



No.1-15/2019- PAT (BSNL)

Dated: 28.01.2020

To

**All Heads of Circles/ Administrative Units
Bharat Sanchar Nigam Limited**

Sub: BSNL Voluntary Retirement Scheme, 2019 – Procedure for issue of final retirement order / release order in respect of employees whose options for voluntary retirement have been accepted by competent authority.

Sir,

In accordance with the decision of the competent authority conveyed in the orders of acceptance of option for voluntary retirement under BSNL Voluntary Retirement Scheme 2019, executives / non-executives whose options have since been accepted shall stand retired w.e.f. afternoon of 31.01.2020 and necessary final order of retirement / release order in respect of such employees shall be issued by the respective Heads of Office.

2. As per administrative requirements all such orders are required to be issued on 31.01.2020. Keeping this requirement in view and considering the volume of the work involved, necessary arrangements have been made for generation and printing of final retirement/release orders through ERP system. Procedures to be followed for this purpose are detailed below for information and necessary action of all concerned:

- i) The facility to generate final retirement /release order will be available from 12.00 hrs on 30.01.2020. Officers authorised to generate option acceptance orders will be given necessary access to ERP for generation of retirement /release orders in respect of **all optees** posted in the unit. Necessary Transaction Code for the purpose will be intimated by the ERP Team to all concerned.
- ii) The authorised officers will generate final retirement /release orders in respect of **all optees** posted in the unit and take print outs from the system on 30.01.2020 itself. The orders, however, will be issued only on 31.01.2020.
- iii) Orders will be in two separate formats – one for the optees who are clear from vigilance angle and the other for those whose vigilance clearance is withheld. Sample copies of the orders are attached.
- iv) The orders will be generated as per vigilance status of individual optees as on 30.01.2020. Vigilance status of optees can also be viewed from ERP system by the authorised officers using the transaction code already communicated.
- v) The Vigilance Branch will update the vigilance status of optees till 11.00 hours on 31.01.2010. After 11.00 Hrs, the ERP Team will circulate the list of optees whose vigilance

status will be different from the status as on 30.01.2020. In case any optee figures in the said list, final retirement / release order generated on 30.01.2020 in which that optee was included would be discarded and fresh orders would be required to be generated from ERP system in respect of all employees included in the said discarded order.

vi) Necessary vigilance clearance certificates will be issued by the concerned vigilance branch on 31.01.2020 from 11.00 hrs onward which are to be forwarded to the concerned CCAs along with final retirement /release orders, LPC and other requisite documents for settlement of pensionary benefits as per terms and conditions of BSNL Voluntary Retirement Scheme, 2019

This issues with approval of the competent authority.

Yours faithfully,



(Sheo Shankar Prasad)

Dy. General Manager (Estt.I)

Phone: 011-23715155/ Fax: 011-23734051

Copy to:

1. PPS to CMD, BSNL
2. PPS to Director(HR)/(Finance)/(CM)/(EB)/(CFA), BSNL Board
3. Chief Vigilance Officer, BSNL
4. PGM (Pers)/CGM (Elect)/CGM(Civil)/CGM (Arch)/GM(TF), BSNL CO
5. PGM(ERP), ALTTC, Gaziabad
6. AGM (ERP), BSNL CO for necessary coordination with ERP team
7. BSNL Intranet Portal/Notice Boards



Rajasthan Telecom Circle

CO , Jaipur



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

No. VRS2019/SSA/3001/R/0000000008

ORDER

Consequent on acceptance of their option (s) by the competent authority for voluntary retirement under BSNL Voluntary Retirement Scheme, 2019, the following Executives / Non-executives hereby stand retired from BSNL and relieved of their duties w.e.f. afternoon of 31.01.2020:

S.No	Name(S/Sh)	Designation	Pers.No.	Circle/Administrative Unit	Acceptance Order No	Acceptance Order Date
01	SATYA NARAIN SHARMA	Assistant Telecom Technician	98702693	Rajasthan Telecom Circle	00000001	Jan 25, 2020
02	LAXMI INDERKUMAR GURBANI	Assistant Office Superintendent (G)	98904926	Rajasthan Telecom Circle	00000001	Jan 25, 2020
03	LAL CHAND NAI	Assistant Telecom Technician	98504368	Rajasthan Telecom Circle	00000001	Jan 25, 2020
04	DEVENDRA KUMAR MATHUR	Office Superintendent (G)	98315744	Rajasthan Telecom Circle	00000001	Jan 25, 2020
05	VIRENDRA KUMAR	Assistant Telecom Technician	98606786	Rajasthan Telecom Circle	00000001	Jan 25, 2020

2. All the above Executives / Non Executives are clear from vigilance angle as on date.
3. Charge reports may accordingly be furnished to all concerned.

To,

1. Head of Circle/ Administrative unit concerned
2. Head of SSA concerned
3. Pay and Accounts officer concerned
4. Pension/Terminal benefits processing unit concerned
5. Service Books of employees
6. Executives / Non-Executives concerned.

(BABU SINGH RAJPOOT)

Chief Accounts Officer (L / A)

Mob./Tel. No. 9412226059



No. VRS2019/PA/1501/R/0000000001

ORDER

Consequent on acceptance of their option (s) by the competent authority for voluntary retirement under BSNL Voluntary Retirement Scheme, 2019 the following Executives / Non-executives hereby stand retired from BSNL and relieved of their respective duties w.e.f. afternoon of 31.01.2020:

S.No	Name(S/Sh)	Designation	Pers.No.	Circle/Administrative Unit	Acceptance Order No	Acceptance Order Date
01	NARESH CHOUDHARY	JAO	98408060	Bihar Telecom Circle	00000002	Dec 29, 2019

2. Vigilance clearance in respect of the above mentioned Executives / Non-executives is withheld. Accordingly, payment of ex-gratia and terminal benefits of these Executives / Non-executives shall be regulated in accordance with provisions contained in para 7(ii) of BSNL Voluntary Retirement Scheme, 2019 circulated under BSNL Corporate Office letter no. 1-15/2019-PAT (BSNL) dated 04.11.2019.

3. Charge reports may accordingly be furnished to all concerned.

To,

(BABU SINGH RAJPOOT)

Chief Accounts Officer (L / A)

Mob./Tel. No. 9412226059

1. Head of Circle/ Administrative unit concerned
2. Head of SSA concerned
3. Pay and Accounts officer concerned
4. Pension/Terminal benefits processing unit concerned
5. Service Books of employees
6. Executives / Non-Executives concerned.