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

No: 15-1/2013-14/IA-BSNL/Vol.II/

Dated: 10.12.2013

To,

All CGMs / IFAs,
BSNL

Sub: Updation of leave accounts in service books - regarding.

During Internal Audit Inspections of BSNL Territorial Circles / Non territorial circles / SSAs / units by Internal Audit Cell of BSNL Corporate Office , it has been observed that leave accounts are not being updated in the service books resulting leave availed by the individuals are not debited in the account. This may result wrong payment of leave encashment at the time of their retirement by BSNL.

Hence, the Competent Authority in BSNL Corporate Office has desired that necessary instructions may be issued to all concerned authorities to complete the job of leave entries in one month and issue certificate that "leave of all officers in the circle has been updated up till 31.10.2013". The next certificate to this effect may be issued in March 2014. It may also be ensured that the leave updation work in service is done without fail.

(Y.N. Singh)
GM (IA)

Copy to:

The GM (FP) /GM (Pers) /GM (BW) /GM (Estt), BSNL Corporate Office, New Delhi for information and necessary action.