



(A Govt. Of India Enterprise)
(Pers.I Section)

4th floor, Bharat Sanchar Bhawan, New Delhi

No. 412-13/2013-Pers.I (II)

dated: March 22nd , 2013

To

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited

Subject: Temporary shortages in the grades/posts of SDE/DE/DGM in Circles- introduction of Look After Arrangement by executives availing higher scales of pay.

At different times, different Circles have been reporting temporary shortages of executives in the grades of SDEs/DEs/DGMs. These shortages occur mainly due to reasons of transfer mobility or delayed promotion procedure or some legal matters affecting timely promotions etc. Though temporary in nature, these shortages, at times, may get prolonged as well. The proposal to introduce a system to cover these shortages, in order to meet the **essential operational needs** of the Organization, within the confines of prudence and frugality as also to conform to statutory and legal prescriptions has been under the consideration of Management for some time.

Accordingly, to cover the shortages that may spring up, it has been decided to mandate a '**Look After Arrangement**' as below

"Executives with lower substantive grade but availing higher scale of pay may be considered for manning the higher grades (on stand-alone or combined basis) according to their scale of pay, on look-after basis, to meet shortages. CGMs will be empowered to order the look-after arrangement as per requirement of business operations in SDE(DM)-DE(AGM)-DGM equivalent grade.

-----Example- An SDE grade executive availing E4 (or E5) scale of pay under time-bound financial upgradation, may be given charge of DE to meet the exigency/vacancy. Similarly, in other cases, DEs having E5/E6 scale may be given the charge of DGM to meet urgent shortages."

The modalities of the Look-after Arrangement will be as under:-

- The arrangement will enjoin upon the executives to shoulder the responsibilities matching their pay scales under the EPP in the interest of service.
- Circle seniority of the executives shall be seen before consideration. The arrangement has to be worked out in a manner so as to involve minimal transfer/posting.
- No extra remuneration will be required for such executives.
- Vigilance clearance will be seen.


22/3/2013

.....continued to P-2/-

(Continued from first page, order no. No. 412-13/2013-Pers.I, dated: March 22nd, 2013)

- e) The service in higher grade under this arrangement will not count for any benefit in matters of future promotion, seniority.
- f) Executives manning higher posts, in this manner, may be given functional powers (administrative and financial) attached with the post.
- g) This will only be a stop-gap arrangement till a regular arrangement is made.

This issues with the approval of the Competent Authority.


22/3/2013

(R. K. Verma)

Asst. General Manager (Pers.I)

Copy to:-

- 1) The PPS to CMD, BSNL/ all Executive Directors, BSNL C.O., New Delhi
- 2) The CVO/PGM/GM(Pers.)/(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.) / (Arch.)/(TF), BSNL C.O.
- 3) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
- 4) All DMs (PersI/Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 5) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 6) Spare copy/Order Bundle.


22/3/2013

(Keshav Kumar)

Deputy Manager (Pers.I)

Tel: 23765353



(A Govt. Of India Enterprise)
(Pers.I Section)

4th floor, Bharat Sanchar Bhawan, New Delhi

No. 412-13/2013-Pers.I

dated: April 1st , 2013

To

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited

Subject: Introduction of Look After Arrangement by executives availing higher scales of pay- proviso and clarification thereof.

Further to this office order No. 412-13/2013-Pers.I(II), dt.22nd March, 2013, on the subject mentioned above, some feedback on the operational aspect of 'Look After Arrangement' has been received in this office. Accordingly, it has been deemed necessary to add the following **proviso** to modalities of 'Look After Arrangement' as below:

1. Circles having no eligible executive under the look after arrangement to man the post of DE or DGM, may temporarily resort to manning such posts by the senior executives in the next lower scale till the availability of executive of appropriate scale.
2. Wherever a senior executive [w.r.t. all India seniority list] in a circle is not eligible purely due to pay scale under this arrangement as compared to his junior, such seniors may also be deployed for look after arrangement in relaxation of these rules till further order.

