



No : BSNLCO-RSTG/18(11)/1/2026-WS and I/1

Dated 17.09.2026

CIRCULAR

To

All Chief General Managers / Heads of Circles / Units,
BSNL (Territorial and Non-Territorial).

Sub: Examination of cases under Rule 55A of BSNL CDA Rules, 2006 – Constitution of High-Level Centralised Committee and action to be taken by Circles/Units – instructions reg.

Ref : Corporate Office No. BSNLCO-RSTG/18(11)/1/2026-WS and I Dated 17.09.2026.

A **High-Level Centralised Committee** has been constituted at BSNL Corporate Office for objective, consistent and case-by-case examination of eligible cases under **Rule 55A of BSNL CDA Rules, 2006**. Rule 55A empowers BSNL, where it is of the opinion that it is in the interest of the Company to do so, to retire an employee prematurely by giving three months' notice or three months' pay and allowances in lieu thereof, subject to the age/service conditions prescribed under the Rule.

2. The eligibility under Rule 55A is to be determined strictly in accordance with the conditions prescribed therein, namely:

- (i) In the case of an employee who had entered service before attaining the age of 35 years, after attaining the age of 50 years;
- (ii) In any other case, after attaining the age of 55 years; or
- (iii) After completion of 30 years of service,

as provided under Rule 55A(2). The Explanations to Rule 55A shall also be kept in view while reckoning the date of entry into service in the case of absorbed employees. The Circle/Unit shall verify the eligibility of each employee with reference to the applicable age/service condition before including the employee in the list.

3. All Circles/BAs/Units are directed to take the following action on priority:

- (a) **Identify employees who are eligible for consideration:** Prepare a comprehensive list of all employees (Executives and Non-Executives) who are eligible for consideration under Rule 55A as on 30.09.2026. The eligibility shall be determined strictly in accordance with Rule 55A, including the distinction applicable to employees who entered service before attaining the age of 35 years. For absorbed employees, the date of entry into Government service shall be treated as the date of entry into service, in terms of Explanation (ii) to Rule 55A. The Circle / Unit shall specifically indicate the basis and date on which each employee became eligible.

The list shall include all employees satisfying the eligibility conditions, irrespective of whether the Circle/Unit considers the individual case to warrant examination by the High-Level Centralised Committee.

(b) Identify cases warranting examination by the Committee:

All employees identified as eligible for consideration under Rule 55A shall be reported to Corporate Office. No eligible employee shall be excluded from the list at the Circle/Unit level merely on the ground that the case is not considered fit for consideration under Rule 55A. The Circle/Unit shall, however, undertake a preliminary assessment of the overall service record and relevant material in respect of each eligible employee and the officer(s) responsible under clause 3(d) shall, at the appropriate level, record specific and reasoned remarks clearly indicating whether, in his/her considered view, the case warrants examination by the High-Level Centralised Committee and the reasons therefor.

The assessment shall take into account, inter alia, the following circumstances, wherever relevant:

- Employees against whom a Vigilance/CBI/Disciplinary case is pending or has been concluded;
- Employees in whose APARs/ACRs an entry of "Doubtful Integrity" or equivalent adverse remark has been recorded and communicated;
- Employees whose overall service record and performance reports indicate persistent professional inefficiency;
- Cases involving medical condition/fitness which are relevant to the employee's ability to discharge assigned duties and which are otherwise relevant for consideration under the applicable rules; and
- Any other circumstances which, on an objective assessment of the overall service record and relevant material, may have a bearing on whether continued retention of the employee is in the interest of the Company.

The above circumstances are illustrative and not exhaustive. The presence of any one of the above circumstances shall not, by itself, be treated as conclusive for recommending or ordering premature retirement. The final assessment shall be based on the employee's overall service record and relevant material, including both favourable and adverse material.

