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

No: BSNLCO-LM/13(12)/2/2021-LM

Dated 11.06.2021

To

All CGMs,
BSNL

Sub: SOP for Renting out of building/Staff quarters/other facilities and SOP for Land Monetization.

Subsequent to announcement of the revival package by the Union Cabinet, BSNL has actively taken monetization of its land and building through sale and renting.

Target for renting of building /staff quarters /other facilities and land monetization targets for financial year 2021-22 has been conveyed vide letter No. BSNLCO-LM/13(12)/1/2020 dated 22.03.2021 and BSNLCO-LM/11(14)/1/2020 dated 25.03.2021 respectively.

To expedite the process, Standard Operating Procedure (SOP) for renting and land monetization has been prepared. Please find enclosed SOP for renting out of buildings/Quarters/other facilities and SOP for land monetization.

In view of above, it is requested to take steps at Circle and BA level to expedite the renting and monetization process to achieve the targets.

This is issued with approval of the Director (HR) , BSNL Board.

Encl: As above.

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11.06.2021

(PRATEEP VARMA)
AGM (LM-II)
Mob: 9319409708

Copy to: All BA heads


SOP FOR RENTING OUT OF BUILDING/SO/OTHER FACILITIES

1. Space audit as per the Section 6.1 of the renting policy (CROP-2020) may be done for all commercially important BSNL buildings in your circle. As detailed in the policy, it is the responsibility of Circle Level Standing Committee to ensure that no built-up space is occupied by disposable stores, old furniture etc. and make suitable suggestions to you. Target is at least one building of each SSA every month. Total rentable space identified by the circle (as a Percentage of total built-up space in circle) initially is 25 % and strive to reach 50%.
2. Efforts may be made to spare prime buildings for renting and shift BSNL offices to less important locations or vacant staff quarters as per SOA.
3. Expression of Interest to be invited immediately as per provision of CROP-2020, if not already done.
4. All invoices for rent of office space or quarters are to be generated through ERP only so that the same is reflected in the performance reports.
5. Revenue/cash collection Target for FY 2021-22 has been conveyed and accordingly target for renting may be given to each SSA under the jurisdiction of the Circle and the Circle Level Standing Committee may be directed to strictly monitor the progress on a monthly basis so as to achieve the target of at least one agreement for leasing of office space in each district per month. Action taken report in this regard may be submitted on monthly basis. There should be no slippage in achieving the revenue targets.
6. All staff quarters be analyzed campus wise segregating into (including shifting of staff from campus which has only few occupants and for which all requisite land papers are available) in order to identify totally vacant campus having requisite land papers with a view to rent/monetize. At least 2 vacant campuses for each Circle be identified and conveyed.
7. Whenever offer is received from a client department and there is a gap between offered rates by client department and FRAC of BSNL, rejecting the offer due to gap in rates shall be the last option. Review latest FRAC as per market rate and also considering the building being offered with reference to shortcomings if any in the building like location from main road, building condition, its specification, space being on Ist floor/ IInd floor or availability /non availability of lift, period since building is lying vacant shall all be considered as a business case before rejecting the case in the best interest of BSNL.
8. The signing of the lease Agreement shall be as per para No.(7) of Crop Policy issued vide letter No. BSNLCO-LM/13/1/2020- O/o GM LM dated 25.08.2020. In all renting cases, delay due to finalization of the renting lease agreement results in loss of revenue to BSNL and delay shall be avoided at all cost to safe guard the interests of BSNL.
9. For repetitive type of Lease Agreements, once a case has been approved by the competent authority, referring similiar cases to the legal cell shall be avoided unless there is specific merit in the case.
10. Time frame for finalization of the Lease agreement with fixing of responsibility for delay shall be the essence.

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11.08.2021
AGM(LM-II)

SOP FOR LAND MONETIZATION

1. Prepare a panel of suitable legal consultant / law firms for the legal due-diligence of properties to ensure that they are free of encumbrances and have clear title and that the documents available are sufficient for sale of the same.
2. Identify those properties having value of Rs 3.00 crore or more for monetization. Ensure legal due diligence of only these properties through a reputed legal consultant/law firm.
3. Make a nodal officer for ensuring availability of original land papers.
4. Ensure mutation of such identified properties.
5. Following aspects for these land parcels may also be ascertained before/ during due-diligence:-
 - a) To confirm whether there is any restriction on sale as per available Revenue records. If so, please ascertain procedure, timeline & financial implication thereof.
 - b) To confirm whether documents available are sufficient for sale of these land parcels, if no, please get the list of other documents required for sale and ascertain procedure, timeline & financial implication thereof.
 - c) To inform whether permission of State Government is specifically required before sale of land, especially in case of lands acquired through the Land Acquisition Act or allotted by the State Government on nomination basis or transferred to BSNL by the Central/State Government or by any Trust. Also to intimate the process for obtaining such permission , if required.
 - d) To settle all pending issues with DoP in respect of joint properties to ensure that the BSNL has all rights for sale /transfer.
 - e) To inform whether Change of Land Use (CLU) is permissible for the plot and if so, what is the process, applicable fees and approximate timelines for the same.
6. Complete valuation of these identified land through empanelled valuers in time frame preferably before 31st July 2021.
7. Timely submission of recommendation by Circle level committee for monetization.
8. Ensure wide publicity when bid is called.
9. Revenue/cash collection Target for FY 2021-22 has been conveyed and accordingly target for land monetization may be given to identified SSA under the jurisdiction of the Circle and the Circle Level Standing Committee may be directed to strictly monitor the progress on a monthly basis so as to achieve the target of at least monetization of 3land parcels in the financial year 2021-22. There should be no slippage in achieving the revenue targets.


11.06.2021
AGM (LM-II)