

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

**F.No. 500-163 / 2019-20 / CA-III / BSNL**

**Dated: 20.04.2020**

**To**

**CGMs and IFAs**

**All Territorial and Non-Territorial Circles, Sr GM Estt, PGM Pers & DGM R&P BSNL CO**

**Sub: Instructions regarding Payment of VRS dues— Left out cases**

This has reference to the even numbered letter dated 08.04.2020, on the same subject. Circles need to process any pending cases for payment of Leave Encashment and 31.3% exgratia, which were left out due some reason but are otherwise eligible according to the guidelines, in the month of April through Payroll Process.

2. The gratuity payment for the direct recruits is also to be ensured in the month of April 2020, for which instructions have already been issued in the even numbered letter dated 01.04.20.

3. For any clarifications or support related to the processing, kindly approach the HCM Core team.

This has been issued with the approval of the competent authority.

**Surajit Mandol**  
**Sr GM (CA & ERP)**

Copy to:

1. CMD for kind information
2. Dir HR/ Dir FIN for kind information
3. PGM (ERP)/ AGM HCM Core Team for information and necessary action for designing the subsequent payment processes for ex gratia payment.
4. DGM (CA) / AGM FICO Core Team
5. Sr GM (CBB) / Sr GM (CA) / GM (Establishment)