- (c) Preparation and forwarding of cases:** For every employee identified as eligible under clause (a) above, a self-contained case dossier shall be prepared and forwarded to Corporate Office. The dossier shall contain the prescribed service details and such relevant service records as are necessary for an objective assessment of the case. The Circle/Unit shall ensure that the material relevant to the assessment, whether favourable or adverse, is placed before the Committee. The dossier shall contain sufficient material to enable an assessment of the employee's overall service record and shall not be confined only to material adverse to the employee:

- Service details in the prescribed proforma (Annexure-I);
- Copies of APARs/ACRs for the complete service, to the extent available in the official records and not less than last 10 years;
- Vigilance/Disciplinary status report issued by the Vigilance Branch (with up-to-date position);
- Copies of orders imposing penalties, if any, with outcome of any appeal/review/revision, and the present status of such penalty/proceedings;
- Integrity certificate or adverse integrity entry, if any together with details regarding its communication, representation and disposal, wherever applicable;
- Relevant medical material, only where the same has a bearing on the employee's ability to discharge assigned duties and is legally relevant to consideration of the case;
- Any other relevant material having a bearing on the employee's overall service record, efficiency, effectiveness, conduct and usefulness to the Company, including, wherever applicable, the following:
 - (i) records relating to unauthorised absence or absence without prior sanction, including instances where the employee has remained absent without obtaining sanction of leave;
 - (ii) instances of failure to resume duty after expiry of sanctioned leave or failure to comply with directions to report for duty;
 - (iii) records relating to habitual or repeated late attendance or other persistent disregard of prescribed office timings;
 - (iv) instances of negligence in the discharge of official duties, particularly where such negligence is persistent or has adversely affected the work of the Company;
 - (v) instances of negligence or persistent avoidable delay in processing and disposal of files/cases, including keeping files pending without adequate justification, failure to process matters within the prescribed or reasonable time, or failure to take timely follow-up action, particularly where such conduct has resulted in avoidable delay in decision-making, adversely affected the functioning of the Company, or caused or had the potential to cause financial, operational, contractual, legal or administrative prejudice to the Company;
 - (vi) instances of persistent failure to discharge assigned responsibilities effectively and efficiently, including poor or inadequate work output;
 - (vii) instances of failure to comply with lawful and reasonable official directions of superior authorities or repeated disregard of such directions, where such failure/disregard is established on record;
 - (viii) instances indicating persistent indifference towards assigned duties or lack of effectiveness in the discharge of responsibilities; and

- (ix) any other established and relevant pattern of conduct or performance which may have a bearing on the desirability of continued retention of the employee in the interest of the Company.

The above material shall, wherever available, be supported by relevant records, including warnings/cautions, directions issued, explanations called for and received, counselling/advisory records, adverse observations, administrative action or disciplinary proceedings, and the employee's representations, if any, together with the remarks/decision of the competent authority.

- (d) Preparation and hierarchical review of dossiers: Since the employees covered under these instructions may be working at Circle Offices, BAs, OAs and other Units, the dossier shall be prepared and reviewed at the appropriate supervisory and administrative levels as under:
 - (i) Non-Executive employees: In respect of a Non-Executive employee, the dossier shall be prepared by the immediate controlling officer, not below the level of SDE, along with specific remarks on the employee's service record, performance, attendance, conduct, efficiency and effectiveness. The dossier shall thereafter be reviewed by the concerned DE and finally reviewed by the concerned DGM, who shall record his/her specific and reasoned remarks as the competent administrative/appointing authority, as applicable. The DGM shall be responsible for forwarding the complete dossier.
 - (ii) Executive employees: In respect of an Executive employee working under a DGM, the dossier shall be prepared by the concerned DGM, along with specific and reasoned remarks on the employee's overall service record, performance, attendance, conduct, efficiency and effectiveness. The dossier shall thereafter be reviewed by the concerned BA/Unit Head and finally by the CGM/Head of Circle or Head of the Unit in case of Corporate Office.
 - (iii) DGMs and officers above the level of DGM: In respect of officers at the level of DGM and above, the dossier shall be prepared by the immediate administrative/controlling authority and shall be finally reviewed by the CGM/Head of Circle or Unit Head in case of Corporate Office, who shall record specific and reasoned remarks.
 - (iv) The responsibility for forwarding the completed dossiers to Corporate Office WS&I Cell shall lie on CGM/Head of Circle or Unit Head in case of Corporate Office.
 - (v) Each officer responsible for preparation or review of the dossier shall independently examine the relevant material and shall not merely endorse the remarks of the officer at the preceding level.
 - (vi) Where the above hierarchy is not available in a particular establishment, the next higher administrative authority shall undertake the corresponding responsibility.

