



Bharat Sanchar Nigam Limited
(A Government of India Enterprise)
Corporate Office
(Pension Section)

5th Floor, Bharat Sanchar Bhawan, New Delhi-110001

No. 40-14/2013-Pen(B)

Dated: 13 /12/2016

To

All Heads of Circles(as per list attached)
Bharat Sanchar Nigam Limited

Sub: Timely settlement of pensionary benefits- regarding

Sir,

A meeting of officers of the DOT, CCA Delhi and BSNL on the above subject was called for by the DOT. In the meeting deep anguish was expressed by the Government side stating that Pension cases continue to be sent to the CCA Offices very late, even after retirement of the absorbed employees in many cases.

2. I am therefore, directed to refer to all the circulars/instructions issued in this regard and to reiterate the following instructions for their strict compliance.

(i) It has already been directed that pension cases are to be sent to the respective CCA offices six months before the date of retirement. In order to achieve the target, the circles will need to initiate necessary action well in advance i.e. at least eight months in advance.

(ii) The pension papers being forwarded to the CCA must be complete in all respect till the date of forwarding.

(iii) To ensure the above target, the Administration/Pension Branch of each circle will have to contact each retiring official for submission of complete pension papers. In case some employee fail to do so even after individual request, names of such defaulters may be displayed prominently on the circle Intranet site. However, on submission of pension papers, their names may be got deleted from the site immediately.

(iv) All circles will prepare lists of retiring employees 24 months in advance as on 1st January and 1st July. The first list may be prepared within a period of three weeks of issue of this order and may be circulated to all the concerned wings of the Circle and CCA. This list will be required to be updated frequently in the event of any change like transfer, voluntary retirement, resignation or death etc.

(v) In this regard it also very important that each pension case should be completed in all respects as far as possible before being sent to the CCA so that necessity of queries to be raised by CCA are minimized. A list of frequent queries being raised by the Pension paying authority is enclosed so that adequate attention is paid thereon before sending the pension cases to the CCA.

(vi) CGMs of all circles will nominate an officer of the rank of Deputy General Manager, by name, who will be oversee the timely submission of pension cases to CCA. The said DGM level officer will hold monthly meetings with the concerned CCA to sort out any problem in timely settlement of all pending and future pension cases.

(vii)(a) Officers/officials should be encouraged for annual inspection of Service Books by them, so that they can verify it for any discrepancy so that necessary corrective action can be taken.

(b) Officers/officials should be encouraged for taking service verification certificate, after completion of specified period of service, from the concerned CCA, so that if any discrepancy is noticed, necessary correction action can be taken, well before the employee retires.

(c) For the purpose, all employees may be informed, by displaying this requirement/action on the Notice Board.

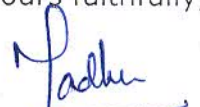
3. The Corporate Office may take up surprise inspections of the circles in order to ensure that the above instructions are being scrupulously followed.

4. All the CGMs may nominate/update the Coordinating Officer as per para 2 (vi) above immediately and intimate the same to this office within ten (10) days of issue of this order.

5. Compliance report from the Nodal Officers of the Circle of Pensioners may be sent to BSNLCO by January, April, July, Oct. for every preceding quarter without fail, with a copy to respective CGM.

Encl: As above

Yours faithfully,



(Madhu Arora)

General Manager(Estt.)

Tele. No. 23037256

Copy to Dir.(HR) for kind information please.



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)
Tele. No. 23037475

E-mail address :sheoshankarprasad@bsnl.co.in

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.

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

**LIST OF FREQUENT QUERIES BEING RAISED BY PENSION PAYING
AUTHORITY ON PENSION CASES.**

1. The service of the employee for certain period has not been verified.
2. Leave Salary and Pension Contribution for certain period has not been remitted to DoT.
3. Details of LSPC remittance i.e. amount, cheque No. & date by which it has been sent to DoT has not been mentioned in the service book.
4. Difference of LSPC due to financial up-gradation/implementation of 6th CPC, 2nd PRC etc. has not been remitted to DoT.
5. There are no nominations in the service book of the officer in respect of GPF, GSLI and Gratuity etc.
6. Pension papers do not contain the exact date of birth of the spouse of the employee.
7. Pension contribution for certain period is less paid.
8. Pay fixation of the employee is not in order.
9. No dues/vigilance certificate has not been furnished
10. Some column in pension forms are unfilled.
11. Leave account is incomplete.
12. Spelling of the name of employee in the pension papers does not match with the name of the employee recorded on the 1st page of his/her Service book.
