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

No BSNLCO-ADMN/11(15)/2/2021-ADMN

Dated: 26 August, 2021

To,

All Heads of Telecom Circles &  
All Heads of Other Administrative Units,  
Bharat Sanchar Nigam Limited


**Subject: Release of terminal benefits to the family of deceased employees -  
Regarding.**

- Reference: 1. Director (HR) D.O. letter dated 03.06.2021.  
2. Director (HR) D.O. letter dated 13.05.2021.  
3. This office letters dated 15.06.2021, 03.06.2021 & 24.05.2021.  
4. Establishment Cell, BSNL CO letter dated 24.05.2021.**

Please refer the letters under reference **(Available on intranet)** vide which all circles were requested to make all out efforts to settle the dues of the deceased employees at the earliest, preferably, within 30 days. All circles were requested for holding the VC with BA heads, GM (HR/Admin) and IFA to take preventive measures, daily monitoring of the progress of payments and daily updating of progress in the Google spreadsheet.

1. During the last VC held by Director (HR) with 10 circles, it was assured by concerned CGMs that the settlement of all cases which are free from litigation, legal hurdles shall be completed by 20.06.2021. **Accordingly, all circles were requested to complete the above task by 20.06.2021.**
2. Director (HR) reviewed the progress of the release of terminal benefits Circle-wise on 25.08.2021 and found the progress far from satisfactory.
3. It is once again reiterated that the Welfare Officer of the Business Area/Unit or any other officer(s) may be deputed to arrange to get the requisite procedures/papers/forms completed by the eligible family member so that the process is not delayed further.

**In view of above, all Circle Heads are requested to bestow their personal attention on the matter and take necessary action so that payment of terminal benefits to the family of deceased employees may be made before 15.09.2021 and entries are made in the Google spreadsheet to reflect the progress.**

  
26/8/2021  
(Shambhu Prasad Singh)  
GM

**Copy to:**

- 1) PPS to CMD, BSNL, New Delhi for kind information please.
- 2) PS to Director (HR), BSNL Board for kind information please.
- 3) The PGM (Pers)/Sr GM (Estt), BSNL CO for information and necessary action.