



No 25-1/2021-BSNL(WL)/Admn

DATED:23.06.2021

To,

All the Unit Heads/CGMs/PGMs/Sr.GMs/GMs,
BSNL Corporate Office
New Delhi

Sub: BSNL Covid Fund (BCF) Policy – Instructions regarding deceased employees of BSNL CO, regarding.

Kindly refer this office letter dated 20.05.2021 (available on intranet) vide which the approval of BSNL Board for BCF policy was conveyed to all Circle Heads. Operational guidelines/instructions for sending the case by CGMs to Welfare Section, BSNL CO for granting Rs 10 Lakh to the family of deceased employee were also issued with this letter.

2. The following instructions are hereby issued with the approval of Director (HR) in respect of deceased employees of BSNL CO:

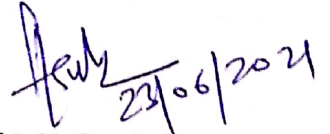
- i. The Cadre Controlling authority shall send the case to Welfare Section, O/o Sr GM (Admin), BSNL CO.
- ii. The Cadre Controlling Authority should satisfy themselves that the death of employee has been because of Covid-19 disease. Eligibility of deceased employee shall be checked as per para 2.0 of the BCF policy. Death Certificate or Hospital Certificate shall mention that Death has been taken place due to Covid. The documents may be examined and scrutinized carefully to ascertain the cause of death of deceased employee.
- iii. The cases qualified in terms of the approved BCF policy may only be sent to Welfare Section in the following Proforma at the earliest:

SI No	Name of the deceased employee	Designation/ Present post & Office	Cell/ Section	HRMS No.	Date of Death

- iv. The case should be sent with specific recommendation of the Cadre Controlling Authority with concurrence of IFA concerned. No documents need to be sent to welfare Section apart from the above proforma.



- v. The approval of the competent authority shall be conveyed to respective Cadre Controlling Authority by the Welfare Section.
 - vi. The Cadre Controlling Authority shall then issue the sanction of Rs 10 lakh in favour of the beneficiary who has been nominated by the deceased employee in the service book for receiving GPF/EPF.
 - vii. The sanction shall be sent by Cadre Controlling Authority to cash section under GM (EF), CO for making the payment from BCF. The Cash section shall request the CBB section, CO for budget/fund from BCF. On receipt of fund, the payment shall be made by Cash section to the beneficiary.
3. This is issued with the approval of Competent Authority.


(A M Gupta)
Sr GM (Admin)

Copy to:

1. PPS to CMD, BSNL.
2. PPS/PS to all Directors, BSNL Board and CVO, BSNL.
3. All Cadre Controlling Authorities, BSNL CO.
4. Sr GM (CBB)/Sr GM (CA)/GM (EF) for information and necessary action please.