

CORPORATE ACCOUNTS SECTION
1st Floor, BSNL
Janpath, New Delhi



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

To,
The Chief General Manager
All Telecom Circles

Letter No.: 500-163/2019-20/CA-III/BSNL

Date: 14.03.2020

Sub.: Verification of Leave encashment, Leave data and last pay drawn for VRS optees, Ex-gratia, Gratuity –reg.

Kindly refer to letter of even no posted on intranet dated on 12.03.2020 on the above subject. The detailed working instructions were uploaded on 13.03.2020 without a forwarding letter. Inconvenience to the circles is regretted.

The instructions indicating the workflow are again attached herewith. Circles are requested to complete the verification of leave encashment by forenoon of 15.03.2020. The leave sanction memo module is being updated and will be available to the circles from 16.03.2020.

The Ex-gratia verification module will be shared with the circles tomorrow. Circles may make necessary logistics arrangement to ensure that the verification is completed by the next working day.

Further, circles may also complete the computation of Gratuity payable to the VRS optees who were recruited by BSNL and eligible for Gratuity as per extant guidelines. Data in respect of such optees is attached herewith for ready reference.

Sr. General Manager (CA/ERP-FICO)

Encl.: As above

Copy to:

1. CMD, BSNL for kind information
2. Director (CFA/CM/EB/Finance) BSNL Board for kind information
3. Sr. GM (CBB)/Establishment, PGM (Pers) BSNL CO
4. PGM (ERP), ERP Development Centre