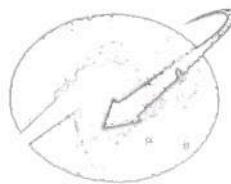


Office of Principal General Manager
(CA/ERP-FICO/C-CSC)
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Efile No: BSNLCO-CA/25/3/2022-CA-ERP-FICO/1452333

Dated: 09.02.2026

To,

The Chief General Managers/IFAs
All Territorial/Non-Territorial Circles
Bharat Sanchar Nigam Limited.

Ref : Letter No. BSNLCO-A/11(11)/2022-ESTAB dated 06.02.2026 in respect of Group Term Insurance for BSNL Executives and Non-Executives for Annual renewal of the scheme w.e.f. 01.03.2026.

Sub : Deduction of Premium/subscription amount (Group Term Insurance Scheme) from Payroll of February, 2026 – Reg.

This has reference to the above mentioned subject. In this context, the following steps should be taken:

1. The consolidated list of all employees who applied for the scheme shall be circulated to all Circles after closure of the GTI Scheme. Circles shall ensure that only employees who have opted the scheme through ESS are considered for deduction.
2. Circles shall ensure that the prescribed GTI subscription amount is deducted from the payroll of February 2026 in respect of all employees covered under point (1) above, strictly in accordance with the procedure annexed to this letter. Any deviation or omission shall be promptly identified and rectified within the same payroll cycle, wherever feasible.
3. In cases where deduction from salary cannot be effected due to reasons such as leave without pay, transfer, on deputation, etc., the concerned employee shall deposit the subscription amount through Cash/Cheque/Bank Transfer as per the annexed procedure. Proof of payment shall be obtained and recorded by the Circle for reconciliation purposes.
4. After completion of payroll activities, the Circle shall prepare the deduction schedule in the prescribed format, duly reconciled with the Vendor balance and payment records. The verified schedule shall be forwarded to the Payroll Core Team within the stipulated timeline for onward submission to the Nodal Cell for remittance of the subscription amount towards renewal of the scheme.

5. Circles shall adhere strictly to the timelines indicated for deduction and submission of schedules. All supporting documents, including payroll reports, shall be properly maintained by Circles.
6. Any clarification or query related to the GTI Scheme, including eligibility, subscription amount or procedural issues, shall be referred to the Establishment/Admin Section.

Encl. : As above.



(Rajeev Singh)

Pr. General Manager (CA/ERP-FICO/C-CSC)

Copy for Kind information to:

1. Director (Finance)/Director (HR), BSNL Corporate Office, New Delhi.
2. PGM(Estt)/PGM (Admn)/PGM(Pers)/Sr. GM(CBB), BSNL Corporate Office, New Delhi.