



No.48-1/2020-Pen (B)

Dated: 06 -11-2020

To

**All Heads of Circles/Telecom Districts/ Regions/Projects/
Telecom Stores/Telecom Factories & Other Administrative Offices
Bharat Sanchar Nigam Limited**

Sub: Timely forwarding of Pension Papers to the respective Pr. CCAs/CCAs – regarding.

Sir,

Recently, during the Monthly Review Meeting held in the O/o Principal CCA, Delhi Region, regarding review of pending issues in BSNL VRS – 2019 Scheme, one of the issues discussed was regarding late receipt of normal superannuation cases from BSNL by the CCA Units. In this regard, Pr. CCA has desired that steps may be initiated to send the normal superannuation cases within the stipulated time, so that pensioners are not aggrieved by the delay.

2. In this regard, it may kindly be appreciated that timely settlement of terminal benefits is a statutory responsibility and any delay in payment of dues to the retiring employees may result in inviting grievances from them.

3. In this regard, all Telecom Circles/Administrative Units/Cadre Controlling Authorities are requested to advise the officials going to retire to submit their Pension Papers and related documents at least six (6) months before their respective due dates of retirement, so that the cases could be scrutinized properly well within the time before sending the same to the respective O/o Pr. CCA/CCA. Further, the respective Cadre Controlling Authorities are requested to complete the Service Books in all manner in respect of the retiring employees before sending the same to the Pension Section of the concerned Circle/Unit, for onward submission to the respective O/o Pr. CCA/CCA. All Telecom Circles/Administrative Units/Cadre Controlling Authorities are also required to ensure that the complete pension cases should be sent to the respective O/o Pr. CCA/CCA at least four (4) months before the date of normal superannuation of the concerned official, as the same would ultimately result in timely processing of Pension payment to BSNL retirees.

3. It is, therefore, requested to take further necessary action, accordingly.

Yours faithfully,

(Sudhanshu Shekhar Ray)
Asstt. General Manager (Estt.)
Tele. No. 011-23766036

Copy to :-

1. PPS to CMD, BSNL
2. PS to Dir (HR)/Dir (F)/Dir (Ent.)/Dir (CFA)/Dir (CM), BSNL Board
3. Sr. GM (Estt.)/GM (Pers.)/PGM (BW)/PGM (Elect.)/PGM (Arch.) BSNL CO
4. BSNL CO Intranet Portal
5. Guard File