



No: 500-50/2019-20/BSNL A/cs Closure-Gratuity

Dated 17th March, 2020

**To,
The Chief General Manager,
All Circles
BSNL**

Sub: Details of booking for Gratuity (paid or payable) to directly recruited employees of BSNL during the financial year 2019-20 up to 31.03.2020

At the time of retirement or otherwise, BSNL makes the payment of Gratuity to its directly recruited employees and later on, it is recovered from the fund manager. The employee wise details of amount booked under the Gratuity expense GL during the financial year 2019-20 is required in the proforma enclosed (Annexure-I), along with requisite certificate and attested copies of death certificates in case of deceased employees.

The details in **Annexure-I (in excel format only)**, as mentioned above, shall be furnished first in soft form latest by **15th April, 2020** on email id **bsnlcaindas@gmail.com** and **Two sets of Hard copy of the statement with requisite certificate (format given in the annexure) and death certificates are required to be provided while submission of Yearly audited accounts . The copy of the death certificates in death cases must invariably be marked with serial no. of Annexure-I.** It is to be noted that name and Husband/father's name of the deceased employee should also be mentioned in English.

It is also requested to ensure that the correct amount of gratuity has been paid following the instructions issued by the Corporate Office and as per BSNL Employees Gratuity Trust Rules to all BSNL recruited employees or his legal heir(s) who has/have been retired / resigned / died in harness up to 31st March.2020 or Liability has been provided in the books of accounts for the year 2019-20. The report in excel format should tally with the trial balance for the period ending on 31.03.2020.

It is issued with the approval of Sr.GM(CA).

Encls: As above.


**(Jagdeep Singh)
DGM (CA-II)**

Copy for necessary action to:

1. General Manager (Finance)/IFA of all Circles.
2. DGM (R&P), Corporate Office, BSNL.

PROFORMA for furnishing the details of Gratuity Paid/ Payable as reflected under Gratuity GL Codes for the financial year 2019-20 up to 31st March,2020

Name of the Circle: _____

Sl. No.	Name of the Employee	Designation	Name of the SSA/Unit	HRMS No.	Date of Birth	Date of Joining in the Service*	Date of Leaving the Service	Reason for leaving the Service**	Pay Scale	Last Basic Pay Drawn	Last DA Drawn	Date of Gratuity Paid by the Circle	GL Code	Details of Gratuity Paid/Payable up to 31.03.2020					Name of Nominee / Legal Heir***
														Expenses incurred/booke d up to 31/03/2020 and Paid up to 31/03/2020	Expenses incurred/booke d up to 31/03/2020 and not Paid up to 31/03/2020	Total Expenses incurred/Booke d upto 31/03/2020 (Column No. 15+16)##	Gratuity Amount Paid out of Provision or Liability of Previous Years laying on 01/04/2019	Total (Column No. 17+18)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

All dates should be in dd/mm/yyyy format only.

* It includes the period of training followed by regular appointment in the case of trainees

** attach attested copy of death certificate in case of death.

*** compulsorily to be filled in case of death

Tally with the trial balance

Name: _____ (Signature)

Designation:

Contact No.:

Certificate

It is certified that :-

- 1 Calculation of Gratuity Paid/ Payable is done as per Rules.
- 2 Training Period followed by the regular appointment is included while calculating completed years of service to ascertain Amount of Gratuity paid/payable.
- 3 Ministry of Labour and Employment , GOI Notification No. S.O. 1420(E) Dated 29.03.2018 regarding the increase of the limit of amount of gratuity payable to an employee from the existing limit of Rs. 10 Lakh to Rs. 20 Lakhs has been considered.
- 4 Death Certificates (duly attested by the officer of BSNL are enclosed with the Annexure and the serial No. of excel file has been marked on the death certificate along with Name and Husband/father's Name of the deceased.
- 5 It is certified that the amount of gratuity in respect of all directly recruited employees who left BSNL up to 31st March,2020 due to retirement/ superannuation / resignation / death / any other reason has been either paid or necessary Liability has been created in the books of accounts for the period ending on 31st March,2020. There is no such case pending for making payment/ Liability provision in the books of account.

It is issued with the approval of Circle IFA.

(Signature)

Name:

Designation:

Contact No.:

h.l.a.
D/S/20