Also, following clarification in the matter will facilitate the issues:

1. It may be categorically clarified that the 'Circle seniority' has to be derived for the executives within a circle w.r.t their standing in the 'All India seniority list'.
2. Further, it also needs to be clarified that the phrase "to mandate" in second para of the order dt.22-March-2013 stands for putting in place an arrangement for being exercised by CGMs. In no way it carries the sense of 'mandatory'.


This issues with the approval of the Competent Authority.


(R. K. Verma) 1/4/2013

Asst. General Manager (Pers.I)

Copy to:-

- 1) The PPS to CMD, BSNL/ all Executive Directors, BSNL C.O., New Delhi
- 2) The CVO/PGM/GM(Pers.)/(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.) / (Arch.)/(TF), BSNL C.O.
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- 4) All DMs (PersI/Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 5) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 6) Spare copy/Order Bundle.


01/4/2013
(Keshav Kumar)
Deputy Manager (Pers.I)



CORPORATE OFFICE, PERSONNEL – I SECTION
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 412-13/2011-Pers.I

Date:- April 29, 2013.

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited.

Subject:- The Look After Arrangement by executives availing higher scales of pay – proviso and clarification thereof.

The 'Look After Arrangement' has been introduced vide this office letter No. 412-13/2011-Pers.I(II) dated 22nd March, 2013 and has become operational. With regard to the filling of vacancies to cover the stop-gap arrangement, the following guidelines may also be observed:-

1. The 'Look after Arrangement' in the given grades may not exceed 180 days at a time.
2. Statutory guidelines, relating to reservation in promotion, may also be adhered to in 'Look After Arrangement'.

This has the approval of the Competent Authority


(R. K. Verma) 29/4/2013

Assistant General Manager(Pers.-I)

Copy to:-

- 1) The PPS to CMD, BSNL/ all Executive Directors, BSNL C.O., New Delhi
- 2) The CVO/PGM/GM(Pers.)/(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.)/(Arch.)/(TF), BSNL C.O.
- 3) GM(Rectt.), BSNL CO, New Delhi.
- 4) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
- 5) The DM(Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 6) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 7) All AMs, Pers. I Section.
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**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERSONNEL - I SECTION)**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 412-13/2016-Pers.I

dated 18-10-2016

To,

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited

Subject:-Look After arrangement by executives availing higher pay scale.

Look After arrangement in SDE/DE/DGM group is being practiced widely by all BSNL circles/units in accordance with BSNL CO letter No.412-13/2012-Pers.I(II) dated 22-03-2013 to meet the temporary shortages. It is understood that the conditions attached with this arrangement, as prescribed through subsequent clarifications, are also being followed.

Certain queries with regard to office facilities attached to the posts under look after arrangement have been raised.

The matter has been examined, It is deemed appropriate to clarify that the normal office facilities attached to a post, like I-card, call limits on service phone /mobile etc. (excluding deptt vehicle), may be provided to the executives holding the charge of such posts under look after arrangement.

This issues with the approval of the competent authority.


(Manish Kumar)

Jt. General Manager (Pers.)

Copy to:-

1. The PPS to CMD, BSNL/ All Executive Directors, BSNL CO. New Delhi.
2. The CVO/PGM/GM(Pers.)/(Estt.)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/Elect/(Arch)/(TF)/(Rectt.)
3. The AGM(Pers.I)/P-II/Pers..IV/Pers.V/CSS, BSNL CO.
4. DM(Admn)/L&A/Pay Bill/Cash/Pension, BSNL CO
5. Rajbhasha Adhikari, BSNL CO for Hindi version.
6. Spare copy/ order bundle.


(Keshav Kumar)

Asstt. General Manager (Pers. Policy)

Regd. & Corporate Office: Bharat Sanchar Bhawan, H.C. Mathur Lane, Janpath, New Delhi-110001

Corporate Identity Number [CIN]:U74899DL20C0G0110739

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