


BHARAT SANCHAR NIGAM LIMITED (A Govt. India Enterprise) Corporate Office,		Pension Section Bharat Sanchar Nigam H.C. Mathur Lane New Delhi-1
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No .40-6/2015-Pen(BSNL)

Dated. *2nd July*
06.2015

To

All Administrative/Cadre Controlling Units,
Bharat Sanchar Nigam LTD,
Corporate Office
New Delhi 110 001.

Sub: Timely settlement of pensionary benefits – instructions regarding.

In terms of Rule 61(4) of CCS(Pension) Rules, 1972, pension cases are required to be submitted to DOT not later than six months before the date of retirement of employee by pension sanctioning authority. In this regard, this office has issued instructions from time to time on timely settlement of retirement benefits in respect of unabsorbed and absorbed BSNL retirees. It has, however, been observed that in some cases, service books of the retiring officer/official received in Pension Section (Estt. Branch), BSNL C.O., New Delhi from the respective cadre controlling/administrative branch are found incomplete due to which issue of PPO and other final retirement benefits are getting delayed which causes great inconvenience to the pensioners.

2. The undersigned is, therefore, directed to refer to all the circulars/ instructions issued in this regard and to reiterate the following instructions for their strict compliance:-

- (i) Since the pension cases are to be sent to DOT six months before the date of retirement in order to achieve the target, the Cadre Controlling Units will need to initiate necessary action well in advance i.e. atleast eight months in advance.
- (ii) The pension papers being forwarded to DOT must be complete in all respects till the date of forwarding.
- (iii) To ensure the above target, all the Cadre Controlling Units will have to contact each retiring official/officer for submission of complete pension papers to Pension



Section, Estt. Branch, BSNL C.O. New Delhi. In case some employees fail to do so even after individual request, names of such defaulters may be displayed prominently on the BSNL Internet site. However, on submission of pension papers, their names may be got deleted from the site immediately.

(iv) All Cadre Controlling Units will prepare lists of retiring employees 24 months in advance as on 1st January and 1st July and send it to Pension Section, BSNL C.O., Estt. Branch, enable to send DOT. This list will required to be updated frequently in the even of any change like transfer, voluntary retirement, resignation of 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 DOT so that necessity of queries to be raised by DOT is minimized. A list of frequent queries being raised by Pension Paying Authority is enclosed so that adequate attention is paid thereon before sending the pension cases to the DOT.

Encl: As above.

Chit
2.7.15

(V. K. Sinha)

Asstt. General Manager (Estt.I)

Tele.No. 23037477

Copy to:

1. All employees of BSNL (both absorbed and un-absorbed) for kind information. They are also requested to take a proactive role, and pursue for checking their Service Book and filling-up relevant forms (through their ^{Cadre} Controlling Heads).
2. Notice Bds.

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

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**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.
