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Admin & PR Branch
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No 25-1/2021-BSNL(WL)/Admn

DATED: 20th May 2021

To,

All the CGMs/Unit Heads,
BSNL

Sub: BSNL Covid Fund (BCF) Policy – Policy & instructions regarding.

Formidable second wave of the Covid-19 pandemic in India has caused an unexpected and unprecedented surge in the number of Covid cases in a very short spell of time. BSNL employees are no exception. In the present scenario, a large number of employees of BSNL have been reported to be infected with Covid and some of them are meeting with tragic end. In view of the above circumstances and to support the families of deceased employees, **BSNL Covid Fund (BCF)** is being created.

2. For this purpose, BSNL Board has approved the **BCF** policy enclosed as **Annexure-1**. As per this policy, willing BSNL employees will make voluntary contribution of their 1 (One) day salary towards BCF and BSNL management shall contribute an equal amount. From **BCF**, one time financial assistance of Rs. 10 lakh to the bereaved families of BSNL employees (as per para 2.0 of the policy) who died because of Covid shall be provided. This will be in addition to all other prevailing death benefits.


3. As per para 3.2 of the policy, any employee not willing to contribute to BCF will submit in writing to respective AO (Pay & Accounts) within 10 days from the notification of BCF policy i.e. by 29th May, 2021. However, since the contribution is for a very noble cause, all employees are encouraged to participate in the endeavor.

4. Operational guidelines for sending the case to Welfare Section, BSNL CO for granting Rs 10 Lakh to the family of deceased employee shall be as per **Annexure-2**.

5. Death cases due to Covid which have taken place before issue of this policy may also be submitted within 30 days of the issue of this policy and fresh death cases as per the Para 5.0 of the Policy(Annexure-I).

This is issued with the approval of the competent authority.

Enclosure: Annexure 1 & 2.


(A M Gupta)
Sr GM (Admin)

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Copy to:

1. PPS to CMD, BSNL.
2. PPS/PS to all Directors, BSNL Board and CVO, BSNL.
3. All CGMs/PGMs/Sr GMs/GMs BSNL CO.
4. Sr GM (CA), BSNL CO with the request to issue instructions to Circles for deduction of contributions from salary of this month in BCF as per policy approved by BSNL Board.
5. Sr GM (EF), BSNL CO with the request to take necessary action of deduction of contributions from salary of this month in respect of employees of CO.
6. PGM (ERP), Ghaziabad for necessary instructions related to ERP.
7. Sr GM (CBB), BSNL Corporate Office, New Delhi for opening of separate account for this purpose.

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ASW
20/5/2021

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Annexure 1

(of Admin & PR Branch, Corporate Office, BSNL letter No 25-1/2021-BSNL(WL)/Admn DATED: 20th May 2021)

BSNL Covid Fund (BCF)

1.0 Background and Constitution.

Second wave of Covid pandemic has caused unprecedented damage to BSNL family members and we have lost many BSNL employees due to Covid. BSNL employees are desirous of having a special purpose BSNL Covid Fund (BCF) constituted in order to provide financial support to the family of deceased employees. Accordingly special purpose BSNL Covid Fund (BCF) is created after discussions with recognized Unions and Associations. It is aimed to provide one time humanitarian financial support to the family of deceased employees (deaths related to Covid only) of BSNL.

2.0 Scope and Duration.

Beneficiary of the funds will be the dependent family members of the deceased employees who are working in BSNL at the time of the death; died due to COVID-19 since 01.04.2020; and fall in the following category - (i) all the regular employees of BSNL (ii) all the employees working on deputation /deployment basis in BSNL. The fund will be in operation till 31.03.2022 or as recommended by BCF Committee (referred as BCF committee hereafter) and approved by BSNL Management (CMD BSNL). The period of operation of BCF/ contribution can be increased/ reduced suitably depending on the Covid pandemic situation and the mortality rate based on the recommendation of the BCF Committee.

3.0 Contribution.

- 3.1 Initially BSNL employees (including employees on deputation/deployment to BSNL) will make voluntary contribution of 1 (one) day salary (Basic+DA) towards BCF and BSNL Management will make matching contribution. The future requirement of contribution in this fund shall be assessed after one or two months of its implementation.
- 3.2 If any employee is not willing to contribute to BCF, then he / she will submit in writing to respective AO (Pay & Accounts) within 10 days from the notification of BCF policy. However, since the contribution is for a very noble cause, all employees are encouraged to participate in the endeavor.

Asst
20/5/2021
Sr. GM (Admin) (3/5)



4.0 Financial Support And Estimated Collections.

4.1 Since contribution to BCF is voluntary in nature, collection is estimated to be around Rs. 10 crore from employees and with equal contribution from BSNL i.e. Rs 10 crore, the total initial fund in BCF may be around Rs 20 crore.

4.2 Family of each deceased employee (as defined under para 2.0 above) died of Covid will be provided a financial support of Rs. 10 lakh from this fund.

5.0 Procedure For Distribution Of Financial Support

The family of the deceased employee will be provided financial support of Rs. 10 lakhs from BCF.

The complete case regarding death of the employee due to Covid after due verifications at respective Circle end (based on death certificate/records issued by Hospital authorities/Doctor handling the case in case of death at home) shall be forwarded by respective Circle with the recommendation of CGM and concurrence of Circle IFA to welfare section, BSNL Corporate Office as early as possible and not later than 30 days of the death. For any dispute related to cause of death etc., the case shall be referred to BCF committee to review the decision taken by welfare section. In case of any difference of opinion among the committee members, the matter will be referred to Director (HR), BSNL Board whose decision shall be final and binding.

6.0 BCF Committee.

BCF shall be used only for the purpose mentioned in this policy. Fund utilization shall be overseen by a BCF Committee consisting of total seven (7) members i.e. three members from BSNL Management {GM (Admin), GM (SR) & GM (EF)}, one member each from both recognized Unions, one member from recognized Association and one member from Support Association.

The decision of the Director (HR), BSNL Board shall be final in case of any difference of opinion among the committee members.

ASM
20/5/2021 (4/5)
S.E. GM (Admin)

Annexure -2

(of Admin & PR Branch, Corporate Office, BSNL letter No 25-1/2021-BSNL(WL)/Admn DATED: 20th May 2021)

Instructions for sending the case of deceased employee due to Covid-19 to Welfare Section, O/o Sr GM (Admin), BSNL Corporate Office

1. **Eligibility:-** As per Para 2.0 of BCF Policy at Annexure-1
2. **Procedure to ascertain:-** Cause of death shall be ascertained from Death Certificate or Hospital Certificate which shall mention that death has taken place due to Covid.
3. The CGMs should satisfy themselves that the death of employee has been because of Covid-19 disease. The documents may be examined and scrutinized carefully at Circle level to ascertain the cause of death of deceased employee. The circles may devise their own procedure for above keeping in view that the cases qualified in terms of this policy are sent to Welfare Section, O/o Sr GM (Admin), BSNL Corporate Office at the earliest.
4. The cases should be sent in the following proforma:

Name of Circle:

SI No	Name of the deceased employee	Designation/ Present post & Office	SSA	HRMS No.	Date of Death
1					
2					
3					

The case should be sent with specific recommendation of the CGM with concurrence of Circle IFA.

5. The approval of the competent authority shall be conveyed to respective CGMs by the Welfare Section. The benefit of Rs 10 lakh shall be passed on to the person who has been nominated by the deceased employee in the service book for receiving GPF/EPF.

AMG
20/5/2021
(A M Gupta)
Sr GM (Admin)

