

Corporate Office  
Pension Section, 5<sup>th</sup> floor  
Bharat Sanchar Bhawan  
H.C. Mathur Lane,  
New Delhi-110001



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

No.48-16/2019-Pen (B)

Dated: 10-12-2019

To

**All Heads of Circles/Telecom Districts/ Regions/Projects/  
Telecom Stores/Telecom Factories & Other Administrative Offices  
Bharat Sanchar Nigam Limited**

Sub: Instructions regarding Check List/Forms of Pension Papers with regard to BSNL Voluntary Retirement Scheme (VRS)-2019.

Sir,

I am directed to forward herewith the letter No. PDA/CCA/MTNL-BSNL VRS/2019-20/ dated 15/11/2019, regarding MTNL/BSNL Voluntary Retirement Scheme (VRS)-2019 along with the Check List of Pension Papers, received from the O/o Pr. CCA, Delhi Region, Delhi.

2. In this regard, all Telecom Circles and other Units of BSNL, who are maintaining Service Books, are requested to follow the instructions issued by the Pr. CCA, Delhi Region, Delhi. As per the instructions, all the Telecom Circles and other Units of BSNL are requested to scrupulously follow the Check List of documents to be submitted by BSNL Units under VRS-2019. All the Circles are also requested to make sure that Service Books of the retirees are completed in all respect before sending the same to the respective Pr. CCA/CCA, as the same would ultimately result in timely processing of Pension payment to BSNL retirees.

Yours faithfully,

(Sheo Shankar Prasad)  
Deputy General Manager (Estt.-I)  
Tele. No. 011-23715155

Copy to :-

1. PS to Dir (HR)/Dir (F)/Dir (Ent.)/Dir (CFA)/Dir (CM), BSNL Board
2. DDG (Estt.), DOT
3. PGMs/Sr. GMs/GMs (Pers./FP/BW/Elect./Arch/Civil), BSNL CO
4. BSNL CO Intranet Portal

*implanted  
on 10/12/19*

(Sudhanshu Shekhar Ray)  
Deputy Manager (Pension)

भारत सरकार  
संचार मंत्रालय  
दूरसंचार विभाग  
कार्यालय प्रधान निर्यंत्रक संचार लेखी  
प्रसाद नगर  
नई दिल्ली - 110005

Tel : 011-25729465, 25749048

Dir (HR)  
Dy. No. 7778-L  
Date 21/11/2019  
BSNL CO



Government of India  
Ministry of Communication  
Department of Telecommunication  
Office of the Pr.CCA,  
Delhi Region, Prasad Nagar,  
New Delhi-110005

No.PDA/CCA/MTNL-BSNL VRS/2019-20/

Date: 15/11/2019

To,  
The Director (HR),  
BSNL, Bharat Sanchar Building  
Janpath, New Delhi.

DW  
24/11

AGM (Estt)

DM (E-1)

Shilly

Sub: Regarding MTNL/BSNL VRS scheme-2019

B.S.N.L. CO, NEW DELHI  
O/o P.G.M. (Establishment)  
Dy No. 1858  
Date 25/11/19

Sir,

As this office is expecting retirement of almost 10000 MTNL/BSNL employees in the proposed VRS scheme, service books and necessary forms need to be checked & completed at MTNL/BSNL ends before sending to this office. In this regard, please find attached herewith the checklist/forms being chalked out by this office for MTNL/BSNL VRS optees that need to be followed to avoid unnecessary delay.

It is, therefore, requested to kindly make efforts to follow the above mentioned checklist and make sure that service books are completed in all respect before sending. This little effort at your end would ultimately result in timely processing of Pension payment to MTNL/BSNL Retirees.

This issues with the approval of competent authority.

Encl:

1. Checklist in r/o MTNL/BSNL VRS optees
2. Necessary forms

Copy to:

1. The CGM (NTR)-For information please.
2. The CGM (NTP)-For information please

To me

20/11

AGM (E-1)

Dy CCA

DM (Estt)

21/12/2019

Check-list of documents to be submitted by BSNL/MTNL units under VRS scheme 2019

Kindly adhere to the following points before forwarding the pension case to the Pr. CCA office. Compliance will enable smooth and early settlement of the pension case.

