

# Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

## Corporate Office

No. OSD to Dir(HR)/Visitors time

November 21<sup>st</sup>, 2016.

To :

All the Heads of Telecom. Circles/Administrative Units,  
Bharat Sanchar Nigam Limited.

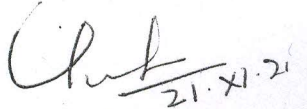
Sub: Fixing the time slot for Associations/Unions as well as individual officers/officials of BSNL to meet Director(HR/Finance) in respect of their grievances – reg.

Sir,

It has often been observed that the office bearers of Associations/Unions as well as individual officers/officials visiting Director(HR/Finance) office on day to day basis in respect of their grievances normally come without taking any prior appointment, and press for meeting on the same day on priority basis. It has also been seen that most of such visitors come without exhausting their channel of grievance redressal available at lower level (GM-Corporate Office/SSA headquarter/Circle headquarter level). It all gives rise to immense difficulties in managing the pre-scheduled important engagements for the high office of Director(HR/Finance), and also, at times, causes inconvenience to the visitors in case of non materialization of the meeting as sought for by them.

2. In order to streamline the time management for granting unscheduled meeting to such visitors, it has been decided by Director(HR/Finance) to earmark a specific time slot of 3.00 p.m. to 4.00 p.m. on all working days, excepting the days on which Management Committee or BSNL Boards meeting is to be held or when the Director(HR/Finance) is on tour or leave, etc. Accordingly, prior to coming to the office of Director(HR/Finance), the visitors may ascertain the status of availability on the desired date of meeting.

3. The heads of Circles/administrative units, etc. are, therefore, requested to bring the above arrangement to the notice of all Associations/Unions/officers/officials, strictly advising them not to press for meeting with Director(HR/Finance) out of the fixed slot, if prior appointment has not been granted.

  
21.11.21  
(V.K. SINHA)  
OSD to Director(HR)

Copy to :

1. All General Managers in HR & Finance Wings for similar action.
2. PS to Director(HR), BSNL CO.
3. Intranet portal/Notice Board of BSNL CO.