

Corporate Office
Pension Section, 5th floor
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

File No. BSNLCO-A/12914)/2/2023-ESTAB

Dated: 26.06.2023

To

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

Subject: Instructions regarding maintenance of Service Book/SAP
data in respect of AOs/DDOs- Reg.

Sir,

It has come to the notice of this office that one DDO had deliberately/intentionally made entries regarding his leave encashment on superannuation as total leave of 300 days as DOT period instead of bifurcated entries as DOT period and BSNL period and evaded Income Tax for the leave encashment of BSNL period (liable to tax) by misusing his official powers attached to the post, for personal gains.

2. In this regard, the following procedure may be adopted with a view to rule out misuse of roles and responsibilities assigned to individual employees maintaining service books/SAP data:

- i. Carrying out of random/Sample checks of Service Books/SAP data of the Accounts Officers/DDO's for the verification of entries so as to ensure that the same are made in accordance to the prevailing rules and procedure.
- ii. The Service Book of the Accounts Officers/DDOs working in the units must be in the custody of next higher authority or at Circle level.

3. The above instructions may be implemented scrupulously with immediate effect.

4. This issues with the approval of Competent Authority.

Yours faithfully,


(Sanjeev Kumar)

Asstt. General Manager (Estt.I)

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