- (vii) Each officer preparing or reviewing the dossier shall independently examine the relevant material and record specific and reasoned remarks. The remarks shall clearly indicate whether, on an overall assessment of the employee's service record and relevant material, the case warrants examination by the High-Level Centralised Committee under Rule 55A and the reasons therefor.

(e) **Timeline for submission:** All completed dossiers, together with the remarks of the appropriate final reviewing authority specified in clause 3(d), shall be forwarded by Circles to WS&I Cell, Corporate Office (8th Floor, Bharat Sanchar Bhavan, Janpath, New Delhi – 110001).

The first report covering all employees eligible for consideration under Rule 55A as on 30.09.2026 shall reach the WS&I Cell, Corporate Office by 15.10.2026, positively.

Thereafter, an updated report shall be furnished on a quarterly basis, covering (i) employees who become eligible for consideration under Rule 55A during the quarter, and (ii) any material change in the status of employees already reported, including changes in Vigilance/Disciplinary status, service status or other material circumstances relevant to consideration under Rule 55A. The quarterly report shall reach the WS&I Cell, Corporate Office by the 7th day of the month immediately succeeding the relevant quarter. For example, the report for the quarter October–December shall reach the WS&I Cell by 07.01.2027.

The forwarding letter shall specifically certify that the dossier has been checked for completeness, that the Vigilance/Disciplinary position is current as on the date of forwarding, and that no material information relevant to the assessment of the case has been knowingly omitted.

3. It is emphasized that the entire exercise shall be conducted with **strict confidentiality**. No communication shall be made to the employee concerned at this stage. Action under Rule 55A, if decided upon by the Competent Authority, shall be initiated separately in accordance with the procedure prescribed under the Rules.

4. The CGM/Head of Circle/Unit shall personally ensure compliance with these instructions and shall be responsible for the completeness and accuracy of the dossiers forwarded. An 'NIL' report shall also be submitted by the due date where no employee is eligible for consideration under Rule 55A.

5. Any query or clarification in respect of these instructions may be addressed to the WS&I Cell, Corporate Office (e-mail: agmwsibsnnl1@gmail.com).

6. It is reiterated that the exercise under these instructions is not a disciplinary exercise and shall not be used as a substitute for disciplinary proceedings under the BSNL CDA Rules, 2006. Where the material indicates misconduct requiring disciplinary action, the same shall continue to be dealt with under the applicable disciplinary provisions independently, as warranted. The consideration of such material by the

Committee shall be only for the limited purpose of assessing the desirability of continued retention under Rule 55A.

This is issued with the approval of the Competent Authority.

Encl.: As above (Annexure-I — Proforma for forwarding cases).



(Sunita Arora) 17/9/2024

Deputy General Manager (WS&I)
O/o PGM(WS&I/SR/Restg.) BSNL CO

Copy to :

- 1) PPS to CMD, BSNL
- 2) PS to All Functional Directors, BSNL Board

ANNEXURE-I

PROFORMA FOR FORWARDING CASES UNDER RULE 55A OF BSNL CDA RULES, 2006

(To be forwarded to WS&I Cell, HR Directorate, BSNL Corporate Office)

S.No.	Particulars	Details to be furnished / Remarks
1.	Name of the employee (in full)	
2.	Designation and Grade	
3.	Employee Code / HR-SAP ID	
4.	Present posting (Circle/Unit/SSA)	
5.	Date of Birth	
6.	Date of entry into Government/BSNL service	
7.	Present age (as on date of this proforma)	
8.	Length of service (as on date of this proforma)	
9.	Date of superannuation	
10.	Age/service eligibility criterion applicable (tick): Age of 50 yrs (Exec.) / Age of 55 yrs / 30 yrs of service	
11.	Category of case (tick one or more): (a) Vigilance/Disciplinary (b) Doubtful Integrity (c) Professional Inefficiency (d) Medical Unfitness (e) Other (specify)	
12.	Brief summary of grounds for reference (attach separate sheet if required)	
13.	Vigilance/Disciplinary status (case No., charge, stage, outcome, if any)	
14.	APAR/ACR — overall grading/rating for last 10 years (year-wise)	
15.	Integrity Certificate / adverse entry (Yes / No — if yes, give details)	

S.No.	Particulars	Details to be furnished / Remarks
16.	Medical fitness status (fit/unfit — if unfit, attach certificate)	
17.	Remarks of CGM/Head of Circle/Unit (with specific recommendation and reasons)	

Place: _____ Signature: _____
Date: _____ Name & Designation: _____
Seal of Office: _____


DCM (WS&I)



No : BSNLCO-RSTG/18(11)/1/2026-WS and I

Dated 17.09.2026

OFFICE ORDER

Subject : Formation of High-Level Centralized Committee for examination of cases under Rule 55A of BSNL CDA Rules, 2006 – reg.

