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**F. No. 1-15/2019-PAT (BSNL)**

**Dated: 12.03.2020**

**To,**

**All Heads of Telecom Circles &  
All Heads of other Administrative Units  
Bharat Sanchar Nigam Limited**

**Sub: Ex-gratia Payment for BSNL VRS 2019 retirees – regarding circulation of Standard Operating Procedure (SOP).**

**Sir,**

I am directed to forward herewith the DOT letter No. 1/VRS/BSNL/2019/Accounts/TA-I/170-198 dated 16.01.2020 on the above mentioned subject for information and necessary action by the all concerned as per the approved Standard Operating Procedure (SOP) attached therewith for payment of Ex-gratia to all BSNL VRS 209 retirees.

**Encl: As above.**

Yours faithfully,

  
[Sanjeev Kumar]

**Asstt. General Manager (Estt.)  
Tel. No. 23037477**

**Copy to:**

1. Sr.PPS to CMD, BSNL, New Delhi.
2. Sr.PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
4. CS & CGM (Legal) / All PGMs/Sr.GMs/GMs in BSNL CO New Delhi.
5. BSNL Intranet. / Guard File.

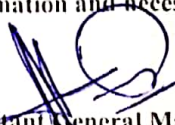
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dtd. 13/03/2020

Sub: - Ex-gratia Payment for BSNL VRS 2019 retirees – regarding circulation of Standard Operating Procedure (SOP).

Ref: - BSNL Corporate Office, New Delhi File No. 1-15/2019-PAT (BSNL) dtd. 12/03/2020.

Endorsed to All Business Area Heads/SSA Heads/Unit Heads: - For information and necessary action please.

  
Assistant General Manager (Estt.)  
BSNL, MH Circle, Mumbai-54.

भारत सरकार/ GOVERNMENT OF INDIA  
संचार मंत्रालय/ MINISTRY OF COMMUNICATIONS  
दूरसंचार विभाग/ DEPARTMENT OF TELECOMMUNICATIONS  
20- अशोका रोड, संचार भवन/20, ASHOKA ROAD, SANCHAR BHAWAN  
नई दिल्ली-110001/ NEW DELHI-110001

No. 1/VRS/BSNL/2019/Accounts/TA-1/170-198

Dated: 16/01/2020

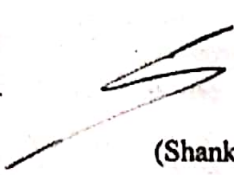
To

CMD, BSNL

**Sub: Ex-gratia Payment for BSNL VRS 2019 retirees – reg.**

For the timely payment of ex-Gratia to all BSNL VRS 2019 retirees, the approved Standard Operating Procedure (SOP) as attached is hereby circulated for necessary action at your end.

Also, the methodology for determining Ex-gratia Amount as sent vide your letter dated 04.11.2019 (enclosed) is hereby confirmed.

  
S. N. Mishra  
16/1/2020  
(Shankara Nand Mishra)  
Director(DFU)  
Tel:011-2306511  
Email: [div.dfu-dot@nic.in](mailto:div.dfu-dot@nic.in)

**Copy to :**

All Pr. CCAs / CCAs for taking necessary action as per SOP.



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.1-15/2019-PAT (BSNL)/Pt.

Dated 04.11.2019

To

The DDG (Accounts)  
Department of Telecom  
Ministry of Communications  
Sanchar Bhawan  
New Delhi - 110 001

Sub: BSNL Voluntary Retirement Scheme-2019 - Criteria for calculation of Ex-Gratia regarding

Madam

In pursuance of the decision of Union Cabinet and with the approval of BSNL Board, BSNL Voluntary Retirement Scheme-2019 has been launched on 04.11.2019. In this regard, it is informed that the options for the scheme are being obtained online on BSNL ERP / ESS Portal.

2. Criteria adopted for calculation of Ex-Gratia shall be as per Annexure-1

This is issued with the approval of competent authority.

Encl: Annexure-I (As above)

Yours faithfully

*Rabin Sarkar*  
[Rabin Sarkar]

Asstt. General Manager [Estt. I]

Tel: 011-23037477

Copy to: PPS to Director (HR) & Director (CFA), BSNL Board

*Issued*  
*for 04/11/2019*  
*ec*

For Ex-Gratia:

- i) 35 day of salary for each completed year of service PLUS 25 day salary for year of service left until superannuation age of 60 years.
- ii) Fraction of a year of service rendered / left calculation of ex-gratia shall be made on pro-rata basis.

Formula:

- a. Ex-gratia for completed service:  $((\text{Last Pay} + \text{DA})/30) \times 35 \times (\text{Completed years of Qualifying service} + \text{Completed Months of Qualifying Service} / 12 + (\text{Completed Days of Qualifying Service} / 30) / 12)$  [Rounded off to nearest two digits]
- b. Ex-gratia for remaining service:  $(\text{Last Pay} + \text{DA})/30 \times 25 \times (\text{years of service Left} + \text{Left Months}/12 + (\text{Left Days}/30)/12)$  [Rounded off to nearest two digits]

Total Ex-gratia = a. + b. [To be rounded off to the next higher rupee as per prevailing GOI guidelines in respect of Pension + Gratuity]

However, this Gratia compensation shall not exceed the sum of salary that the employee would draw at the existing level (BP + DA on the effective date of voluntary retirement) during the service period left till superannuation from the effective date of Voluntary retirement.

Qualifying service to be calculated in accordance with CCS Pension Rules-1972.

Further, in respect of employees absorbed in BSNL under Rule 37A of CCS Pension Rules, 1972 and who opted for combined service pension the Ex-gratia together with total amount of Pension the employee would be drawing for the balance period till date of superannuation does not exceed 125% of the sum of salary (BP + DA) at prevailing level that the employee would have drawn till superannuation from the effective date of VRS.

In case of employees regularised through TSM scheme, for ex-gratia calculation, 50% of their total length of service as TSM will be counted.

*Sanjay*  
4/11/2019