



BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
(PERSONNEL BRANCH SECTION)

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi 11 0001

Subject: BSNL Voluntary Retirement Scheme 2019- Procedure for forwarding of VRS option forms of **optees working in BSNL Corporate Office** to the Appointing Authority for processing - regarding.

Sir,

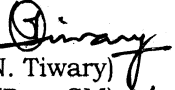
Pursuant to notification of BSNL Voluntary retirement scheme-2019 vide letter no. 1-15/2019-PAT (BSNL) dated 04.11.2019, many optees have approached the personnel branch, BSNL CO, alongwith signed copies of their VRS forms for getting it received, whereas it needs to be submitted to the respective controlling officers, as per the said notification.

1. As per the above referred notification dated 04.11.2019, signed copies of option forms are to be submitted to their respective controlling officer within three days of submitting their option online. One copy will have to be pasted in Service Book, second verified copy to be sent to Appointing Authority for acceptance of VRS and third copy will be returned back to employee in the form of acknowledgement.

2. In view of above, I am directed to request that all controlling officers must ensure that the signed copies of option forms of optees working under their control are received and acknowledged by an officer not below the rank of AO/SDE level and forwarded to the respective service book handling units as mentioned below for verification. The service book handling units will verify the option forms and forward the same to the concerned section as mentioned below for processing the same for acceptance by the appointing authority.

Cadre	Section maintaining the Service Book	Section where verified option forms should be forwarded for processing for acceptance by appointing authority
JAO/AO	Pers-II B (under Personnel Branch)	DGM (Pers-Junior Management)
SDE(T)/SDE(TF)	Pers.II_Staff (under Personnel Branch)	DGM (Pers- Junior Management)
CSS/CSSS Cadre / Group-C, Group-D	CSS (under Personnel Branch)	DGM (Pers-Legal)
STS and above equivalent grade of Telecom stream	Pension Section under Estt. Branch	DGM (Pers- Senior Management)
STS and above equivalent grade of Finance stream	Pers. Policy (under Personnel Branch)	DGM (Pers- Senior Management)
STS and above cadre of Civil/ Electrical / Architect stream	O/o CGM (BW)/ CGM (EW) / CGM (Arch)	DGM (Pers- Senior Management)
SDE cadre of Civil/ Electrical / Architect stream	O/o CGM (BW)/ CGM (EW) / CGM (Arch)	DGM (Pers- Junior Management)

5. In this regard, I am directed to request all the Controlling Officers to sensitize the staff under their control regarding the above procedure and adhere to timelines set for different activities of BRS-2019 vide above notification dated 04.11.2019

  
(O.N. Tiwary)  
DGM (Pers-SM) 07/11/19

**U.O. No. 400-92/2017-Pers.I(pt) dated 07.11.2019**

PS to CMD/PS to All Directors, BSNL/ PS to CVO, BSNL  
CGM (BW)/ CGM (EW)-/ CGM (Arch), BSNL CO, New Delhi  
All PGM/Sr.GM/GM of BSNL CO, New Delhi