

To All Circle Heads/IFAs
All BSNL Territorial and non-Territorial Circles

Subject: Reminder – Verification of Employee Data and Payment of Insurance Benefits under BSNL Gratuity and Leave Encashment Schemes.

Reference is invited to this office letter uploaded on portal dated 13.03.2026 regarding verification of employee data and submission of required documents for payment of insurance benefits under the BSNL Gratuity and Leave Encashment Schemes.

In this regard, it was requested to verify the details of deceased employees i.e. beneficiary, bank details of such deceased employees for FY 2020-21 to 2025-26 for which consolidated list of employees was also provided to Circles for due verification for further updation of bank details of the beneficiaries (legal heir/nominee) in IT0009 by the Payroll DDOs. It was also requested to forward the scanned copies of attested Death Certificates of the concerned employees to CA Section in one consolidated lot for submission to LIC for settlement of claims.

However, the required information/documents from your office are still awaited.

You are therefore requested to expedite the verification process and submit the required details/documents at the earliest, so that the insurance claims may be processed without any further delay.

This may please be treated as **MOST URGENT**.



Pr. General Manager (CA/ERP/FICO)
BSNL CO , New Delhi

Copy to :-

1. PS to Director (Finance) BSNL CO New Delhi for information please.