



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

Office of the Chief General Manager, Telecom, TS. Circle, Hyderabad-1

L.No.TT/EST/VRS-2019/31

Dated at HD-1, 23 -01-2020

To

All the Vertical Heads,
All the SSA Heads/units,
Telangana Telecom Circle,
Hyderabad.

Sub :- VRS 2019 – Filling up of Pension forms by Non Executives - reg

Under VRS 2019 a total of 4911 applications were received by this office which includes 730 options exercised by executives and 4181 options exercised by non executives. The options are being processed for conveying necessary approval by the respective appointing authorities. As these optees are scattered across the SSA, following guidelines are issued for implementation by all concerned.

- 1 The check list regarding the pension papers to be submitted by the VRS optees, will be made available by the circle Office finance unit in the Telangana Intranet .
- 2 It may be ensured that one set of pension papers are made available to each optee. A set of pension papers will be uploaded in Intranet.
- 3 Please advise the optees to fill the forms without putting their signature and then get it checked by the concerned finance unit for the correctness.
- 4 After getting the confirmation, the optee had to take two sets of Xerox papers and then had to submit the same duly signing at required places in the pension papers.
- 5 Considering the large number of options from Non Executives who were working in SDCAs, please ensure one exclusive JTO is made available in each SDCA for extending necessary assistance to the Non Executives in filling the pension papers manually and also feeding in SAMPANN by the optees. The JTO may be trained by pension cell of the SSA, for SAMPANN.
- 6 For the non executives located in SSA headquarters, required assistance is to be made available by pension cell.

It is expected that the above measures will surely help the Non Executive optees to a great extent to fill in their forms in SAMPANN to have a happy exit from the organization and enable them to receive their pension without any delay.


Asst General Manager(Admn)
O/o.CGMT
Telangana Telecom Circle

Copy to: Recognized Unions/Associations of TS circle for kind information pl.