



BHARAT SANCHAR NIGAM LTD.

(A Govt. of India Enterprise)

PENSION SECTION

Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 40-19/2010-Pen(B)

Dated: 01-12-2010

To

All Heads of Telecom Circles/Telecom District/
Other Administration Offices/
Telecom Stores/ Telecom Factories.
Bharat Sanchar Nigam Ltd.,

Sub: Processing of papers related to retirement benefits of un-absorbed/absorbed BSNL employees—regarding streamlining of procedure for early settlement of pensionary benefits.

Sir,

This is in continuation this office letter of even number dated 19.8.2010 with regard to timely settlement of retirement benefits of un-absorbed/absorbed BSNL retirees. As you would be aware, the CCA offices in the field release pension orders and other retirement benefits after receipt of pension papers complete in all respects from concerned BSNL units. Needless to emphasize, if the pension papers are incomplete and or vigilance/disciplinary clearance not submitted, the issue of PPO and other final benefits get delayed in CCA office which causes great inconvenience to the pensioners.

2. It is requested that before the 1st of January of each year, a print out of all officials due for retirement in forthcoming year be taken out from HRMS system. This facility is available under the Staff module → Reports → Retirement Profile → year wise. Each such official may be approached by administration for filling up his pension paper by giving appropriate set, well in time and the same be got submitted by the individual to Head of Office not later than eight months prior to the date of retirement.

3. The Head of office, not later than 6 months of the date of retirement of the BSNL absorbed & un-absorbed employee, should forward to A.O., Form 5 & 7 duly completed with a covering letter in Form 8 along with service book of the employee duly completed upto date, and any other documents relied upon for the verification of service. He should also prepare the "Pension Calculation Sheet" in the prescribed Form in triplicate and forward it to Communication Accounts Officer of the concerned DOT Cell/CCA Office.

4. A check list has been attempted which will help the concerned Pension Branch of Circle Office to cross check that the pension papers are in order before sending to CCA office. A copy of check list is enclosed as ANNEXURE. It is expected that this will also facilitate the issue of PPO by CCA office expeditiously.

Encl: **As above.**

Yours faithfully,

(Sheo Shankar Prasad)

Asstt. General Manager (Pers-V)

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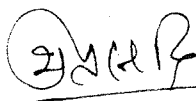
Copy to:-1. DDG(Estt.), DoT for information.

2. PGM/GM Incharge All Cadre Controlling Units in BSNL CO for necessary action
3. BSNL Intranet for kind information of concerned employees. They are also requested to take a proactive role and pursue for checking their Service Books and filling up relevant forms.

ANNEXURE

**Check list to be tickmarked before sending the retirement papers to
CCA unit for issue of PPO**

Sl. No.	Check Points	Yes	No	Remarks
1.	Whether Form-5 duly got filled by the retiring employee has been collected			
2.	Whether date of birth and the date of confirmation in the service has been properly recorded in the Service Book of the retiree			
3.	Whether the Annual certificates of verification of service with reference to pay bills have been regularly recorded in the Service Book.			
4.	whether entry has been made in the Service Book regarding counting the period of extraordinary leave as qualifying for pension.			
5.	Whether an entry has been made in the Service Book if the pre-break in service period would qualify or amount to forfeiture of past service.			
6.	Whether entry has been made in the Service Book regarding recovery of leave and pension contributions for BSNL period/ foreign service, if any, specifying the period.			
7.	Whether nomination for Retirement/Death Gratuity/ GPF and GSLIS have been properly recorded in Service Book of the retiree.			
8.	Whether leave Account of the retiring personnel has been up dated with the latest leave availed by him.			
9.	Whether list of family members has been checked in Part II of the Service Book.			
10.	Whether no dues Certificate and Vigilance Clearance of the retiring employee has been collected in the retiring month.			
11.	Whether calculation sheet has been prepared in the prescribed form.			
12.	Whether form 7 has been duly completed with a covering letter in Form 8 alongwith Service Book of the BSNL absorbed employee duly completed up to date and any other documents relied upon for the verification of service.			



Accounts Officer