



F. No. BSNLCO-A/11(11)/17/2020-ESTAB

Dated: 13.08.2020

Sub: Finalization of Format of SANCTION MEMO for final payment of Ex-Gratia and Encashment of EL / HPL in respect of retirees of BSNL VRS-2019.

Ref: ERP HCM Core Team Email dated 07.08.2020

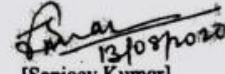
The undersigned is directed to forward herewith the approved formats of SANCTION MEMO(s) for payment of -

- (i) Final installment of Ex-gratia; &
- (ii) Encashment of EL / HPL

2. As can be seen in the approved Format of Sanction Memo, it has been decided that the Sanction Memo(s) for payment of Ex-gratia and encashment of EL / HPL will be signed by the DGM / AGM (HR / Admn.) of the concerned unit in Circles / SSAs. Similarly, in Corporate Office, the two Sanction Memo(s) will be signed by DGM / AGM of the concerned cadre controlling authorities.

3. This is issued with the approval DIR(HR), BSNL Board.

**NFTE**

  
13/08/2020  
[Sanjeev Kumar]

Assistant General Manager (Estt.I)  
Tel. No. 23037477

To,  
PGM(ERP), ERP Centre, ALTTC, Ghaziabad.

Copy to :

1. PS to CMD, BSNL, New Delhi
2. PS to DIR(HR) / DIR(Finance), BSNL Board
3. PGM (Pers.) / CGM (EW) / CGM(BW) / Sr. GM(CA) / Sr. GM(CBB) - For Kind information and necessary action please.  
ENDT.No. HRD-II/Sampann/48 dated at BG-8 the 21.08.2020

To

1. All Heads of SSAs/BAs, KTK Circle
2. PGM (Finance), KTK Circle office.

For information and necessary action pl.

  
21/8/2020  
सहायक महाप्रबंधक (प्रशासन)  
Assistant General Manager (Admin)  
बीएसएनएल, नू.म.प. ३, कावांगुर  
BSNL O/o. Chief General Manager  
कर्नाटक पोस्टल, इन्फोकॉम/कर्नाटक क्लब  
बंगलूरु / Bangalore - 560008