

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) (Verification of Service Book)

Dated: 11-12-2019

To

**PGM (Pers.)/PGM (BW)/PGM (Elect.)/CGM (Arch)/CGM(NFS),
Corporate Office,
Bharat Sanchar Nigam Limited.**

Sub: Time Schedule for verification of Service Books of respective Cadre Controlling Authorities in respect of VRS Optees **by Team of O/o CCA, New Delhi in the 5th Floor Meeting Room, Bharat Sanchar Bhawan** – regarding.

Sir,

I am directed to intimate that Pr. CCA, Delhi Unit, Delhi has deputed its Team of Staff to BSNL Corporate Office for verification of Service Books (**total 456 Nos. of Service Book**) in respect of VRS Optees of BSNL Corporate Office. The CCA Team is scheduled to verify the Service Books in the 5th Floor Meeting Room, Bharat Sanchar Bhawan, Janpath, New Delhi till 31/12/2019.

2. Accordingly, all the Cadre Controlling Units in BSNL Corporate Office are requested to bring all Service Books of the VRS Optees in respect of their Units to the 5th Floor Meeting Room, Bharat Sanchar Bhawan, Janpath, New Delhi, for verification of the Service Books by the CCA Team. After verification of the Service Books is completed, the Cadre Controlling Units of BSNL Corporate Office are to take back the Service Books in respect of their own Unit for further action in the matter in accordance with the observations of the CCA Team to be complied by 31/12/2019 and got again verified by the CCA Team, positively. In this regard, the concerned CGMs/PGMs/Sr. GMs are also requested to depute suitable Officers to assist the CCA Team during verification of the Service Books for their respective Units as per the schedule of dates as allotted below to their Units. The responsibility of bringing and taking back of the Service Books as well as safekeeping of the Service Books would be on the respective Cadre Controlling Units.

3. The Service Book verification by the CCA Team would be as per the following schedule :-

Sl. No.	Name of the Cadre Controlling Unit	Tentative dates for verification
1	Pension Branch under Sr. GM (Estt.)	10/12/2019 to 12/12/2019
2	Pers.-II Branch under PGM (Pers.)	13/12/2019 to 16/12/2019
3	SEA Branch under PGM (Pers.)	17/12/2019 to 18/12/2019
4	CSS Branch under PGM (Pers.)	19/12/2019 to 24/12/2019
5	Civil Branch under PGM (BW)	26/12/2019 to 26/12/2019
6	Electrical Branch under PGM (Elect.)	27/12/2019 to 27/12/2019
7	Arch. Branch under CGM (Arch.)	30/12/2019 to 30/12/2019
8	NFS Circle, Netaji Nagar under CGM (NFS)	31/12/2019 to 31/12/2019

(Signature)

4. Accordingly, necessary action may be taken by the respective Units and No. of Service Books verified by the CCA Team in respect of their respective Unit must be intimated on the same day to the undersigned without fail, to enable to appraise the information to CMD.

Yours faithfully,



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

Copy to :-

1. PPS to CMD, BSNL
2. PPS to Director (HR), BSNL Board
3. Pr. CCA, Delhi Region, DOT, New Delhi
4. DDG (Accounts), DOT, New Delhi