

/249555/2022

O/o Sr. GM (CA & ERP- FICO)
 BSNL Corporate Office
 Bharat Sanchar Bhawan
 H.C. Mathur Lane, Janpath
 New Delhi-110 001
 Tele No. 011-23734163
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भारतसंचारनिगमलिमिटेड
 (भारतसरकारकाउद्यम)
 Bharat Sanchar Nigam Limited
 (A Govt. of India Enterprise)

No.: 168504/BSNLCO-CA/30(12)4/2021-CA-ERP-FICO

Dated: 10 June, 2022

To

All Heads of Telecom Circles & other Administrative Units
 Bharat Sanchar Nigam Limited

Sub.: Processing of Superannuation Pension cases for DR Employees.

Ref.: i) BSNLCO-A/12(12)/4/2021-ESTAB dated 14.01.2022.

ii) 168504/BSNLCO-CA/30(12)4/2021-CA-ERP-FICO dated 18.01.2022

iii) BSNLCO-A/12(12)/4/2021-ESTAB dated 26.05.2022

Kindly refer to the above mentioned letters with regard to the manner in which superannuation pension cases for BSNL Direct Recruited Officials are to be processed in the Circles. The manner in which the cases, once received from the Circle are processed in Corporate Office is as under:

- Cases are received in Establishment Branch.
- The eligibility of the cases and verification of personnel related information is done by Establishment Branch.
- The cases are then forwarded to CA Section who in turn verify the amount of contribution made by BSNL and sent back the confirmation to Establishment Cell.
- Establishment Cell thereafter forwards these cases, completed in all respects, to LIC for further payment of pension.

However, in the matter of processing of these cases in the Circles, there appears to exist some ambiguity as to how these cases should be processed at the Circle level /Business Area level. In order to remove such ambiguity, the following procedure should be followed for processing of superannuation Claims.

1. **Roles and duties of HR/Admin section:- HR/Admin section of Circle Office and Business Area**

The Beneficiary of the superannuation scheme will submit the Claim Form to HR/Admin section of the Business Area. The designated Officer in HR/Admin section will verify the eligibility of the Employee as per BSNL Superannuation Trust i.e. Name of the Employee, HR No., LIC ID, Date of Birth, Date of Appointment, Date of

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Superannuation or death , No. of eligible year of service and verification of Genuine Beneficiary.

2. **Roles and duties of the HCM/Pay roll section at Circle Office and Business Area**

The designated Officer in HCM/Pay roll section of Circle Office and Business Area will provide duly certified and signed monthly superannuation contribution schedule from SAP and will also certify and sign the proforma given in Claim Form.

3. **Roles and duties of the Claim Officer at Circle Office and Business Area**

The Claim Officer of Circle Office and Business Area will check and intimate the details of pending recoveries to be made from the Employee.

Thereafter, HR/Admin section shall forward the completed Forms to Nodal Officer at Circle Office after ensuring compliance of instructions issued by BSNL Corporate Office from time to time.

4. **Roles and duties of the Nodal Officer at Circle Level**

The Nodal Officer of the Circle will satisfy himself/herself of the accuracy and Completeness of above points as well as no dues and thereafter shall forward the claim forms to Establishment section of BSNL Corporate Office.

This has been issued in consultation with Establishment Section.


(Surajit Mandol)
Sr. GM (CA & ERP-FICO)

cc: Dir(Fin) and Dir(HR) BSNL.

BSNL 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)

No.BSNLCO-A/12(12)/4/2021-ESTAB

Date: 26thMay, 2022

To,

All Heads of Telecom Circles &
All Heads of other Administrative Units
Bharat Sanchar Nigam Limited

Subject: Divergence made by some circles/units regarding processing of the cases of Superannuation Pension Scheme (SPS) for BSNL Direct recruitees-reg.

Sir,

BSNL CO had already issued instructions for regarding processing of the cases of Superannuation Pension Scheme (SPS) for BSNL Direct recruitees vide letter of even no. dated 14th January, 2022. It has been clearly stipulated in the said letter that the SPS claims are to be sent to BSNL CO through Nodal Officer appointed by the circles. Of late, it has been noticed that some of the Circles/units have started to send the forms directly to the corporate office without routing through the Nodal officer and without requisite processing, checking and verification at circle level. Some circles have also issued circulars/letters directing units to send their SPS cases directly to BSNL CO.

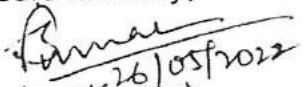
2. In connection with the processing of cases, it is again reiterated that no divergence at any level should be created and all SPS cases must be sent by the designated nodal officer at circle level. Any circulars/letter directing BA/Units to send cases directly to BSNL CO may be withdrawn with immediate effect under intimation to this office.

3. All such forms sent directly by the units without signatures of circle nodal officer SPS will invariably be sent back to concerned circle offices.

4. In case any doubt/clarification is required, then the concerned officer/s may contact DM (Pension) Corporate office on No. 09415335727 or on email id: bsnlcodrps@gmail.com.

This is issued with the approval of the Competent Authority.

Yours faithfully,


(Sanjeev Kumar)
26/05/2022
AGM (Estt.-I)

Corporate Office,
CA Cell, 1st Floor,
Bharat Sanchar Bhawan,
Janpath, New Delhi- 110001.

