of DM 4.7.2003 and Amendment -19.09.2012
RR of AM BSNL CO 4.7.2003
RR of UDC BSNL CO 12.8.2009
RR of LDC BSNL CO 12.8.2009
RR of Rajbhasha Adhikari 5.8.2005
RR of Junior Hindi Translator 10.10.2003
RR of PS Filed Unit - Jul 2003 and Amendment 19.09.2012
RR of PA Field Unit Feb 2004
RR of JAO 31.8.2001 & Modifications dtd 16.8.2002, 7.4.2003, 19.1.2005 & 7.4.2005 Amendment 12.10.2012
RR of TTA 27.7.2001 and Amendment dtd 5.11.2001
RR Sr.TOAG 25.5.2007
RR of TMs 19.9.2012

Reporting & Reviewing Structure

Reporting & Reviewing Structure 26.05.2011
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Reservation - Applicability of Reservation - Restructured Cadres

Reservation - Applicability of Reservation - Restructured Cadres 22.4.2003

Residential Service Telephone Connection & Broadband

Retention of RSTC 22.2.2011

Concessional BB below JAG - Modification 3.6.2011

RSTC to Retired EDs 18.8.2011

Concessional BB to below JAG level retired employees - modification of policy 27-06-2012

Concessional B.B. to below JAG level employees 28.2.12

Training

Training Cell

Transfer Policy

Transfer Policy 7.05.2008

Union

Union – New Recognition Rules - Non Exec Unions & Representation in the Councils Rules

Voluntary Retirement

Voluntary Retirement -permitting VR with regard to absorbed employees 19.12.2011