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H.C. Mathur Lane, Janpath,  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

अरविन्द वडनेरकर

निदेशक (एचआर)

ARVIND VADNERKAR

Director (HR)

BSNL Board

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

Dated 8.11.2019

Dear All, ( Heads of all Telecom Circles)

In order to facilitate our Group C and D non-executives to opt for VRS, I request you to arrange for Help Desk at each SDCA level on Nov.9, 10 and 12, 2019 which are holidays and help the willing Group C and D employees to give option for VRS in ESS.

2. You can find out the list of Group C and D employees and their mobile numbers from ESS who are eligible for VRS and who have not yet opted. Kindly arrange to send SMS to them that Help Desk will be opened on these three holidays to facilitate them and also send separate SMS telling them that VRS option is open and they can opt if they are willing. This will spread awareness amongst them as these class of employees may not be very computer savvy.

With kind regards,

Yours sincerely,

8.11.2019  
(Arvind Vadnerkar)

To  
Shri \_\_\_\_\_ ( Heads of all Telecom Circles)  
Chief General Manager,  
BSNL

**BSNL Corporate Office  
Establishment Branch,  
PAT Section, 5<sup>th</sup> floor,  
Bharat Sanchar Bhawan  
H.C. Mathur Lane,  
New Delhi-110001**



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

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

**Dated 08.11.2019**

To

All Heads of Telecom Circles/ Administrative Offices,  
Bharat Sanchar Nigam Limited.

**Sub: BSNL Voluntary Retirement Scheme – Instructions for processing of option forms.**

Sir,


I am directed refer this office letter of even no. dated 04.11.2019 and elaborate the instructions regarding processing of option forms (hard copies) as under, for information and necessary action by all concerned:

1. Option form generated in the ERP/ESS portal after exercising the option is to be printed in triplicate and signed in all the three copies in blue ink by the employee, after filling up details in blank spaces in Part-A of the form ( i.e. Place, Unit of Posting and Contact No.).
2. All the three signed copies of the option forms are to be submitted to the immediate controlling officer of the rank of SDE or above within three days of exercising of option in the portal.
3. The controlling officer will put his signature in Part-A of the form in all three copies along with his seal and return one copy to the concerned employee after acknowledging receipt of forms in Part-B of the form and forward the remaining two copies of the signed option forms to the concerned officer in charge of the service book of the employee.
4. The officer in charge of maintenance of service book will confirm receipt of hard copy in the ERP/SAP.
5. After confirming receipt of hard copy in the portal, the officer in charge of maintenance of service book shall verify the service particulars of the employee from service book and make necessary corrections, if any, in the forms as well as in the ERP/SAP portal. Any correction in service data of the employee in ERP will automatically generate an SMS to the registered contact no. of the employee.
6. Post verification and corrections, if any, the officer in charge of maintenance of service book shall paste one copy of the verified option form in the service book of the concerned employee along with corresponding entry in the Service Book and the other copy will be sent to the concerned accepting authority immediately within two

days of receipt of forms. Verified option forms of executives are to be sent the Circle Office.

7. The Circle office, in turn, will forward options of SDEs/equivalent and above to concerned cadre controlling branch in BSNL Corporate Office along with list of optees twice a week through speed post.

Yours faithfully,



(Sheo Shankar Prasad)

Deputy General Manager (Estt-I)

Tel. 23715155

FAX 23734051

Copy to:

1. PPS to CMD, BSNL
2. PPS to all Directors, BSNL Board/CVO/CS
3. PGM(Pers) / CGM (BW)/CGM(EW)/GM(Arch)/GM(TF),  
BSNL Corporate Office
4. BSNL Intranet/Guard File /Notice Board



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**BHARAT SANCHAR NIGAM LIMITED**  
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F.No. 1-15/2019-PAT(BSNL)-Part

Dated : 08.11.2019

To,

All Heads of Telecom Circles  
BSNL

**Subject: - BSNL Voluntary Retirement Scheme-2019 –Issue of Vigilance clearance-regarding**

BSNL Voluntary Retirement Scheme has been notified vide this office letter of even no. dated 04.11.2019 along with guidelines to facilitate the exercise of option by the employees. In order to streamline the process for grant of vigilance clearance for this scheme, it has been decided that all the Vigilance Clearance for BSNL VRS Scheme shall be granted online through ERP as per the provisions enshrined in BSNL VR Scheme.

