



No. 500-141/2012/CA-II/BSNL/Vol.II

Dated: 03rd March 2015

To,

The Chief General Manager,
All Circles
BSNL

Sub: Submission of employee data of all employees of BSNL for the purpose of calculation of liability towards leave encashment through actuarial valuation.

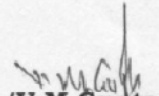
As per the provisions of Accounting Standard 15-Employees Benefits, BSNL is required to determine the liability towards leave encashment payable at the time of retirement/superannuation at the end of each financial year through actuarial valuation.

In order to work out the liability towards leave encashment in respect of all employees of BSNL (excluding un-absorbed employees) on the basis of actuarial valuation as on 31st March 2015, it is requested to kindly arrange to furnish leave data of all BSNL employees (excluding un-absorbed employees) as on 31.03.2015 in the Proforma-I.

The above-mentioned information shall be furnished to this section latest by 30th April 2015 in MS-Excel format positively through e-mail at agmcaii@gmail.com.

The matter may please be treated on top **PRIORITY**.

Encls: **As above**


(V M Gupta)

Dy. General Manager (CA-III)

Copy for necessary action to:

1. GM (Finance)/IFAs of all Circles, BSNL.
2. AGM (R&P), Corporate Office, BSNL.

Proforma-I

PROFORMA for furnishing Leave Data of all BSNL Employees (except unabsorbed employees) for the purpose of calculating liability towards Leave Encashment Payable at the time of retirement / superannuation based Actuarial Valuation as on 31.03.2015

Name of the Circle: _____

SI. No.	HRMS No.	Name of Employee	Design.	Name of SSA	Date of Birth	Date of Appointment	EL Balance as on 31.03.2015	HPL Balance as on 31.03.2015	Pay Scale	Basic as on 31.03.2015	DA as on 31.03.2015	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12	13=11+12

* The dates in the report should be in the DD/MM/YYYY format only.