

**BSNL Corporate Office  
Establishment Branch,  
PAT Section, 5<sup>th</sup> floor,  
Bharat Sanchar Bhawan  
H.C. Mathur Lane,  
New Delhi-110001**



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

No. 01-15/2019-PAT(BSNL)

Dated 20-12-2019

To

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

Subject: Implementation of VRS, 2019 – Schedule of works for acceptance of options and settlement of benefits.

Sir,

I am directed to invite your attention to the Voluntary Retirement Scheme, 2019 and instructions issued from this office in the matter regarding implementation of the scheme and settlement of benefits to the employees retiring thereunder.

2. As per reports available in this office, updation / verification of service books and ERP data verification have since been completed in most of the cases. The IT systems being enabled for acceptance of options of employees and processing of pension cases are also expected to be operational very soon. It is also understood that all officers and staff involved in the matter are sensitised and they are making their best efforts to rise to the occasion and complete the works in time. It is, however, felt that in order to complete the task in time, it is necessary to identify the critical activities and set target dates for their completion.

3. Accordingly, and as per instructions of CMD, BSNL, a schedule of critical works along with target dates and responsibility points has been prepared and attached herewith for your kind reference. You are requested to kindly have the works planned accordingly and issue necessary instructions for completion of the tasks as per the schedule by ensuring adequate manning of staff required for the purpose.

Encl. As above.

Yours faithfully,

(Sheo Shankar Prasad)  
Dy. General Manager (Estt.)  
Tel. No. 033-23715155

Copy for information and necessary action to:

1. PGM (Pers)/ CGM (BW)/CGM(Elect)/CGM(Arch),BSNL Corporate Office, New Delhi
2. PGM (CBB)/ Sr. GM(CA), BSNL Corporate Office, New Delhi

**Schedule of Critical Activities for settlement of benefits of VRS Optees**

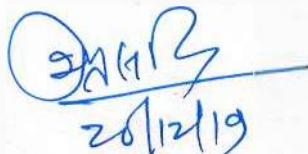
**1. Settlement of Terminal benefits of absorbed employees**

Task	Nodal officer	TARGET DATE
Service Book verification & compliance to CCA observations along with non-qualifying /addl. Qualifying service.	Respective Service Book Maintaining authorities	<b>24.12.2019</b>
Migration of ERP data base to 'Sampann'	HCM Pay Roll L-3 Sh.B.S.Rajpoot, CAO,ERP	<b>26.12.2019</b>
Order of Acceptance of VR 2019 optees by competent authorities	Respective Cadre controlling authorities	<b>For SSAs – 100% by 30.12.2019</b> <b>For Circles – 75% by 30.12.2019</b> <b>100% by 07.01.2020</b> <b>For Corp. Office – 60% by 30.12.2019</b> <b>80% by 07.01.2020</b> <b>100% by 14.01.2020</b>
Submission of details of HOO to CCA for 'SAMPANN' User id/password	Respective Circle/ SSA Head	<b>23.12.2019</b>
Creation of DH by HOO for SAMPANN	Respective HOO	Within three days of creation of HOO by CCA
Initiation of Pension case in SAMPANN by DH and issue of online forms to individual pensioners	Respective DH	Within Seven days of VR acceptance order/ creation of DH whichever is later.
Approval of HOO in SAMPANN and submission of pension cases along with Service Books to CCA.	Respective HOO & Circle/ SSA Head	Within seven days of receipt of physical copies of forms and documents from individual pensioners.
Creation and issue of Final Retirement/ release order	Respective Administrative Head of SSA/Circle/ Cadre controlling authorities	<b>31.01.2020</b>
Submission of VC,LPC & final order to CCA	Respective HOO & Circle/ SSA Head	<b>07.02.2020</b>

**2 Payment of Ex-gratia:**

<b>Issue of sanction for payment of 1<sup>st</sup> Installment of ex-gratia</b>	Respective authority competent to authorize payment of Leave Encashment	<b>14.02.2020</b>
<b>Disbursement of 1<sup>st</sup> Installment of ex-gratia</b>	CA and CBB brunch of BSNL CO	<b>31.03.2020</b>

Contd...P-2/-


  
 20/12/19