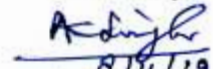
2. Further, Competent authority for grant of Vigilance clearance in respect of different cadres across all the units of BSNL shall be as under:

Cadres	Competent Authority for officials working in	
	All field units (except BSNL CO)	BSNL CO
All Non-Executives and Executives upto JTO grade & equivalent	Circle Vigilance Head	AGM(VA) O/o CVO, BSNL
Executives in the grade of SDE & equivalent	AGM(VA) O/o CVO, BSNL	
Executives in the grade of AGM to Addl GM & equivalent	GM (Vig. I) O/o CVO, BSNL	GM (Vig. I) O/o CVO, BSNL
Executives in the grade of GM & Above	CVO, BSNL	CVO, BSNL

3. All Heads of Telecom Circles/SSAs/Administrative Units are requested to ensure its strict compliance for smooth operations of the scheme.

This issued with the concurrence of O/o CVO, BSNL.

Yours Sincerely,

  
8/11/19  
(A.K.Singh)

Deputy General Manager (Estt-II)

Copy to:-

1. PPS to CMD, BSNL.
2. PPS to all Directors BSNL Board/CVO/CS.
3. All CGMs/PGMs/PGM(ERP)/Sr. GMs/GMs/GM(Vig) BSNL C.O.
4. Director (PSU Affairs), DOT, Sanchar Bhawan, New Delhi- For information please.
5. BSNL Intranet/Guard File/Notice Board.
6. SDE(OL) for Hindi version



**Bharat Sanchar Nigam Limited**  
(A Government of India Enterprise)

Corporate Office  
Establishment -III Section  
Email: bsnlestt.3@gmail.com

5<sup>TH</sup> Floor, Bharat Sanchar Bhawan  
Jan path, New Delhi-110001  
Ph.011-23310401,23725255(Fax)

No. 250-10/2009-Pers/Estt-III

Dated: 08.11.2019

**Top Priority/Time Bound**

To

**All Heads of the Telecom Circles,  
Bharat Sanchar Nigam Limited.**

**Sub: BSNL VRS-2019----Confirmation of employees in BSNL----  
regarding.**

It has come to the notice of this office that Confirmation has not been done in respect of several employees i.e, DoT absorbed officials or BSNL recruited officials till date. In the wake of the BSNL VRS Scheme which commenced on 04.11.2019, all the Cadre Controlling Authorities/Appointing Authorities are hereby directed to ensure that confirmation is done in respect of all the employees who have opted for VRS. In case, the same has not been done till date, immediate action may be taken and Confirmation should be done in respect of such left out officials before **31.12.2019 positively**. Necessary entry to this effect should be made in the Service Book of the concerned official.

All CGMTs are requested to ensure that the process of Confirmation of left out officials is done before 31.12.2019. **This may be given Top Priority.**

  
8/11/19  
(A.K.Singh)

**Deputy General Manager (Estt-II)**



**BSNL Corporate Office  
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F.No.1-15/2019-PAT(BSNL)-Part

Dated : 08.11.2019

To,

All Heads of Telecom Circles  
BSNL

**Subject: - BSNL Voluntary Retirement Scheme-2019-Procedure for dealing with VRS cases of official working on temporary transfer/deputation within BSNL- regarding**

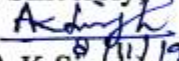
Consequent upon notification of the BSNL Voluntary Retirement Scheme-2019 and circulation of guidelines vide this office letter of even number dated 04.11.2019, several queries have been received by this office regarding procedure to be followed for dealing with VRS request of eligible officials of different cadres working on temporary transfer/deputation basis in offices outside their parent Circle/SSA/Division in BSNL. Procedure to be followed in such cases will be as under:

1. In case of officials working outside their parent recruiting Circle/SSA/Division in a unit which itself is a recruiting unit for that cadre, their VRS request shall be processed by unit, including settlement of all due benefits, where the official is presently working. However, it should be ensured by that office that intimation for the same is sent to his parent circle/SSA/Division for information.
2. If the unit where the official presently working is a non –recruiting unit, his VRS request shall be acknowledged by the present unit, which in turn will forward the same to his appointing authority for acceptance of VRS. However, settlement of all due benefits of the scheme shall be done by the non-recruiting unit .

It should be given vide publicity among all the offices under your administrative control and eligible officials for strict compliance.

This issue with the approval of Competent Authority.

Yours Sincerely,

  
(A.K.Singh)

Deputy General Manager (Estt-II)

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2. PPS to all Directors BSNL Board/CVO/CS.
3. All CGMs/PGMs/PGM(ERP)/Sr. GMs/GMs/GM(Vig) BSNL C.O.
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