



भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**BHARAT SANCHAR NIGAM LTD.**  
(A Government of India Enterprises)

No. 250-4/2012-Pers-III  
Dated: 01.03.2012

To

All Heads of the Telecom Circles/  
All Heads of the SSAs/Administrative Offices/Field Units,  
Bharat Sanchar Nigam Limited.

Sub: Special Drive for Up-dation of Service Records (Phase-I)---reg.

Instances have been reported to this office by different offices of Controller of Communication Accounts in the country that the Service Records of the retired/retiring Officers/officials are not updated, thus resulting in delay in settlement of their retiral/Pensionary benefits. In order to overcome the said problem and keeping in view of the huge quantum of retirements amongst the BSNL employees in the near future, it has been decided by the Competent Authority to start a Special Drive for up-dation of Service Books of the Officers/Officials. **The following guidelines are hereby issued:-**

1. Cases of the Officers/Officials retiring upto **31.12.2013** in all the Units of the BSNL may be updated & verified during the period **5.3.2012 to 31.3.2012** positively by the concerned Head of the Office/DDO.
2. A Certificate to this effect may be issued by the respective HO/DDO and pasted in the Service Book of the official..
3. Discrepancies, if any found in the Service Book, may be settled by **30.4.2012** positively.

**The following may also be ensured by 30.4.2012 for up-dation of the Service Book.**

- (a) Name of the Officer/official is correctly recorded in the Service Book.
- (b) Complete Service has been verified and recorded in the Service Book.
- (c) Entries of Pension Contribution has been recorded w.e.f. 1.10.2000 in the S/Book.
- (d) Difference of Pension Contribution on account of promotion under NEPP/EPP etc., if any, has been recorded in the Service Book.
- (e) Entries of GSLIC Contribution has been recorded in the Service Book.
- (f) Nomination has been made/up-dated by the officials and entry to this effect has been recorded in the Service Book.
- (g) Leave (particularly E.L.) account has been correctly updated.

PTO

All Heads of the Telecom Circles/SSA Heads/DDOs are hereby directed to start the Special Drive w.e.f. **5.3.2012 positively** in their Offices and ensure that the same is completed within the prescribed time limit.

Status of the up-dation of Service Records may be furnished to this office indicating total number of such cases updated as on **15.04.2012** positively on Fax No. 011-23725255.

*oc Kumar*  
*01/03/12*

**(P.T.Nirmal Kumar)**  
Asstt. General Manager (Pers-III)  
Tel: 23310401 Fax: 23725255

Copy to:-

1. PPS to CMD, BSNL, New Delhi.
2. PPS to Board of Directors, BSNL CO, New Delhi.
3. **GM (Pers), BSNL CO, New Delhi**----for necessary action.
4. **AGM (CSS), BSNL CO, New Delhi**—for necessary action.
5. **AGM (Pers-VI/TE), BSNL CO, New Delhi**--- for necessary action.
6. **Deputy Manager (Pension), BSNL CO, New Delhi.**
7. **General Secretary, BSNLEU, New Delhi**---with the request to create awareness amongst the staff and mobilize the concerned officials in getting their Service Book updated in time.
8. **Intranet.**