
To,
The Chief General Manager,
All Circles
BSNL

Sub: Details of booking for Leave Encashment (paid or payable) during the financial year 2019-20

At the time of retirement or otherwise, BSNL makes the payment of Leave Encashment and later on, it is recovered from the fund manager considering booking of Expenses of Leave Encashment. The employee wise details of amount booked under the Leave Encashment expense GL during the financial year 2019-20 is required in the proforma enclosed (Annexure-I), along with requisite certificate and attested copies of death certificates in case of deceased employees.

The details in Annexure-I (in excel format only), as mentioned above, shall be furnished first in soft form latest by 15th April, 2020 on email id bsnlcaindas@gmail.com and Two sets of Hard copy of the statement with requisite certificate (format given in the annexure) and death certificates are required to be provided while submission of annual audited accounts. The copy of the death certificates in death cases must invariably be marked with serial no. of Annexure-I. It is to be noted that name and Husband/father’s name of the deceased employee should also be mentioned in English.

It is also requested to confirm that the correct amount of Leave Encashment has been paid to all ex-employees or his legal heir(s) who has/have been retired / resigned / died in harness up to 31st March, 2020 or Liability has been provided in the books of accounts for the year 2019-20. The report in excel format should tally with the trial balance for the period ending on 31st March, 2020.

It is issued with the approval of Sr.GM(CA)

Encls: As above.

(Jagdeep Singh)
DGM (CA-II)

Copy for necessary action to:
1. General Manager (Finance)/IFA of all Circles.
2. DGM (R&P), Corporate Office, BSNL.
PROFORMA for furnishing the details of Leave Encashment Payable/Paid at the time of retirement/supernumerary for the financial year 2019-20 up to 31st March, 2020

| SL No. | Name of the Employee | Designation | Name of the SSA/SSY | RH No. | Category of Employees | Date of Birth | Date of Leaving the Service | Reason for Leaving the Service | No of ENC encashed at the time of Retirement / Supplementation | No of HFL encashed at the time of Retirement / Supplementation | Pay Scale | Last Salary Drawn at the time of retirement / Supplementation | Date of Leave Encashment Paid by the Circle | Amount of Leave Encashment expense paid or payable | Expense incurred up to 30/06/2019 and paid up to 31/03/2020 | Total Leave Encashment Amount Paid out of Provision or Liability of Provident Fund lying on 31/03/2020 | Name of Hon. Legal Rep. |
|--------|----------------------|-------------|---------------------|--------|-----------------------|--------------|-----------------------------|-------------------------------|------------------------------------------------------------|-------------------------------------------------------------|-----------|--------------------------------------------------|-------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|------------------|
| 1      |                      |             |                     |        |                       |              |                             |                               |                                                            |                                                             |           |                                                  |                  |                                                 |                                                 |                                                 |                                                 |                  |

Notes:
1. In case of death, the copy of death certificate should be enclosed with this report.
2. Category of employees means directly recruited/SR/Selected.
3. The date in the report should be in the DD/MM/YYYY format only.
5. Compulsorily to be filled in case of death.
6. The current year's balance under respective GL CODE should be reconciled and filled with the amount shown in Col. 18.

Certificate
It is certified that:
1. Calculation of Leave Encashment Paid/Payable is done as per Rules.
2. Death Certificates (Only attested by the officer of RSIC, are enclosed with the Annexure and the serial No. of each file has been marked on the death certificate along with Name and father's name of the deceased.
3. It is certified that the amount of Leave Encashment in respect of all employees who left RSIC up to 31st March, 2020 due to death / Resignation / Death, or any other reason has been either paid or necessarily liability has been created in the books of accounts for the year 2019-20.

There is no such case pending for making pay-meritcy/compensation in the books of account.

It is issued with the approval of Circle IFA.

(Signature)

Name: 
Designation: 
Contact No.: