



**BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

O/o Chief General Manager, BSNL, TN Circle, Chennai-600 002.

To

All Heads of SSAs

CVL/Reten/Incom/App./1

Dated at Chennai-600 002,

the <sup>01/07</sup> 06.2013

Sub: Policy for utilisation of vacant staff quarters in BSNL – reg.

Ref: 1) No.482-16-2007 dtd 26.11.2008

2) No.482-16/2007-BG dtd.01.09.2011.

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Kindly refer to references cited above. The applications received from SSAs for allotment of staff quarters to central/state government and for the family members of BSNL employee are incomplete and also the necessary documents are not enclosed properly. Hence it is requested to send the application with the following guide lines for the approval with out delay.

**1. For Individual/Bulk allotment of Staff quarters to Central/State Govt. employees:**

- The application to be filled in the prescribed form (copy attached) with Photocopy affixed with signature of applicant and also it has to be attested by his/her controlling officer and to be sent through the controlling officer.
- Family member's Photo who will be occupying the quarters along with relationship has to be attached .
- Agreement to be filled and signed by the both surety and applicant.
- Employer certificate for the present period.
- Present pay slip.
- Guarantor signature to be countersigned by the controlling officer.
- The status of vacant position of the quarters as per the above order has to be mentioned and recommended by Head of SSA in the application form.

**2. For allotment of Staff quarters to family members of the BSNL employees:**

- The application to be filled in the prescribed form with the signature of applicant and also it has to be recommended by his/her controlling officer and to be sent through the controlling officer.
- Medical/Educational certificate to be enclosed / purpose for which qtrs.required.
- Family member's Photo who will be occupying the quarters along with relationship has to be attached .
- The application for allotment only for immediate family members ie. Wife/Husband/Children and their spouses and parents only.
- The status of vacant position of the quarters as per the above order has to be mentioned and recommended by Head of SSA .

Encl:As above

Assistant General Manager ( A&PR),  
O/o CGM.BSNL, TN Circle,  
Chennai-600 002.