

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

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

Dated 12/03/2020

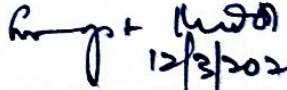
To

All Heads of Telecom Circles/Administrative Officers,
PGM (Pers.)/Sr. GM (Estt.),
Bharat Sanchar Nigam Limited.

Sub: Verification of Leave encashment, Leave data and Last pay drawn for VRS optees – regarding.

Ref: 500-163/2019-20/CA-III/BSNL & BSNL/3 dated 11.02.2020

1. It has been planned that the Leave encashment of VRS Optees will be drawn and paid during the month of March 2020. In this regard, Circle have completed the verification of Service books, qualifying service, leave available (EL, HPL, DoT period Leave, BSNL Period Leave) TSM period etc. as envisaged in the above referred letter dated 11.02.2020.
2. Considering that leave encashment is to be paid in March, it is essential that not only the calculation of leave encashment amount is verified, but the last pay drawn also has to be reconfirmed that it is in complete sync with the last pay fixation calculated by the CCAs for every VRS Optee.
3. The detailed instructions & workflow to be done in SAP will be issued soon from ERP Core team. Circles will be required to run the designated T.Code to download the complete data, duly referenced with PAN Number of VRS Optees. Circles are to coordinate with the CCAs and conclude that the last pay drawn is tallied with those calculated by the CCAs. To begin with, the Circles can initiate the work with reference to the data submitted by them with reference to Establishment Cell Letter No.48-16/2019-Pen(B) dated 21.02.2020.
4. Instructions with regard to ex-gratia will follow.
5. The above activity has to be completed by 16th March 2020 such that Leave encashment process can be run smoothly.


12/3/2020
(Surajit Mandol)
Sr. General Manager (CA)

Copy to:-

1. PPS to CMD, SBNL.
2. PPS to all Directors BSNL Board/CVO.
3. PGM (ERP) for information and necessary action please.
4. DM (Pay bill)/Cash / L&A/Pension/Admn., BSNL CO.

Regd. & Corporate Office: Bharat Sanchar Bhavan, H.C. Mathur Lane, Janpath, New Delhi – 110 001

Corporate Identity Number (CIN): U74899DL2000GO1107739

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