

Corporate Office
Pension Section, 5th 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)

44/c

No.40-06/2015-Pen (B)

Dated: 25-05-2018

To

**All Heads of Circles/Telecom Districts/ Regions/Projects/
Telecom Stores/Telecom Factories & Other Administrative Offices
Bharat Sanchar Nigam Limited**

Sub: Verification of service of BSNL absorbed employees and DOT employees after completion of 18 years' of service or on being left with five years' service.

Sir,

I am directed to forward herewith a copy of letter No. 2-1/Pen/Service Book Maintenance/2018 dated 17/05/2018 received from O/o the Pr. CCA, Delhi Region, New Delhi, on the above mentioned subject. DOT HQ vide its letter dated 25/04/2018 has stressed upon the importance of regular updation of service details in the Service Book. Further, the subject matter is also being discussed in the monthly meeting every month.

2. Accordingly, all the Telecom Circles and other Administrative Units of BSNL are requested to furnish the requisite information in the enclosed **Proforma** on monthly basis by 1st week of the succeeding month without fail, starting from the month of June, 2018 i.e. for the month of May, 2018, on Google Drive in the link given in the **Proforma**

3. The aforesaid information should also be sent on **FAX No. 011-23734051** or an **E-mail ID dispension@bsnl@gmail.com**, which has to be authenticated under the signature of GM (Finance)/IFA of the Circle and to be addressed to Sr. GM (Estt.) BSNL, Corporate Office.

Yours faithfully,

Enclosures : As above

(S. P. Bhatia)

Asstt. General Manager (Estt.) B
Tele. No. 011-23037477

Copy to :-

1. PS to CMD, BSNL
2. PS to Dir (IR)/Dir (F)/Dir (Ent.)/Dir (CFA)/Dir (CM), BSNL Board
3. DDG (Estt.)/DEO (Accts.), DOT, for information
4. All Cadre Controlling Authorities in BSNL Corporate Office
5. BSNL CO Intranet Portal/Guard File

No. A.PPE 4/BSNL-Order/2017-18/MHTC/45

Dated 4/06/2018.

Sub :- Verification of service of BSNL absorbed employees and DOT employees after completion of 18 years of service or on being left with five years service.

Ref :- BSNL, Corporate Office, New Delhi letter No. 40-06/2015-Pen(B) dated - 25/05/2018.

Endorsed All Business Area/SSA Heads/Unit Heads/GM (F), Circle Office, Mumbai :- For information and necessary action Please.

mmA - 416
Assistant General Manager (Estt.)

The information of the Circle has to be supplied on monthly basis by 1st week of the following month starting from the month of June, 2018 i.e. for the month of May, 2018

PROFORMA

Name of the Circle:-

Sl. No.	Details	No. of Employees/Cases	Remarks
1	No. of BSNL absorbed employees in the Circle		
2	No. of DOT employees in the Circle		
3	No. of BSNL absorbed employees, who have completed 18 years' of service		
4	No. of DOT employees, who have completed 18 years' of service		
5	No. of BSNL absorbed employees, who have 5 years' service left for retirement		
6	No. of DOT employees, who have 5 years' service left for retirement		
7	No. of IDA employees retiring in the next two years i.e. 2018-19 and 2019-20		
8	No. of CDA employees retiring in the next two years i.e. 2018-19 and 2019-20		
9	No. of cases in which service verification completed and Service Books updated as per Rule 32 of CCS (Pension) Rules, 1972 in respect of BSNL absorbed employees who have completed 18 years' of service		
10	No. of cases in which service verification completed and Service Books updated as per Rule 32 of CCS (Pension) Rules, 1972 in respect of DOT employees who have completed 18 years' of service		
11	No. of cases in which service verification completed and Service Books updated in respect of BSNL absorbed employees who have 5 years' of service left for retirement		
12	No. of cases in which service verification completed and Service Books updated in respect of DOT employees who have 5 years' of service left for retirement		
13	No. of cases in which service verification completed and Service Books updated in respect of BSNL absorbed employees who are retiring in next two years i.e. 2018-19 and 2019-20		
14	No. of cases in which service verification completed and Service Books updated in respect of DOT employees who are retiring in next two years i.e. 2018-19 and 2019-20		

The aforesaid information has to be authenticated under the signature of **GM (Finance)/IFA of the Circle** and to be addressed to **Sr. GM (Estt.)**

The above details may please be updated using the following Link :

<https://docs.google.com/forms/d/1-vpu5shjjPnAIC66XCeBaSUDDsbFz5s3lq4lFG51hsM/edit?usp=sharing>