



No: 500-50/2014-15/CA II/BSNL/Vol.V

Dated 3<sup>rd</sup> Mar 2015

To,  
The Chief General Manager,  
All Circles  
BSNL

**Sub: Submission of employee data in respect of directly recruited employees for the purpose of calculation of liability towards gratuity through actuarial valuation - reg.**

BSNL has created BSNL Employees Gratuity Fund Trust to meet out the expenditure on gratuity to the employees recruited or regularized by BSNL.

As per the provisions of Payment of Gratuity Act and Accounting Standard 15–Employees Benefits, BSNL is required to determine the gratuity liability at the end of each financial year through actuarial valuation. To work out the liability towards Gratuity in respect of directly recruited employees as on 31<sup>st</sup> March 2015, the information in the enclosed format about **Directly Recruited Employees** is required.

This information shall be furnished to CA wing of BSNL C.O. latest by 30<sup>th</sup> April 2015 in excel format through e-mail at [agmcaii@gmail.com](mailto:agmcaii@gmail.com).

The matter may please be treated on top **PRIORITY**.

**Encls:** as above

  
(V.M. Gupta)

Dy. General Manager (CA-III)

**Copy for necessary action to:**

1. General Manager (Finance)/IFA of all Circles.
2. AGM (R&P), Corporate Office, BSNL.

Profor for furnishing the Employee Data of BSNL recruited employees for the purpose of Actuarial Valuation of liability towards gratuity Payable at the time of retirement / superannuation as on 31.03.2015

**Proforma of Report of all directly recruited employees working as on 31.03.2015**

Name of the Circle : \_\_\_\_\_

Sl. No.	HRMS No.	Name of the Employee	Designation	Name of SSA	Date of Birth*	Date of Joining*	Date of Appointment*	Date of Superannation*	Pay Scale	Basic drawn as on 31.03.2015	DA	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13=11+12

\* The dates in the report should be in the DD/MM/YYYY format only.