TEL: 23712262 23734107
(FAX)



भारत संचार निगम लिमिटेड
(भारत सरकार का उपकरण)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

E File No. 168504/BSNLCO-CA/30(12)4/2021-CA-ERP-FICO

Dated: 18.01.2022

To,

The Chief General Manager
All Circles
BSNL

Sub: Instructions in respect of BSNL CO guidelines regarding processing of the cases covered under BSNL Superannuation Pension Scheme (SPS)

BSNL Corporate Office vide letter No. BSNL CO-A/12(12)/4/2021-ESTAB dated 14.01.2022 has issued guidelines to the Circles regarding processing of the cases of Superannuation for the BSNL recruited employees. In this connection, CA section of BSNL CO. has also issued necessary instructions from time to time for effective operation of the scheme. As per issued guidelines, at the time of maturity of the scheme on account of Superannuation etc, the employees/nominees of the employees are required to fill and submit the requisite superannuation Claim forms to the designated DDO/AO (claim) for further processing of the cases to BSNL CO.

As per the latest report derived from ERP HCM 3899 BSNL recruited employees (report accessed from SAP as on 30.11.2021 list attached) covered under the scheme have retired/deceased but a very few claims have been received in BSNL CO. for settlement. Due to delay in submission of the claims, not only are the employees/nominees adversely affected, BSNL is also receiving numerous complaints through RTI/CPGRAMS. Non settlement of the employee benefits timely is a matter of concern.

In view of the above, all the Heads of Circles are requested to direct their respective Nodal officers, dealing with the superannuation cases, to expedite the processing and submission of superannuation claims as per the issued guidelines to "Sr.GM Establishment, BSNL Corporate Office, New Delhi. You are also requested to sensitize the eligible employees to access the details & forms from BSNL intranet, where it is available before login, on the home page as well as under drop-down menu "portals>retired".

(Surajit Mandol)
Sr.GM (CA)

- Copy to: 1) Dir.(HR)
2) PGM (Pers)
3) Sr.GM (Estab)

BSNL Corporate Office
Pension Section 5th floor,
Bharat Sanchar Bhawan
H.C. Mathur Lane,
New Delhi-110001



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

No. BSNL.CO-A/12(12)/4/2021-ESTAB

Date: 14th January, 2022

To,

All Heads of Telecom Circles &
All Heads of other Administrative Units
Bharat Sanchar Nigam Limited

Subject: Guidelines to the circles regarding processing of the cases of Superannuation Pension Scheme (SPS) for BSNL Direct recruitee -reg.

Sir,

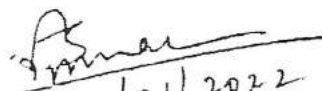
I am directed to refer to the subject mentioned above and to say that BSNL CO has introduced Superannuation Pension Scheme (SPS) for direct recruit employee w.e.f. 05.05.2016. CA Branch of BSNL CO has issued necessary instructions from time-to-time for operation of the scheme. Of late, it has been noticed that some of the employees, who were members of the Scheme have superannuated/retired/deceased and such employees/their beneficiaries have become eligible for benefits under SPS.

2. In connection with processing of cases, the required forms for settlement of claims under the scheme have been finalized in consultation with the fund manager i.e. LIC of India and these are enclosed herewith. The circles/units will be required to send the duly completed forms along with requisite documents [as per list indicated in forwarding letter addressed to Sr. GM(Estt.), which is part of the forms/documents enclosed] while forwarding the cases of SPS after verification of all the inputs.

2. It has been further decided that a nodal officer (SDE/AO or above) may be designated in each circle/unit for forwarding of SPS claims to BSNL CO. All SPS cases may be routed through nodal officer to BSNL Corporate Office. It should be the duty of nodal officer to check that all the SPS claim forms are in order and necessary documents are attached along with SPS claim forms. The circles/units will forward the hard copies of claim forms, in original along with requisite documents, to Corporate Office and also a soft copy (in PDF) at Email ID- bsnlcodrsps@gmail.com.

3. The SPS claim will be settled in the following manner :-

a) Employee/beneficiary, as the case may be, will fill the SPS claim form/ papers on superannuation/retirement/death and submit the same to the office where the employee last attended.

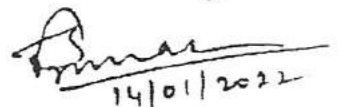

14/01/2022

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- b) There are a number of options under the Scheme out of which one option is to be chosen by the employee/beneficiary. The pension option must be filled by the employee/beneficiary only and once option is exercised it will be final. Any change in the option exercised by the employee/beneficiary will be within the jurisdiction of LIC. BSNL will have no role in this regard.
 - c) The duly filled in SPS claim forms will be forwarded to designated Nodal officer in the Circle/Unit. It will be the duty of nodal officer to check that the claim is in order and all necessary documents have been attached. After verification of the claim, the Circle/Unit will forward the complete SPS claim to Estt. Branch, BSNL Corporate Office for further processing.
 - d) After receiving the complete SPS claim, Estt. Branch will scrutinize the claim. Incomplete claims will be returned to the concerned office. If the claim is in order, the claim will be forwarded to Corporate Accounts Branch, BSNL CO for verification of deposit of actual contribution in respect of concerned employee to LIC. The Corporate Accounts Branch will issue a certificate to the effect that contribution has been remitted to LIC along with related details in respect of the particular employee. After receipt of certificate from BSNL CA Branch, the complete case will be forwarded to LIC office for release of SPS benefits to the member/beneficiary.
 - e) Once the SPS case was finally settled, BSNL will not be concerned with regard to annuity benefits. The employee/beneficiary will communicate directly with LIC with regard to dispute/discrepancy in annuity amount.
4. Any clarification with regard to the Superannuation Pension Scheme and contribution made under the scheme will be provided by CA Branch, BSN CO.
 5. Sincere efforts may also be made by the Circle/Units to intimate the eligible employees or their beneficiary, as the case may be, to submit the claim form for SPS benefit by sending SMS or contacting through telephone or any other means of communication.

This is issued with the approval of the Competent Authority.

Yours faithfully,



(Sanjeev Kumar)
AGM (Estt.-I)

Encl:- As stated above.