

BSNL Corporate Office

**Pension Section 5th 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. BSNLCO-A/12(14)/2/2022-ESTAB

Date: 19-April-2023

To

All Heads of Circles/Telecom Districts/ Regions/Projects/Telecom Stores/Telecom Factories & Other Administrative Offices, BSNL

Sub: Submission for verification of Service Books of BSNL employees by BSNL Units – regarding.

Sir,

I am directed to forward herewith a copy of D.O. letter No. 100-26/2023-STG-I dated 20/02/2023 received from the Member (Services), DOT, on the above mentioned subject for information and further necessary action. In the said DO letter, DOT has emphasized for sensitizing the DDOs to take required measures for recording relevant entries like LTC, Annual Increment etc. in the Service Book and issuance qualifying service of all officers working under them after completing 18 years of service/5 years before the date of retirement.

2. It is, therefore, requested that it may be ensured that requisite entries viz. LTC, annual increment, service verification, six monthly credit of Earned leave, deduction of leave availed, transfer and posting order etc. are made in Service Book timely as per existing instructions. Further the verification of service in respect of officers who have completed 18 years of service/5 years before the date of retirement may also be completed in respect of absorbed/deployed employees as per extant procedures.

This issues with the approval of the Competent Authority.

Enclosures : As above

Yours faithfully,


(Sanjeev Kumar)

Asstt. General Manager (Estt-I)

Tel. No. 011-23037477

Copy to :-

1. PPS to CMD, BSNL
2. PS to Dir (HR)/Dir (F)/Dir (Ent.)/Dir (CFA)/Dir (CM), BSNL Board
3. All PGMs/Sr. GMs/GMs, BSNL CO
4. BSNL CO Intranet Portal/Guard File

उमा शंकर पांडेय, भा.दू.से.

सदस्य (सेवाएं)

Uma Shanker Pandey, ITS

Member (Services) &

Ex-officio Secretary to Govt. of India



सत्यमेव जयते

B.S.N.L. CO, NEW DELHI

O/o P.G.M. (Establishment)

Dy. No. 918

Date 23-02-2023

भारत सरकार

संचार मंत्रालय

दूरसंचार विभाग, डिजिटल संचार आयोग
संचार भवन, 20, अशोक रोड, नई दिल्ली-110001

Government of India

Ministry of Communications

Department of Telecommunications

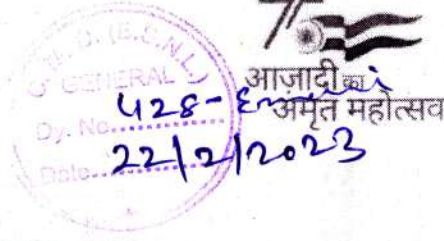
Digital Communications Commission

Sanchar Bhawan, 20, Ashoka Road,

New Delhi - 110001

Ph. : 011-23714644, Fax : 011-23755172

E-mail. : members-dot@nic.in



D.O. No. 100-26/2023-STG-I

Dated, 20th February, 2023

Dear Shri Purwar,

As you are aware that entries with regard to LTC, annual increment, service verification, credit of CGEGIS as per PBR (Pay Bill Roll) and six monthly credit of Earned leave, deduction of leave availed by the officers are to be made timely as per existing instructions.

Also, processing of pension cases of the employees retiring from the government service quite often get delayed on account of the issues relating to verification of service from time to time by the concerned authorities during the service of the concerned employee. Although detailed instructions regarding verification of service have been issued by DoPT vide OM No. 1/19/2013-P&PW(E) dated 16.09.2015, these instructions are not meticulously adhered to resulting in delay in sanctioning of retirement benefit of the employees.

Thus, I would request you to sensitize all DDOs to take immediate measure for recording of relevant entries in Service book of all the officers of their respective units and HODs for issuance of qualifying service certificate of all the employees working under them after completion of 18 years of service and again 5 years before the date of retirement as per DoPT OM No. 1/19/2013-P&PW(E) dated 16.09.2015. This complete exercise needs to be completed well before 30.04.2023.

In view of above, suitable direction may be issued to the concerned officers and progress in this aspect may be submitted to this office on fortnightly basis.

With regards,

Yours sincerely,

Shri P.K. Purwar
CMD, BSNL
5th Floor, Bharat Sanchar Bhawan
H. C. Mathur Lane
New Delhi-110001

(Uma Shanker Pandey)