

9. The money earmarked for a particular category of welfare scheme shall be distributed proportionately in both General and Relaxation categories depending upon the number of applications received.
2. For getting a clear picture of number of applications in each category, the Circle level Boards shall strictly adhere to the following time schedule:
 1. Last date for receipt of applications for Book Award & Incentive : 31st July every year
 2. Last date for receipt of applications for Scholarship : 30th November every year
 3. Last date for making demands for Grant in other categories : 30th November every year

In no circumstances, any applications received after above mentioned dates shall be considered for payment of Scholarship/Book Award/Incentive.

3. All the Circle Staff Welfare Boards shall submit a detailed report on utilization of welfare grant sanctioned within 7 days of the end of each quarter. For example, the quarterly report for the period ending on 30th June, 30th September, 31st December and 31st March shall be submitted to BSNL CO by 7th July, 7th October, 7th January and 7th April respectively.
4. The funds assessed to be surplus after assessing the requirement as on 31st December shall be surrendered to BSNL Staff Welfare Board by 7th January of the following year for further utilization. While surrendering the funds, the Circle may keep with them the discretionary grant (to be spent at the discretion of President of the Board) to the tune of 15% of the total annual welfare grant.
5. These orders shall be effective from the financial year 2005-06.

Yours faithfully,
Vineet Saxena
(Vineet Saxena)
Jt. DDG(Welfare & Sports)
Ph: (011) 2303 7394.

Copy to :

1. All Secretaries, BSNL Circle Staff Welfare Boards.
2. General Secretary AIBSNLEA/SNEA/BSNLEU