

Policy for Allotment of accommodation to unions/associations of BSNL

1.0 Introduction.

- a) This policy shall be called the "Policy for Allotment of Accommodation to Unions and Associations of BSNL 2022".
- b) A number of employee associations and unions exist in BSNL. The membership verification exercise is held periodically. Unions/associations who have secured a certain percentage of votes in the membership verification exercise are recognized in accordance to RNEU and REA rules, approved by the BSNL Board and are granted facilities in accordance to rules.
- c) Office accommodation is allocated to recognized unions/associations as per prevailing instructions. Many unions and associations (recognized as well as non-recognized) have been allotted staff quarters and are still occupying in nominal charges as on date. Some of them have been in possession of these quarters even prior to the formation of BSNL.
- d) Newly recognized associations, who have not been allotted residential accommodation, are requesting for allotment of accommodation at par with unions/associations who have been allotted accommodation in the past and are still occupying it.
- e) Post VRS 2019, the scope of allocating additional space has declined as manpower has reduced from 3.62 lakh employees to 0.62 lakh employees and workload and space requirements have also reduced. There is also a business need of renting out vacant space at market rates for generating revenue for the company in accordance with CROP-2020 policy.

2.0 Scope.


This policy outlines the guidelines to be followed for the allotment of office/residential accommodation to the recognized, support and other unions and associations of BSNL.

3.0 Recognized Unions and Associations.

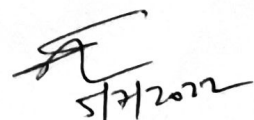
3.1 Unions: The criteria for recognition of unions as per BSNL RNEU Rules, 2012 is as below:

- a) Sole Recognised Representative Union: Union which secures more than 50% votes of total votes in the membership verification.
- b) In case none of the union is in a position to secure a minimum of 50% votes, two unions are recognised as follows:
 - (i) Main Recognised Representative Union: Union which secures maximum votes subject to a minimum of 35% of total votes.
 - (ii) Second Recognised Representative Union: Union securing second – highest votes subject to a minimum of 15% votes of total votes.
 - (iii) Further, there are provisions of limited trade union facilities to following unions:
 1. Securing a minimum of 2% of votes at all India level.




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2. Securing more than 50% votes at Circle level.

3.2 **Associations** - The criteria for recognition of associations as per BSNL REA Rules, 2014 is as below:

- a) **Recognized Representative Association:** Any participating Association which gets majority votes in the membership verification subject to a minimum of 35% membership of total votes.
- b) **Support Association:** Any participating association other than majority representative association, which gets second majority votes and not less than 15% votes.

4.0 **Applicable Instructions.**

Applicable instructions on provision of office accommodation to unions and associations are as below:

- a) Facility of office accommodation was extended to recognized representative unions vide letter no. BSNL/39-7/SR/2013 dated 20.05.2013 for the period of their recognition (Annex 1).
- b) As per DOT letter no. 38-4/74-NB dated 02.05.1973 (Annex 2), subject to availability, minimum government office accommodation may be allotted for office purpose to recognized P&T Unions and Associations.
- c) Directorate of Estates OM no. 18015/1/68-POI.I dated 04.12.1970 (Annex 3) states that full standard license fee or pooled standard License fees under FR 45-A (where pooled) plus service charges are to be charged for office accommodation to recognized Associations/Unions of Central Govt. employees.


5.0 **Eligibility and Type of Accommodation.**

5.1 **Eligibility.**

Office accommodation shall be allotted to only "Sole/Main/Second Recognized Representative Unions" and "Recognized Representative Association/Support Association" at Corporate, Circle and BA/OA level as per applicable instructions in Para 4.0, subject to the availability of space.

5.2 **Type / Area of Accommodation.**

- a) The facility of office accommodation may be provided in Administrative buildings for the recognized union/association bodies at CHQ, circle and BA/OA level.
- b) Entitlement of the office accommodation shall be in accordance to column (4) of Table 1 and shall be allotted at no charge.
- c) On request and subject to availability of space, area in excess to the entitlement may be allotted on payment in accordance to column (5) of Table 1.



