


BHARAT SANCHAR NIGAM LIMITED (A Govt. India Enterprise) Corporate Office,		Pension Section Bharat Sanchar Nigam H.C. Mathur Lane New Delhi-1
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No .40-6/2015-Pen(BSNL)

Dated. *2nd July*  
06.2015

To

All Administrative/Cadre Controlling Units,  
Bharat Sanchar Nigam LTD,  
Corporate Office  
New Delhi 110 001.

Sub: Timely settlement of pensionary benefits – instructions regarding.

In terms of Rule 61(4) of CCS(Pension) Rules, 1972, pension cases are required to be submitted to DOT not later than six months before the date of retirement of employee by pension sanctioning authority. In this regard, this office has issued instructions from time to time on timely settlement of retirement benefits in respect of unabsorbed and absorbed BSNL retirees. It has, however, been observed that in some cases, service books of the retiring officer/official received in Pension Section (Estt. Branch), BSNL C.O., New Delhi from the respective cadre controlling/administrative branch are found incomplete due to which issue of PPO and other final retirement benefits are getting delayed which causes great inconvenience to the pensioners.

2. The undersigned is, therefore, directed to refer to all the circulars/ instructions issued in this regard and to reiterate the following instructions for their strict compliance:-

- (i) Since the pension cases are to be sent to DOT six months before the date of retirement in order to achieve the target, the Cadre Controlling Units will need to initiate necessary action well in advance i.e. atleast eight months in advance.
- (ii) The pension papers being forwarded to DOT must be complete in all respects till the date of forwarding.
- (iii) To ensure the above target, all the Cadre Controlling Units will have to contact each retiring official/officer for submission of complete pension papers to Pension



Section, Estt. Branch, BSNL C.O. New Delhi. In case some employees fail to do so even after individual request, names of such defaulters may be displayed prominently on the BSNL Internet site. However, on submission of pension papers, their names may be got deleted from the site immediately.

(iv) All Cadre Controlling Units will prepare lists of retiring employees 24 months in advance as on 1<sup>st</sup> January and 1<sup>st</sup> July and send it to Pension Section, BSNL C.O., Estt. Branch, enable to send DOT. This list will required to be updated frequently in the even of any change like transfer, voluntary retirement, resignation of death etc.

(v) In this regard, it also very important that each pension case should be completed in all respects as far as possible before being sent to the DOT so that necessity of queries to be raised by DOT is minimized. A list of frequent queries being raised by Pension Paying Authority is enclosed so that adequate attention is paid thereon before sending the pension cases to the DOT.

Encl: As above.

*Chit*  
2.7.15

(V. K. Sinha)

Asstt. General Manager (Estt.I)

Tele.No. 23037477

Copy to:

1. All employees of BSNL (both absorbed and un-absorbed) for kind information. They are also requested to take a proactive role and pursue for checking their Service Book and filling-up relevant forms (through their <sup>Cadre</sup> Controlling Heads).
2. Notice Bds.

