



**BHARAT SANCHAR NIGAM LTD.**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
Corporate Office (SR Cell),  
8<sup>th</sup> Floor, Bharat Sanchar Bhawan,  
Harish Chandra Mathur Lane, Janpath,  
New Delhi-110001

F.No.BSNL/6-1/SR/2015

Dated the 30.09.2016

To,  
All CGMTs, BSNL

Sub:-**Retention of Quarters beyond the permissible limits-Requests regarding.**

Kind attention is drawn towards the instructions/guidelines issued vide this office circular (No.BSNL/6-1/SR/2006 dated 22.07.2008) followed by another two ones vide (No.BSNL/6-1/SR/2011 dated 24.03.2011) & (No.BSNL/6-1/SR/2015 dated 09.09.2016) (Copies are available on the website [www.intranet.bsnl.co.in](http://www.intranet.bsnl.co.in)) whereby field units were advised to forward the request/applications for retention of staff quarters beyond the permissible limit of Circle heads to Corporate Office in time i.e. one month before the expiry of the last extension granted.

2. Again, it has been observed that in case of non-approval/rejection of such requests by the HPC of Corporate Office, the above one month time period is not even sufficient for issuance of notices and initiation of eviction proceedings.

3. Hence, field units are requested to ensure the submission of the proposals to Corporate Office, complete in all respects along-with supporting documents preferably two (2)-months before the expiry of the last extension granted for which the field units may prescribe a time schedule for submission of such requests and bring the same to all concerned with a view to ensure that such requests invariably reach to Corporate Office two months in advance of the expiry date. Field units are to ensure to furnish a certificate to the effect that penal rent is being charged wherever the applicant has failed to submit the request/application within the time frame.

  
30/09/16  
(M.I. Rehman)

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