

महाराष्ट्र दूरसंचार परिमंडल
बी एस एन एल, प्रशासनिक भवन
छट्टी मंजिल, ब-विंग, स्टाफ अनुभाग, जुहू रोड,
सांताक्रुज (प.) मुंबई-५४

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

No: MHCO-STFb/71(11)/2/2025-O/o GM HR-Admin/9

Dated at Mumbai: 26/03/2025

To,

All BA Heads/Vertical Heads

Maharashtra Telecom Circle.

विषय/ Subject: Observance of April' 2025 as **HR Month** – Regarding

संदर्भ/ Ref: 1.MHCO-ADMN/11(46)/3/2021-HR-Admin dated 21-02-2025

It has been decided to observe April 2025 as **HR Month**. In this regard, all Business Areas (BAs) are requested to organize various programs to commemorate this occasion. The following activities are required to be conducted at BA/ Circle level during the HR Month.

1. Workplace Management- Creating and maintaining pristine and productive work environment.

- Cleaning up & de-cluttering work space
- Weeding out old files
- Scrapping of old unusable furniture and disposal of already scrapped items
- Maintaining clean toilets and other amenities
- Provision of clean drinking water
- De-cluttering of terraces including that of quarters; attending leakages
- Ensuring work space safety like fire drills

2. Employee Connect

- All vertical Heads/BA Heads to conduct meeting with all employees of the vertical/BA.
- Union/ Association meetings

3. Skill Development -Trainings/workshops/Lectures

- Conduction of trainings to upgrade skills.
- Identification of talents and formation of expert groups

4. Rewarding Activities-

Outstanding performers to be rewarded based on their performance during FY 2024-25 KPIs at

- Circle Level
- Vertical Level
- BA Level

Your active participation and contribution will be instrumental in making this a success.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This is issued with the approval of the competent authority.

S.V. Jere
एस वी जेरे/S V Jere
26/3/2025

सहा. महाप्रबंधक (कर्मचारी-स्थापना)

Asst. General Manager (Staff-ESTAB)