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Table 1 – Office Accommodation

S. N.	Level	Union/Association	Entitlement (at no charge)	Excess to entitlement (on payment basis)
(1)	(2)	(3)	(4)	(5)
1.	CHQ	Recognized unions/associations	Office space measuring 160 sq ft + 10%	40% of FRAC rates as per CROP policy
		Support Associations	Office space measuring 160 sq ft + 10%	60% of FRAC rates as per CROP policy
2.	Circle	Recognized unions/associations	Office space measuring 140 sq ft + 10%	50% of FRAC rates as per CROP policy
		Support Associations	Office space measuring 140 sq ft + 10%	70% of FRAC rates as per CROP policy
3.	BA/OA (erstwhile SSA)	Recognized unions/associations	Office space measuring 100 sq ft + 10%	60% of FRAC rates as per CROP policy
		Support Associations	Office space measuring 100 sq ft + 10%	80% of FRAC rates as per CROP policy

- d) The office accommodation may be earmarked ^{at} CHQ, circle and BA/OA level for the "Sole/Main Recognized Representative Union", "Recognized Representative Association", "Second Recognized Representative Union" and "Support Association" - to be allotted afresh to the recognized unions/associations after the membership verification has been held, for the period of recognition respectively.
- e) The facility of office accommodation shall not be claimed as a matter of right and shall be extended if suitable space is available. Further, BSNL reserves the right to cancel the allotment made under these guidelines by giving a notice of not less than one month.

5.3 Allotment of residential accommodation.

- a) No residential accommodation shall be allotted in the name of unions/associations, unless otherwise specifically provided for in this policy.
- b) Any residential accommodation allotted in the past to such unions/associations which are currently non-recognized shall have to be vacated within one month of the date of implementation of this policy.

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- c) Any residential accommodation allotted in the past to such Unions/ Associations which are currently recognized shall have to be vacated within one month of the date of implementation of this policy, unless the same is otherwise given on lease under Para 5.4, if applicable.

5.4 Renting of residential accommodation to Unions and Associations in BSNL Headquarters at Delhi.

- a) The CHQ body of the recognized unions & associations, support association and unions to whom limited trade union facilities have been extended vide clause IV (8) of BSNL RNEU rules 2012 may be allowed to take a residential quarter (up to Type-III) on rent from BSNL at Delhi for the period of recognition. The rent payable and the terms and conditions of lease shall be in accordance with the Comprehensive Renting Out Policy (CROP 2020).
- b) The provision at Para 5.4(a) shall be in addition to the office accommodation admissible under Para 5.2.
- c) The provision at Para 5.4(a) shall be at sole discretion of BSNL management and subject to availability of vacant quarter.

6.0 Charges Payable.

Following charges will be payable:

Sr. No.	Accommodation allotted	Charges payable
1.	Office space in administrative buildings allotted to recognized unions/recognized association/support association	As per Table 1 of this policy
2.	Residential accommodation at Delhi	As per provisions of CROP-2020 Policy

7.0 Terms and Conditions.

- 7.1 The unions /associations occupying the accommodation will have to furnish an undertaking that:
- a) The guidelines issued from time to time by Directorate of Estates, BSNL Corporate Office and estate officer, BSNL shall be complied with.
- b) The accommodation shall be used for the bona fide purpose.
- c) The accommodation shall not be sublet.
- d) The accommodation shall not be used for any commercial purpose.
- 7.2 In case of violation of the above terms and conditions, General Secretary / Circle Secretary of the concerned Union/Association shall be liable for action under relevant CDA rules without prejudice to any other action.
- 7.3 In case of default of payment of charges of any amount on account of the office/residential accommodation facility provided under this policy, BSNL

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reserves the right to adjust the amount from any amount transferable to the concerned Union or Association.

8.0 Interpretation:

If any question arises as to the interpretation of any of the provisions of this policy, the decision of the Director (HR), BSNL Board, shall be final.


9.0 Relaxation:

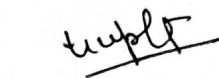
CMD BSNL may dispense with or amend any of provisions of the policy to such extent and subject to such conditions, as deemed fit in the interest of BSNL.


10.0 Review:

The policy may be reviewed with changing requirements.



Saurabh Tyagi
PGM(Estt)


Anita Johri
PGM(SR)


V. K. Gupta
GM(LM-1)


S. P. Singh
GM(Admn)

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	<p style="text-align: center;">BHARAT SANCHAR NIGAM LIMITED (A GOVERNMENT OF INDIA ENTERPRISE) SR Cell, Corporate Office 8th Floor, Bharat Sanchar Bhawan, Harish Chander Mathur Lane, Janpath, New Delhi-110 001</p>
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No. BSNL/39-7/SR/2013

Dated, the 20th May, 2013

To

1. All CGMs, BSNL
2. Sr. GM (Admn.), BSNL C.O.

Sub: Grant of facilities to the recognised representative Unions of non-executive employees in BSNL - regarding

Ref: This office letter No. BSNL/5-1/SR/2012/Vol.II (ii) dated 25th April, 2013

In continuation of this office letter no. BSNL/5-1/SR/2012/Vol.II (ii) dated 25th April, 2013 regarding extension of trade union facilities to the recognised unions, it has been decided to extend the facility of 'office accommodation' also to both the recognised representative unions, i.e. BSNL Employees Union and NFTE BSNL for the period of their recognition commencing from 25th April, 2013 to 24th April, 2016.

