
To The PGM, HTD
All the SSA Heads/Units
BSNL, TT Circle.

A copy of BSNL Corporate Office letter No. 48-17/2019-PEN (B)/Pt dated 18-12-2019 on the above subject is enclosed herewith for information guidance and necessary action please.

Encl: As above:-

Copy to:
1. CAO(FC) & CAO(CA), O/o CGMT, Hyderabad
2. AGM(A), of Circle Office, Hyderabad.

Regd. & Corporate Office: Bharat Sanchar Bhavan, H.C. Mathur Lane, Janpath, New Delhi 110001
Corporate Identity Number (CIN): U4899DL2000 GOI107739 www.bsnl.co.in

Copy:
1. The CAO(FC) & CAO(CA) of HTD
2. All AGM(A) of HTD

Assistant General Manager (Admin.)
No. 48-13/2019-Pen(B)/Pt. Dated: 18/12/2019

To

All Heads of Circles/Telecom Districts/Regions/
Projects/Telecom Stores/ Telecom Factories
and other Administrative Offices
Bharat Sanchar Nigam Ltd.

Sub: BSNL Voluntary Retirement Scheme 2019 – On-boarding of BSNL SSA on SAMPAN for early finalisation of terminal benefits of VRS Optees.

Sir,


Encl: A.A.

Yours faithfully,

(Sheo Shankar Prasad)
Dy. General Manager (Estt.)
Tele. No. 23715155

Copy to:

1. PPS to CMD, BSNL, New Delhi.
2. PPS to Dir(HR)/Dir(F)/Dir(Ent.)/Dir(CFA)/Dir(CM)/, BSNL Board.
3. All PGMs/Sr. GMS/GMs, BSNL CO., New Delhi.
5. Order Bundle.

Dated: 06-12-2019

To,
CMD, BSNL.

Subject: On-boarding of BSNL SSA on SAMPANN.


In continuation of letter under reference, after the completion of zonal training mentioned therein, the on-boarding of BSNL units on SAMPANN for the purpose of processing terminal benefits and pension of retirees including those covered under BSNL Voluntary Retirement Scheme 2019 is being initiated.

For on-boarding BSNL users, the following steps have been outlined:

1. BSNL Circle/SSA mapping CCA wise has been completed and is being sent to respective CCA offices.
2. All CCA offices are being directed to match it against master data available in SAMPANN for the purpose of HoO users’ creation.
3. The SSA List, thereafter will be circulated among BSNL units for providing information related to HoO user creation. Based on the information given, HoO user shall be created by respective CCAs as per the defined nomenclature.
4. After creation of HoO users, DH users will need to be created by HoO as per the defined nomenclature which shall be circulated by CCA offices.
5. It is to mention that HoO user shall be officer of CAO/AGM rank or above whereas DH user shall be officer/official of JTO/JAO rank or above.
6. Pension is to be paid in the accounts operated by nationalised Banks only. This may be given wide publicity.
7. Processing of pension in SAMPANN shall be initiated only after list of retirees is finalised and imported from BSNL salary system.

Therefore, it is requested to direct circle offices to ensure the following:

1. Identification of HoO users in BSNL units and communicating and coordinating with respective CCA offices in this regard
2. Identification of DH users in BSNL and keeping the list of such users ready for on-boarding SAMPANN.

This has the approval of the competent authority. (Shankara Nadi Mishra)

Copy to:

1. All PrCCA/CCA for necessary action
2. PPS to Add, CGCA- for information.

Dated: 04-12-2019

To,

All Pr. CCA/CCAs

Subject: Outboarding of BSNL SSA on SAMPANN.


In continuation of letter under reference and after the completion of zonal training mentioned therein, the on-boarding of BSNL units on SAMPANN for the purpose of processing terminal benefits and pension of retirees including those covered under BSNL Voluntary Retirement Scheme 2019 is hereby initiated. The BSNL Circle/SSA mapping CCA wise has been completed and is attached herewith (Annexure A). Following actions are required to be taken:

1. All CCA offices are requested to match it against master data available in SAMPANN for the purpose of user creation. Any discrepancy in this regard may kindly be intimated to DFU Unit, DoT HQ.
2. The SSA List, thereafter may be circulated among BSNL units for providing information in format as at Annexure B. Based on the information given, HoO user may be created as per the defined nomenclature mentioned in Annexure C.
3. After creation of HoO users, DH users will be created by HoO as per the defined Nomenclature which shall be circulated by CCA offices.
4. It is to mention that HoO user shall be an officer of CAO/AGM rank or above whereas DH user shall be an officer/official of JTO/IAO rank or above.
5. It is to mention that Pension shall be paid in accounts of Nationalised bank only. BSNL may be also advised accordingly.
6. Processing of pension in SAMPANN shall be initiated only after list of retirees is finalised and imported from BSNL salary system.

This has the approval of Competent Authority.

[Signature]

Assistant Director General (DFU)
Email: Dharanjeet.Singh01@bsnl.co.in

Encl.: As above

Copy to:

1. CMD BSNL: with request to direct BSNL circle offices to co-ordinate with CCA offices for HoO user creation and identification of DH users.
2. PPS to Add. CGCA: for information.
### Format of Users Details for Creation of User IDs in SAMPAN

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of Officer</th>
<th>Designation</th>
<th>Name of SSA Unit</th>
<th>Mobile No.</th>
</tr>
</thead>
</table>

### Nomenclature for SSA Unit Users Name Creation

- **HoQ User**: hugXXXXXXCCAYYY@gov.in (this is a user name only and need not be valid email ID).
  
  Ex.: huga.graccaupw@gov.in / hookapurccaupw@gov.in

- **DH User**: dhXXXXXXCCAYYY1/2 (the first DH User ID, in office, will end with numeral 1, second with numeral 2 and so on).

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XXXXXX - shortened SSA Name

YYYY - CCA Code (as already given in User name)