Rule 55 (A) of BSNL CDA Rules, 2006 empowers BSNL, where it is of the opinion that it is in the interest of the Company to do so, to retire an employee prematurely, by giving three months' notice or three month's pay and allowances in lieu thereof, subject to the age/service conditions prescribed under rule. The said Rule is reproduced hereunder:

"(1) Notwithstanding anything contained in these rules, the Company shall, if it is of the opinion that it is in the Company's interest to do so, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice:

- i). If he is, an Executive and had entered service before attaining the age of 35 years, after he has attained the age of 50 years;*
- ii). in any other case after he has attained the age of 55 years.*

(2) Notwithstanding anything contained in clause (1), the Company shall, if it is of the opinion that it is in the Company's interest to do so, have the absolute right to retire any employee, after he has completed thirty years' service by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.

Explanations:

- i). 'Employee' for the purpose of this rule shall mean an employee directly recruited by the Company or an employee who was earlier an employee of DOT/DTS/DTO and who was subsequently absorbed permanently in the company.*
- ii). In case of an absorbed employee, the date of entry into service will be the date he entered into Government service."*

2. Considering the nature and implications of exercise of the power under Rule 55A, a Centralised Mechanism at BSNL Corporate Office is established, for objective, uniform and consistent

examination of eligible cases, particularly those involving vigilance / disciplinary issues, doubtful integrity, persistent professional inefficiency, medical unfitness or other circumstances warranting consideration of the employee's continued retention in service.

A High-Level Centralised Committee consisting of following members is constituted for this purpose :

1.	DIR (HR) BSNL	Chairperson
2.	DIR (EB) BSNL	Member
3.	JS(Admin) DoT	Member
4.	PGM(Establishment)	Member
5.	PGM(SR/Restg/WS&I)/(Pers.)	Member
6.	PGM(EF)	Member
7.	PGM(Vigilance)	Member

3. The terms of reference of the Committee shall be as follows:

- i). Identify and examine employees who meet the age/service eligibility prescribed under Rule 55A;
- ii). Examine, on a case-to-case basis, the overall service record and relevant material in respect of eligible employees, including APARs / ACRs, Vigilance / Disciplinary Status, Integrity related inputs, performance record, medical fitness, wherever relevant, and other pertinent records;
- iii). Assess whether, having regard to the overall record and circumstances of the individual case, continued retention of the employee is in the interest of the Company;
- iv). Make specific and reasoned recommendations, indicating whether the employee may be considered for premature retirement under Rule 55A or retained in service;
- v). Ensure that that the case is considered on its overall merits in accordance with Rule 55A;
- vi). Consider any other case/matter relating to Rule 55A as referred by the Competent Authority.

4. Circles/SSAs/Units shall forward eligible cases, along with the complete service dossier and relevant records, to WS&I Cell, Corporate Office, which shall scrutinise and place the cases before the Committee.

5. The Committee shall meet at least once every month, or more frequently as required. The quorum shall be four members, including the Chairperson or a Director-level officer of the Committee.
6. The recommendations of the Committee shall be placed before the Competent Authority, for final decision. Orders for premature retirement, where approved, shall be issued by the authority competent under Rule 55A.
7. The Committee shall submit its first recommendation by 31.10.2026 and complete evaluation of all eligible cases by 31.01.2027.
8. WS&I Cell, Corporate Office shall provide secretarial support to the Committee and maintain the records of its proceedings and recommendations.

This is issued with the approval of competent authority.


Sunita Arora)
Deputy General Manager (WS&I)

Copy to :

1. DIR (HR), BSNL Board
2. DIR (EB) BSNL Board
3. JS(Admin) DoT
4. PGM(Establishment)
5. PGM(SR/Restg/WS&I)/(Pers.)
6. PGM(EF)
7. PGM(Vigilance)