

Corporate Office  
Pension Section, 5<sup>th</sup> 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: 03.01.2020

To

**All Heads of Circles/ Administrative Units  
Bharat Sanchar Nigam Limited**

Sub: BSNL Voluntary Retirement Scheme, 2019 – Role of HoO/DH/Individual employees and step by step procedure for processing of pension cases through SAMPANN.

Sir,

I am directed to invite your attention to this office letter No. 48-16/2019-Pen(B) dated 11.12.2019 and the 'User Manual' circulated under this office letter no. 48-18/2019-Pen(B) dated 18.12.2019 regarding processing of pension cases of employees retiring under VRS, 2019 through SAMPANN.

2. In this regard it is informed that the process outlined in the above mentioned 'User Manual' has since been revised. Changes made in the process are available under the 'Training' tab on [www.dotpension.gov.in](http://www.dotpension.gov.in) (Revised process Flow BSNL VRS).

3. As per the arrangements made in this regard, relevant details in respect of the employees, whose options for voluntary retirement under the scheme has been accepted, are being migrated to SAMPANN and necessary access to the portal to the users is expected to be given shortly for processing and submission of cases to concerned CCAs.

4. In this regard it is stated that role of HoO/DH/Individual employees and steps for processing and submission of cases is detailed in the 'User Manual' circulated under this office letter dated 18.12.2019 and the revised process mentioned above. A summary of the same is attached herewith for information and guidance of all concerned.

5. In this connection you are requested to make all necessary arrangements and ensure that submission of hard copies of completed Forms and Service Books, as mentioned in Sl. No. 17 of the attached step by step procedure, starts by 20.01.2020 and completes by 31.01.2020 positively.

Encl. As above (3 pages).

Yours faithfully,

(Sheo Shankar Prasad)

Dy. General Manager (Estt.I)

Phone: 011-23715155/ Fax: 011-23734051

Copy to:

1. PPS to CMD, BSNL
2. PPS to Director(HR)/(Finance)/(CM)/(EB)/(CFA), BSNL Board
3. PGM (Pers)/CGM (Elect)/CGM(Civil)/CGM (Arch)/GM(TF), BSNL CO
4. BSNL Intranet Portal/Notice Boards