

CORPORATE ACCOUNTS SECTION
% Chief General Manager
Telangana Telecom Circle,
BSNL, Hyderabad
TEL: 23200200, 23200222 (fax)



भारत संचार निगम लिमिटेड
BHARAT SANCHAR NIGAM LIMITED
A Govt. of India Enterprise

Lr.No CA/TT/BOOK/Gratuity /2016-17/2

Dated at Hyd-1, the 25-03-2017

To
The Principal General Manager (Finance) HTD
All the Dy.General Manager (F&A)/CAO/IFA of AP and Telangana Circles.

Sub:- Payment of Gratuity made/payable to directly recruited employees of
BSNL during the financial year 2016-17- Reg.
Ref:- C.O. ND Lr.No 500-50/2014-15/CA-II/BSNL/Vol V Dated 23rd March
2017.

Kind attention is invited to the subject mentioned above, regarding
submission of the details of amount booked under Gratuity, employee-wise under the gratuity
head during the financial year 2016-17 along with the attested copies of death certificates
duly scanned in case of deceased employees as per the enclosed proforma in which all the 17
columns duly filled in.

It is also requested to confirm the amount of gratuity has been either paid to all the
ex-employees or his legal heirs who has been retired /resigned/died in harness upto 31st
March, 2017, or provision has been provided in the books of accounts for the year 2016-17

The information should be furnished in MS-Excel format as per enclosed Proforma to
be forwarded to Corporate Office, New Delhi, latest by 10th April 2017 positively through
email at ca4coap@gmail.com followed by hard copy.

Matter may be treated as most important.

J. Manoj Kumar
25/3/17

Dy. General Manager(CA)
% CGM Telecom. AP Hyd-1.

Copy to:

1. The AO (Cash), Circle Office.
2. The CAO (Finance), Main BSNL, HTD.

Enclt No. TALE/CA/TT/Book/1677/15 Dt. 28/03/2017

Forwarded for information as per plan.

To
The CAO (F), Main
The CAO (F) N/S/CAO
% HTD-HTD.

मुख्य लेखा अधिकारी (का. लेखा)
Chief Accounts Officer (CA)
म.स.निलि, का. प्र.म.प्र. इ.नि.
BSNL, O/o. P.G.M.T.D.
Gunfa 17 Jrv. Hyderabad-500 001



24/3/17

No: 500-50/2014-15/CA II/BSNL/Vol.V

Dated 23rd Mar 2017

To,
The Chief General Manager,
All Circles
BSNL

Sub: Details of booking for Gratuity (paid or payable) to directly recruited employees of BSNL during the financial year 2016-17.

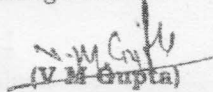
At the time of retirement or otherwise, BSNL make the payment of Gratuity to its directly recruited employees and later on, it is recovered from the fund manager.

In order to raise the claim to the fund manager, the employee wise details of amount booked under the Gratuity Head during the financial year 2016-17 is required in the proforma enclosed (Annexure-I), along with the attested copies of death certificates in case of deceased employees.

The details in Annexure-I (in excel format only), as mentioned above, shall be furnished latest by 30th April 2017 on email id agmcaii@gmail.com. **No hard copy of the statement is required by this office.** The copy of the death certificates (bearing serial no. in the excel statement) may also be sent to this office in soft copy only.

✓ It is also requested to confirm that the amount of gratuity has been either paid to all employees or his legal heir(s) who has/have been retired / resigned / died in harness up to 31st March 2017 or provision has been provided in the books of accounts for the year 2016-17. The report in excel format should tally with the trial balance for the year ending 2016-17.

Encls: As above.


Dy. General Manager (CA-III)

Copy for necessary action to:

1. General Manager (Finance)/IFA of all Circles.
2. DGM (R&P), Corporate Office, BSNL.

Chief Accounts Officer (CA)
BSNL
100 CCA-2017-18

PROFORMA for furnishing the details of Gratuity Payable/Paid as reflected under Gratuity GL CODE for the financial year 2016-17

Name of the Circle: _____

Sl. No.	Name of the Employee	Designation	Name of the SSA/Unit	HRMS No.	Date of Birth	Date of Joining in the Service*	Date of Leaving the Service	Reason for Leaving the Service **	Pay Scale	Last Basic Pay Drawn	Date of Gratuity Paid by the Circle	GL CODE	Amount of Gratuity expense recognised in respect of staff in question			Name of Nominee / Legal Heir***
													in 2016-17 #	upto previous financial year	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

* it includes the period of training followed by regular appointment in the case of trainees

** attach attested death certificate in case of death.

*** compulsorily to be filled in case of death

**** all dates should be dd/mm/yyyy format only.

Tally with the trial balance