

No. 13-2/2018-Estt-III (Part)
Dated: 12.03.2019

To
All Heads of the Telecom Circles,
Bharat Sanchar Nigam Limited.

Sub: General instructions with regard to joining educational institutions outside normal office hours for pursuing higher qualifications through correspondence/ Distance learning/part time in respect of Executives/Non-Executives of BSNL---regarding.

The undersigned is directed to say that several queries have been raised on the subject cited above by different individuals/Circles along with the Competent Authority authorized to grant permission for acquiring higher qualifications while in service outside normal office hours. In the absence of any specific guidelines in the CDA Rules of BSNL, it becomes imperative to address the ongoing problem, since a lot of aspirants preferably direct recruits wants to acquire higher qualifications while in service.

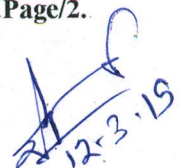
2. The matter has been examined in the light of GOI instructions as conveyed by Ministry of Home Affairs (MHA) vide letter No. 130/54-Ests(A)-11 dated 28.02.1955, which is duly incorporated in the CCS (Conduct) Rules, and the same is reproduced as under:-

(a) "Ordinarily, there can be no objection to the pursuit of knowledge by Govt. Employees in their leisure hours, but this, must be subject to the condition that such pursuit does in no way detract from their efficiency. Whenever found necessary, the Controlling Authorities may require that Govt. employees under their control should take prior permission before joining educational institutions or courses of studies for University Degrees, as the joining of educational institutions involves advance commitment about attendance at specific hours and absence from duty during periods of examinations. Ordinarily permissions is to be granted but with a view to summarily dealings with cases where it is noticed that an employee has been neglecting his duties for the sake of his studies, a condition shall be attached stating that the permission shall be withdrawn at any moment without assigning any reasons. This will, of course, be without prejudice to any other departmental action being taken where mere withdrawal of the permission is not considered adequate".

(b) "While taking into account the various administrative considerations in deciding upon a request for permission to attend courses of study outside office hours, the period of tenure of the Govt. servant concerned should also be taken into account so that in the ordinary course, occasions do not arise to ask for extension of tenure to cover the period of the course attended by him which may continue beyond the expiry of the tenure".

3. In order to maintain uniformity across the organization by different Circles/SSA/Corporate office, approval of the Competent Authority is hereby conveyed for adopting the above guidelines in BSNL and any employee of BSNL joining educational institutions for higher qualification without permission of the competent authority will amount to willful violation of BSNL CDA rules and shall be dealt accordingly.

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12.3.19

4. The following authorities are hereby designated for issue of NOC to the BSNL Employees for joining of educational institution outside normal office hours:-

All Non-Executives and Executives in the pay scale of E-1 to E-6	(i) GMTD of the Business Area (BA)/Concerned vertical head of BA (SAG level Officer). (ii) GM (HR) of the Circle, in case of Circle Office employees. (iii) Cadre Controlling Authority of the respective cadre of the level of GM/PGM in case of BSNL Corporate Office.
Executives in the pay scale of E-7 in the cadre of GM/Sr.GM/PGM in the field units	CGMT of the Circle
Executives in the cadre of (a) CGM in the Field Units (b) GM/Sr.GM/PGM/CGM in the BSNL Corporate office	Director (HR)

5. While granting NOC by the competent authority to acquire higher qualifications while in service outside office hours, following conditions shall be conveyed to the employees:-

- (i) He/She shall have to give advance intimation of 30 days before the commencement of his/her course which he/she intends to join, while applying for NOC.
- (ii) He/She should apply for the Leave (as due) 15 days in advance before appearing in the Examination for the particular course.
- (iii) The permission for acquiring higher qualifications can be withdrawn at any time by the Competent Authority without assigning any reason, in the interest of the organization.
- (iv) It should not interfere with the efficient discharge of his/her official duties and responsibilities.
- (v) In case it is found that he/she is neglecting his/her official duties and responsibilities for the sake of his studies, the NOC shall be withdrawn at any moment without assigning any reason. This will be without prejudice to any other departmental action that competent authority may take against him for neglecting his duties/her duties.
- (vi) The permission should not be construed as a commitment for grant of immunity from transfer or leave for studies/examination in connection with subject programme or any suo-moto entitlement for incentive/additional increment etc. by BSNL.
- (vii) Any issue/point not covered in this letter or BSNL CDA Rules, will continue to be regulated by CCS (Conduct) Rules or DoP&T instructions issued from time to time.

Yours sincerely,


(G.P. Vishnoi)

Asstt. General Manager (Estt-III)

Copy to:- BSNL INRANET

PGM Pers/Restg/SR/Rectt./BW/Electrical/Architect, BSNL CO.