

हिन्दी का मान: राष्ट्र का सम्मान

दिलीप पाध्ये

सलाहकार (वित्त)

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सत्यमेव जयते



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संचार मंत्रालय
दूरसंचार विभाग
संचार भवन, 20, अशोका रोड़,
नई दिल्ली-110001

Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi - 110001
Website : www.dot.gov.in

D.O. No. 1/Misc./Pen/Issues/BSNL/DDG(Accounts)2019-Part(2)/5097

Dated: 21/11/2019

Dear Shri Purwar,

B.S.N.L. CO, NEW DELHI
O/o P.G.M. (Establishment)
Dy. No. 1915
Date 29-11-2019

The VRS Scheme of BSNL has been notified and voluntary retirements become effective from 31st January 2019. In view of large number of impending voluntary retirements under the Scheme, it becomes important that the Service Books of all the employees opting for VRS are updated in all respects.

In this connection a few CCA offices have conducted sample checks of Service Books of BSNL employees in some circles. They have brought to notice that most of the Service Books are incomplete and have many errors and omissions related to pay fixation, qualifying service, personal details etc. An indicative list of commonly observed issues in Service Books of BSNL employees is attached as Annexure A.

You will appreciate that incomplete or error prone Service Book will prevent finalization of Terminal benefits and pension of the VRS optees. In turn it will lead to avoidable complaints/grievances and lack alignment with the approval of the Cabinet. Furthermore, since the majority of BSNL staff is seeking VRS, it is imperative that necessary and corrective action to update all the Service Book be undertaken on war footing. Any delay in Service Book updation will be further compounded once the majority of the staff separate from BSNL after VRS.

It is requested that the BSNL field units be made aware of these issues and the above list circulated among all the officers responsible for maintenance of Service Books so as to ensure that Service Books do not contain such errors or omissions. This will enable Pr. CCA/CCA offices to process pension cases without any delay. Your personal attention is solicited lest incomplete service books become a hindrance in quick settlement of pension cases.

With best regards.

Shri P.K. PURWAR
CMD,
Corporate Office, BSNL,
BSNL Bhawan, Janpath
New Delhi-110001

(Dilip Padhye)

Encl. Annexure A

DN
26/11

PPS
DM (Pen)
29/11
for put up

Dilip Padhye

AGM (CE I)
29/11

DIPKAR

AGM (Cell)
29/11

To me

PL. issue necessary instructions to the field units in

2-21/11/19

Corporate Office
Pension Section, 5th floor
Bharat Sanchar Bhawan
H.C. Mathur Lane,
New Delhi-110001



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

No.48-16/2019-Pen (B)

Dated: 06-12-2019

To

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

Sub: Instructions regarding updation of Service Books in all respect with regard to BSNL Voluntary Retirement Scheme (VRS)-2019.

Sir,

I am directed to forward herewith the D.O. letter No. 1/Misc./Pen/Issues/BSNL/DDG(Accounts)/2019-Part(2)/5097 dated 21/11/2019, regarding BSNL Voluntary Retirement Scheme (VRS)-2019 along with the indicative list of commonly observed issues in the Service Books of BSNL employees, received from Advisor (Finance), DOT.

2. In this regard, CMD, BSNL has given instructions that all Telecom Circles and other Units of BSNL, who are maintaining Service Books should be directed to follow the instructions issued by Advisor (Finance) DOT. As per the instructions, all the Telecom Circles and other Units of BSNL as well as Cadre Controlling Authorities in BSNL Corporate Office are directed to ensure that the Service Books do not contain the errors and omissions indicated in **Annexure-A** to this letter. All the Circles/Cadre Controlling Authorities are also directed to make sure that Service Books of the VRS retirees are updated in all respect before sending the same to the respective Pr. CCA/CCA, as incomplete Service Books becomes a hinderance in quick settlement of pension cases BSNL VRS retirees. In case, any Circle defaults in the aforesaid work, responsibility will be fixed on the erring Officers/Officials of the concerned Circle.

Yours faithfully,

(Sheo Shankar Prasad)
Deputy General Manager (Estt.-I)
Tele. No. 011-23715155

Copy to :-

1. PS to Dir (HR)/Dir (F)/Dir (Ent.)/Dir (CFA)/Dir (CM), BSNL Board
2. DDG (Estt.), DOT
3. PGMs/Sr. GMs/GMs (Pers./FP/BW/Elect./Arch/Civil), BSNL CO
4. BSNL CO Intranet Portal

(Sudhanshu Shekhar Ray)
Deputy Manager (Pension)

Annexure A

Major Shortcomings Noticed in Service Books of BSNL Employees

1. Proper entries of Annual Service verification are not made in the Service Books.
2. Remarks regarding credit of Pension Contribution w.e.f 01.10.2000 is not available in many Service Books.
3. Details of Non -qualifying service is not sent along with the pension cases.
4. Pay fixation should be thoroughly checked to ensure correctness of the same and errors be rectified:
 - a. Pay on Upgradations / Promotions after 01.10.2000 should be fixed as per guidelines / clarifications issued from time to time for Executives and Non-executives.
 - b. Undertaking prescribed for Post -based Increment under BSNL Corporate Office, New Delhi letter No. 48-11/2017-Pen (B) dated 30.05.2018 not available in all relevant cases.
 - c. Pay fixation memo of 2nd PRÇ w.e.f. 01.01.2007 is often not affixed in Service Books.
 - d. Indemnity Bond should be furnished for such cases in which the Group 'B' officers opted for IDA pay scale from the date of promotion after 01.10.2000 as per BSNL Corporate Office, New Delhi endorsement No. 1-8/2004-PAT (BSNL) Pt. II dated 09.12.2010.
 - e. Remarks regarding service rendered as Temporary Status Mazdoor should be updated in Service Book and Regularization Orders should be pasted in the Service Book.
5. Name of officials in Presidential Order / PAN Card/Bank Account / Aadhar Card/ Pension papers often differs from First Page of Service Book. It should be ensured that name of official in all documents should match with as per First Page of Service Book.
6. Service book body column entries and Leave Account entries are not updated completely.
7. Strike period is not regularized as per Rule 27 of CCS Pension Rules 1972.