



F. No. BSNLCO-A/11(11)/2/2022-ESTAB/2

Dated: 08.02.2023

To,

All Heads of Telecom Circles &  
All Heads of other Administrative Units  
Bharat Sanchar Nigam Limited

**Subject: Group Term Insurance for BSNL Non-executives – guidelines for annual renewal of the scheme w.e.f. 01.03.2023.**

Sir,

I am directed to refer to the above mentioned subject and to state that the BSNL Non-executives Group Term Insurance Scheme is due for renewal w.e.f. 01.03.2023.

2. All existing members, will have to **compulsorily exercise** their option to avail the GTI scheme through ERP-ESS Portal during the online window. **There will not be auto renewal of the scheme**. The existing members who were in the below 50 years age criteria, will continue to remain in the same age criteria and there will be no change in the premium applicable to them.

3. Willing eligible Non-executives, who are presently not members of the scheme may join the scheme from current year onwards. They can do so by exercising their option on the ERP-ESS portal. The cut-off date for reckoning the age of new entrants for applicability of rate of annual premium for this year (i.e. 01.03.2023 up to 29.02.2024) will be 15.09.1972. Accordingly, for new entrants applicable premium will be as under:

Age Criteria	Sum Assured	Applicable annual premium (including GST)
i) Born on or after 15.09.1972	₹ 20 lakhs	₹ 3,776 /-
ii) Born before 15.09.1972	₹ 20 lakhs	₹ 18,172 /-

4. The online window for existing members, new entrants, and withdrawal option for existing members, will be open from **11.02.2023 to 17.02.2023 (7 days)**. However, **only the new entrants will be allowed to withdraw their option, if they so desire, during separate online window form 18.02.2023 to 20.02.2023 (3 days)**. Important guidelines for exercising online option on ERP - ESS portal are provided in the Annexure.

This is issued with the approval of competent authority.

Yours faithfully,

[Sanjeev Kumar]

Asstt. General Manager (Estt. I)

Tel. No. 23037477

**Encl:** Annexure.



**Copy to:**

1. PPS to CMD, BSNL, New Delhi.
2. PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
4. CS & CGM (Legal) / All PGMs/ Sr. GMs/ GMs in BSNL CO New Delhi.
5. **Sr. GM(CA & ERP-FICO), BSNL CO** – For kind information.
6. **GM (Pers), BSNL CO** – For kind information and necessary action with regard to seeking options for renewal of the scheme on the ERP / ESS portal as per the above guidelines and providing list of final applicants to Sr. GM(CA) along with the applicable total premium with a copy to this office.
7. **Sr.GM (CIT), BSNL Corporate Office** - For providing necessary authorization in SAP to the ERP team for development work.
8. BSNL Intranet. / Guard File.



**Annexure**

**Important guidelines for exercising online option for GTI Scheme**

1. The date of renewal of GTI policy is 01.03.2023. All serving Non-Executives as on 01.03.2023 are eligible for renewal / joining the scheme, as the case may be.
2. ERP window for submission of option will be open from 11.02.2023 to 17.02.2023 (7 days) and window for withdrawal of option will be open from 18.02.2022 to 20.02.2022 (3 days). Only online options are valid and final. No written applications / representations to join / withdraw / switch will be accepted.
3. All interested Non-Executives can renew / enter the scheme by choosing "**WISH TO JOIN/CONTINUE**" option. The non-executive will be required to confirm his/her option. If any non-executive does not want to enter / renew the GTI scheme, he / she may do so by choosing clicking "**WISH TO WITHDRAW**" option.
4. Print-out of the Option statement can be taken from ERP - ESS portal by the applicants for their reference. The same will also remain available on the ESS portal. **No signatures are required and the hard copy is not required to be submitted anywhere.**
5. In case, the option to continue or join the scheme has been exercised and the non-executive resigned / retired / died before 01.03.2023, he / she will **not** be considered as member for GTI scheme for the current year and such cases may be reported to this office immediately.