2. In this connection, it is clarified that the office accommodation, if any, already in possession of these recognised representative unions will be deemed to have been allotted to the concerned union(s) on the outcome of 6th membership verification.

F. No. BSNL/5-1/SR/2012/Vol.II (ii)
20.5.2013

(Satish Wadhwa)
AGM (SR-II), BSNL C.O.

Copy to :-

1. Sr. PPS to CMD BSNL
2. Sr. PPSs to all Directors, BSNL Board.
3. General Secretary, BSNLEU / NFTE BSNL
4. F. No. BSNL/5-1/SR/2012/Vol.II
5. Guard file.

o/c
Issued on 20/05/2013
20-05-2013

2. If a letter received from a Union by an officer contains in-temperate and offensive language, no notice would be taken until the defect is rectified.

70-62/58-SPA dated 20-12-58

3. The Departmental Officers should not encourage any joint conferences of two or more Unions at Circle or Divisional levels. Joint Conferences means the practice of holding joint conferences at the Circle/Divisional level of more than two Unions/Associations.

21-4/70-SR dated 27-6-70

4. The suggestions received from the Unions with a view to improving the efficiency of the services may be discussed with the Unions at periodical meetings held at Divisional, Circle and Central levels. If any suggestions are received for discussion, they may be included in the agenda for discussion.

16-4/63-SR dated 23-7-63

5. One of the conditions of the recognition rules requires that a list of members, an up to date copy of the constitution and audited statement of accounts shall be furnished to the Government annually through proper channel after the general annual meeting is held. The Unions should ensure that (1) a list of membership, (2) an up to date copy of the constitution, (3) an audited statement of accounts are invariably furnished to the DGP&T annually in compliance with the conditions of the recognition rules.

10-17/77-SR dated 1-12-77

6. All demands for telephones from staff Unions and Federations may be forwarded to the Directorate for issue of formal sanction for grant of telephone facilities on priority basis.

11-42/72-PHA dated 16-3-73

8. Subject to availability, minimum Government office accommodation may be allotted for office purpose to recognised P&T Unions and Associations. The rent shall be charged on the basis of standard rent under FR-45-A where rents have been pooled. In addition service charges etc. shall also be recovered from the Unions/Associations.

38-4/74-NB dated 2-5-73

9. It is not necessary for All India Unions to forward to the Directorate resolutions passed by their branch Unions at various annual Conferences. The All India Unions, if they like, may send to the Administration, the resolutions passed at their All India Conferences for information.

GUIDELINES

1. Recovery of licence fee from clubs, associations etc.

Recovery of licence fee in respect of General Pool accommodation in occupation of clubs, Associations of Govt. employees, Consumer Co-operative Societies run under the aegis of the Ministry of Home Affairs etc., should be regulated as under :-

1. Central Govt. employees Consumers' Cooperative. Societies run under the aegis of the Department Of Personnel, Ministry of Home Affairs.	Nominal Licence fee of Re.1/- per month plus service charges.
2. Co-operative Societies/Stores run by the Departments or by the Employees' Associations in offices out of Departments entitlement for office accommodation.	Re.1/- per month plus electricity, water charges etc.
3. Recognised Clubs and Associations in occupation of residential accommodation.	Full standard licence fee or pooled Standard Licence Fee under FR-45-A (Where pooled) plus service charges.
4. Office accommodation for office purposes to recognized associations/ unions of Central Govt. employees set up to take up cases of such employees from the point of employer and employees relationship.	--do--
5. Recognised Associations/ unions of Central Govt. employees in occupation of buildings specially constructed for recreation and welfare purposes i.e. Community Halls, Recreation Centers and club buildings.	Licence fee fixed on the actual cost of maintenance repairs, service charges and such other elements as may be decided in accordance with the orders contained in Works, Housing and Supply Memo.No.12/10/58-Acc.I dated 2-4-60.
6. Residential accommodation in occupation of associations of Central Govt. employees for running Co-operative Stores.	Licence fee under FR-45-B plus Departmental charges plus service charges.

(O.P. No. 1115/73 P.O. dated 4-2-1970)

2. Recovery of damages from unauthorised occupants of government premises

In case of damages recoverable from unauthorised occupants, it has been decided that the damages for use and occupation of the residence, services and garden charges may be assessed at the rate of licence fee recoverable from private persons/organisations. No indication need, however, be given in the cancellation letters or assessments conveyed to such unauthorised occupants that the damages are being recovered at the 'market rate' as may be determined by Government from time to time and it