1. Make efforts to get the Service Book (SB) completed with special attentionon:
  - a) Entry of details like Time-bound Promotion along with Promotion Order.
  - b) Entry of TrainingPeriod.
  - c) Pay fixation memos form 1.10.2000 onwards are available in ServiceBook.
  - d) Up to date remarks regarding Pension Contribution duly attested by BSNL Authority.
  - e) Copy of Presidential Order is pasted inSB.
  - f) Undertaking prescribed for post based increment is available (whereverapplicable).
  - g) Indemnity Bonds is available for Group B officers who opted for IDA from date of promotion after1.10.2000.
  - h) TSM period should be mentioned in SB along with Regularization orders.
  - i) Strike Period has been regularized and entries are made in the ServiceBook.
  - j) Leave Account is complete.
  - k) Provide two copies of Aadhar Card, PAN Card for CCAOffice.
  - l) Joint Bank Account with spouse. 1<sup>st</sup> name should be ofretiree.
  - m) Name in Bank Account and printed on cheque should besame. The cheque provided should be CTS compliant.
  - n) It should be ensured that the entry of the LPD and retirement is made in the body of the service book.
  - o) Upto date service verification of the pensioner should be made in the service book. Statement showing the service verified period and the corresponding page of entry should be forwarded with the pension papers.
  - p) Statement of complete entries (with rate and amount) of pension contribution with the corresponding page of entry should be forwarded with the pension papers.

## Early Preparation For Timely Pension

Dear VRS Optee of MTNL/BSNL Delhi,

Please take care of following for timely settlement of your Pension/GPF case:

**1. Make efforts to get your Service Book (SB) completed with special attention on:**

- a. Entry of details like Time-bound Promotion along with Promotion Order
- b. Entry of Training Period
- c. Pay fixation memos from 1.11.1998 onwards are available in SB
- d. Up to date remarks regarding Pension Contribution duly attested
- e. Copy of Presidential Order is pasted in SB
- f. Undertaking prescribed for post based increment is available (wherever applicable)
- g. Indemnity Bonds is available for Group B officers who opted for IDA from date of promotion after 1.10.2000
- h. TSM period should be mentioned in SB along with Regularization orders
- i. Strike period has been regularized
- j. Leave Records are complete

**2. Make sure that following are ready:**

- a. Joint photograph with spouse in dimensions 5.5\*4 inches in matt finish duly attested by the unit officer
- b. ECS mandate from the bank in which you wish to obtain your pension and other payments. Preferably open joint account with spouse
- c. Specimen signature and thumb & finger impression duly attested
- d. Nomination forms for DCRG, Commutation, GPF and Arrears of Pension
- e. Cancelled cheque along with a photocopy of the same along with application or provide a copy of first page of your bank account passbook duly attested by your unit officer
- f. Copy of your and your spouse's Aadhar and PAN card duly attested by your unit officer
- g. GPF Final Payment application, Details of family members and Undertaking forms
- h. Descriptive roll i.e. Identification marks/height
- i. Details of Family in Form 3
- j. Declaration by Pensioner
- k. Advance stamped receipts 3.
- l. Vigilance Clearance Report from unit concerned and MTNL/BSNL HQ
- m. Retirement list by HQ
- n. No Dues Certificate from unit concerned
- o. Government accommodation vacation report if any.
- p. Statement of Pension Contribution
- q. Final LPC duly attached by AO

**3. Always provide:**

- a. Permanent address after retirement for future communication
- b. Correct email id for future communication
- c. Permanent mobile number for future communication

**DON'TS**

**4. Make sure that that your name in the Service Book is the same as in your Aadhar, Bank Account and PAN Card**

- 1. Do not provide your service connection number as contact number**
2. Do not give official email id for future communication
3. Do not provide your staff quarter address for future communication In case of any query, please contact: O/o Pr. Controller of Communication, Delhi Region, DoT Building, Prasad Nagar, Delhi – 110 005

In case of any query, please contact:

O/o Pr. Controller of Communication,  
Delhi Region, DoT Building, Prasad Nagar,  
Delhi – 110 005

Toll Free – 1800-118-119

Email: [ccadelhi@gmail.com](mailto:ccadelhi@gmail.com)

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