

**BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

**CORPORATE OFFICE**

**Establishment Branch**

Bharat Sanchar Bhawan

H.C. Mathur Lane, New Delhi-01



**BSNL**  
*Connecting Bharat*  
Securely • Affordably • Reliably

F.No. BSNLCO-A/11(11)/17/2022-ESTAB

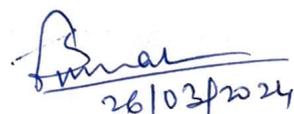
Dated: 26.03.2025

**OFFICE MEMORANDUM**

Sub: Submission of self-certificate for payment of Professional Upgradation Allowance (PUA) to the executive employees of BSNL on ERP-ESS portal for FY 2024-25.

In continuation of this office OM of even No. dated 11.03.2025 (copy enclosed), the provision in ESS portal for submission of self-certificate with regard to utilization of professional upgradation allowance (PUA) by all serving executive employees drawing pay in the IDA scales is being made available in ERP-ESS portal for the extended period from 26.03.2025 to 31.03.2025.

2. All the executives who have not submitted the mandatory self-certificate so far, may submit it immediately during the extended window. No further extension for submission of self-certificate will be allowed. In case of non-submission of the mandatory certificate, PUA for the subsequent year will not be paid.

  
26/03/2024

( Sanjeev Kumar )

Assistant General Manager (Estt. I)

Tel. No. 23037477

To

1. All Heads of Telecom Circles & All Heads of other Administrative Units, Bharat Sanchar Nigam Limited for bringing the above to the notice of all executives.
2. PGM (Pers.) - It is requested that the window for submission of self-certificate towards utilization of PUA by executive employees through ERP-ESS portal may be opened for the stipulated period.



No. BSNLCO-A/11(11)/17/2022-ESTAB

Dated: 11.03.2025.

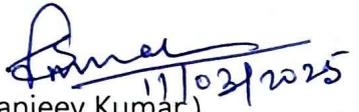
**OFFICE MEMORANDUM**

Sub: Submission of self-certificate for payment of Professional Up-gradation Allowance (PUA) to the executive employees of BSNL on ERP-ESS portal for FY 2024-25.

In continuation of this office OM of even No. dated 13.03.2023 (copy enclosed), the provision in ESS portal for submission of self-certificate with regard to utilization of professional up-gradation allowance (PUA) by all serving executive employees drawing pay in the IDA scales is being made available in ERP-ESS portal from **12.03.2025 to 24.03.2025**.

2. All the executives may submit the mandatory self-certification regarding PUA for purchasing books, journals etc. at the end of every financial year to regularize the payment of PUA for the financial year ending 31.03.2025 in terms of the provisions of this office orders dated 23.08.2006 and 18.10.2006. In case of non-submission of the mandatory certificate, PUA for the subsequent year will not be paid.

Encl.: As stated above.

  
( Sanjeev Kumar )

Assistant General Manager (Estt. I)

Tele. No. (011) 2303 7477

To

1. All Heads of Telecom Circles & All Heads of other Administrative Units, Bharat Sanchar Nigam Limited for bringing the above to the notice of all executives.
2. PGM (Pers.) – It is requested that the window for submission of self-certificate towards utilization of PUA by executive employees through ERP-ESS portal may be opened for the stipulated period.

**BSNL Corporate Office**  
**PAT Section, Establishment Branch,**  
**5<sup>th</sup> floor, Bharat Sanchar Bhawan**  
**H.C. Mathur Lane, New Delhi-01 ;**  
**E-mail: patbsnlco@gmail.com**



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

No. BSNLCO-A/11(11)/17/2022-ESTAB

Dated: 13<sup>th</sup> March 2023**OFFICE MEMORANDUM****Sub: Submission of self-certificate for payment of Professional Upgradation Allowance (PUA) to the executive employees of BSNL on ERP-ESS portal.**

The Professional Upgradation Allowance (PUA) was introduced in BSNL w.e.f. 01.01.2005 as per this office Order No. 15-8/2006-PAT(BSNL) dated 23.08.2006 and it was provided that two percent (2%) of one-month basic pay per month shall be paid as PUA for purchasing books, Journals etc. on self-certification basis to all Executives of BSNL. It was further stipulated vide Order/letter No. 15-8/06-PAT(BSNL) dated 18.10.2006 that the certificate will be submitted by the executives once in a year in the month of March every year. However, the requisite self-certificates have not been obtained from the executives.

2. Therefore, it has been decided by the competent authority that a provision will be provided in ESS portal for submission of self-certificate by all serving executive employees drawing pay in the IDA scales. All the executives will be required to submit the self-certification regarding Professional Upgradation Allowance for purchasing books, Journals etc. at the end of every financial year to regularize the payment of PUA for the respective financial year in terms of the provisions of this office orders dated 23.08.2006 and 18.10.2006. **In case of non-submission of the mandatory certificate, PUA for the subsequent year will not be paid.**

3. Accordingly, a provision has been made on the ERP-ESS portal as under:

S.N.	Period	Provision in ESS portal
1	For period from 01-01-2005 or the date of joining BSNL, whichever is later to 31-03-2023	Submission of Self-certification during the online window from 13-03-2023 to 20-03-2023
2	FY 2023-24 & onwards	Submission of Self-certification during the online window from 1 <sup>st</sup> March to 20 <sup>th</sup> March every year

4. All executives drawing pay in IDA scales may submit the mandatory certificate for the year upto 2022-23 positively by 20.03.2023.

*P. Jayakumar*  
 [P Jayakumar] 13.03.2023

**Deputy General Manager (Estt. I)**  
**Tel. No. 23710324**

To,

**All Heads of Telecom Circles &**  
**All Heads of other Administrative Units**  
**Bharat Sanchar Nigam Limited**

**Copy to:**

1. PPS to CMD, BSNL, New Delhi.
2. PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
4. CS & CGM (Legal) / All PGMs / Sr. GMs / GMs in BSNL CO New Delhi.
5. BSNL Intranet.