



REMINDER

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

Dated: 22.04.2020

To

CGMs & IFAs,

All BSNL Circles

Sub: Instructions regarding Payment of VRS dues—Validation & Compliance & submission of Exgratia Documents to DoT.

1. Kindly refer to the letters of even no dated 8th April 2020 and 19th April 2020 with respect to the subject stated above. The following directions were issued to the circles—
 - i. Notwithstanding the position that the amount of ex-gratia and leave encashment payable to the retirees of BSNL VRS - 2019 scheme, has been verified by the circles, it is requested to do the checking of the master data of the employees towards eligible service, eligible number of leaves, their vigilance clearance status etc once again duly keeping in view the PPOs issued by CCA and underlying information thereto.
 - ii. It is required to prepare (and keep in records) a proper statement of the amount recoverable, and recovery made on account of dues (towards Loans, advances, Pay and allowances recoveries, other recoveries etc) from the BSNL VRS-2019 retirees against the Ex-gratia, and Leave Encashment payout. The amount recoverable and recovered should be duly validated for any errors and omissions.
 - iii. Establishment section has already communicated the SOP for BSNL VRS 2019, with the format of report to be submitted to DoT on Ex-Gratia. Kindly ensure that the reports/compliances in the Format given in Annexure A, B & C of the DOT letter No. 1/VRS/BSNL/2019/Accounts/TA-I/170-198, dated 16.01.2020 are duly submitted to the respective CCA.
 - iv. The second/subsequent instalment of the Ex-Gratia shall be paid as and when further funds and instructions are received from DoT. Therefore, you may please do the necessary preparations, well in advance so that the



payout can happen without delay, as and when the funds are received in this regard.

- v. May kindly note that the activity needs to be completed by 14.04.2020.
2. Circles have not sent their confirmation for compliance of the above so far. Accordingly, the circles and administrative units are hereby directed to confirm that the said verification has been completed and issue a certificate under the signature of GM HR, IFA and CGM stating that

“In accordance with the instructions contained in BSNL CO Lr No 500-163 / 2019-20 / CA-III / BSNL dated 08.04.2020, it is affirmed as follows:

That the verification of the master data has been completed and requisite changes as applicable have been effected in ERP;

That the amounts recoverable have already been recovered from the payments of Leave Encashment and Ex-Gratia and balance amount to be recovered shall also be recovered from the future payments of Ex-Gratia;

That the data of Ex-Gratia in accordance with the DoT guidelines have been furnished to the respective CCAs.”

3. The said certificate may be sent to smandol@bsnl.co.in by 24th April 2020.

Surajit Mandol
Sr GM (CA & ERP)

Enclosed: Report format

Copy to:

1. PGM Pers, Sr GM (Estb), Corporate Office, Janpath, New Delhi for officers of Corporate Office