

का0 मुख्य महाप्रबंधक दूरसंचार  
आं.प्र. दूरसंचार परिमंडल, तीसरा तल  
बी.एस.एन.एल भवन, विजयवाडा  
O/o Chief General Manager Telecom  
AP Telecom Circle, 3<sup>rd</sup> Floor  
BSNL Bhavan, Vijayawada – 520004



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

पत्र सं Lr No. TA/COVJ/FIN/AO(SB)/VRS-2019

दिनांक dated 01.01.2020

To

All SSAs/Units in Andhra Pradesh Telecom Circle

**Sub: Pension Forms in respect of VRS-2019 Optees – Reg.**

Ref: CGMT, AP Circle Lr.No.TA/CO-VJ/ESTT/2113/VRS-2019 CORR/2019-20,  
dt.31.12.2019.

A set of pension forms, GPF Final Claim Form, GSLIS Claim Form are being kept in AP Intranet in "Application Forms Tab" for wide circulation among the VRS-2019 optees for submission.

A Check List of forms to be forwarded to O/o. CCA is also attached herewith for information and taking further necessary action.

Encls: Check List

**Chief Accounts Officer (FC)**  
O/o.CGMT, AP, Vijayawada

**Check List of Pension, GPF, GSLI Forms to be forwarded to CCA**

<b>S.NO.</b>	<b>Description of Forms / Documents</b>	<b>No.of copies</b>
1	Form-1 - Common Nomination for Gratuity, GPF,GSLI,CGEGIS	1
2	Form -A- Common Nomination for arrears of pension and Commutation of pension (Where applicable)	1
3	Form-3 (Details of family including children with marital status & DOB )	1
4	Form-5	1
5	Self declaration - Non employment certificate for Group-A officers	1
6	Annexure-1 Pensioner's letter of authority and undertaking	1
7	Bank Mandate form(2 for pension, 2 for GPF claim and 1 for GSLIS Claim)	5
8	Cancelled cheques (Original - 4 (for GPF,Pension and GSLIS) and 2 self attested xerox copies) and Xerox copies (2) of first page of Bank Pass Book (self Attested)	4 + 2
9	Specimen signatures, Identification marks & Blood group of the pensioner & spouse	3
10	Photographs (Passport size) of the Pensioner & spouse and joint photograph duly attested by the controlling officer	3
11	Self attested AADHAR Card & PAN card xerox copies of Pensioner and spouse	1
12	Advance stamped receipts	2
13	Service Book	
14	Calculation Sheet of Qualifying Service, Pension, Family Pension & Gratuity	1
15	Form-7 - Form for assessing pension / Family Pension and Gratuity(Part-1 and Part-2)	1
16	VRS Application/Option Form	1
17	VRS Acceptance Letter	1
18	Final LPC	1
19	No Dues certificate	1
20	Vigilance clearance from unit (in case of non-executives)	1
21	Vigilance clearance from unit, O/o. CGM & Corporate Office (in case of executives)	1
22	Mobile No. & email ID of the pensioner	1
23	A declaration from the employee is required to be affixed in the SB stating that the spouse is not the second partner if the age difference is more than 10 years from that of the employee	1
24	Declaration regarding the family pensions, if any	1
25	Form-24 - Details of Qualifying Service	1
26	Declaration regarding non participation in strike	1
27	GPF final claim form and declaration - to be forwarded to CCA, Hyd	1
28	GSLIS Claim form - to be forwarded to LIC of India, Hyderabad	1
29	Discharge for GSLIS Scheme - to be forwarded to LIC of India, Hyderabad	1

Note: In addition to the forms/documents/photos/declarations submitted as detailed above to the CCA Unit, the SSA may obtain one more copy of each of the forms/documents/photos/declarations to keep as office copy for further reference.

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