

भारत सरकार/ GOVERNMENT OF INDIA  
संचार मंत्रालय/ MINISTRY OF COMMUNICATIONS  
दूरसंचार विभाग/ DEPARTMENT OF TELECOMMUNICATIONS  
20- अशोका रोड, संचार भवन/20, ASHOKA ROAD, SANCHAR BHAWAN  
नई दिल्ली-110001/ NEW DELHI-110001

No. 1/VRS/BSNL/2019/Accounts/TA-I | 170-198

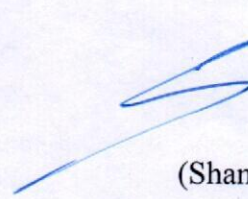
Dated: 16/01/2020

To  
CMD, BSNL

**Sub: Ex-gratia Payment for BSNL VRS 2019 retirees – reg.**

For the timely payment of ex-Gratia to all BSNL VRS 2019 retirees, the approved Standard Operating Procedure (SOP) as attached is hereby circulated for necessary action at your end.

Also, the methodology for determining Ex-gratia Amount as sent vide your letter dated 04.11.2019 (enclosed) is hereby confirmed.

  
S. N. Mishra  
16/1/2020

(Shankara Nand Mishra)

Director(DFU)

Tel:011-2306511

Email: [div.dfu-dot@nic.in](mailto:div.dfu-dot@nic.in)

**Copy to :**


All Pr. CCAs / CCAs for taking necessary action as per SOP.

## SOP for Payment of Ex Gratia to BSNL VRS 2019 Optees

1. There are 4 stakeholders for release of Ex Gratia to Retirees of BSNL VRS 2019 as per cabinet approval.
2. These stakeholders are as under:
  - a) Circle Office of BSNL.
  - b) CCA Office of the Circle.
  - c) Corporate Office of BSNL.
  - d) DoT HQ.
3. The procedure for all the stakeholders is prescribed in the following paragraphs:
  - A. **Circle Office of the BSNL** will carry out following functions:
    - a) Circle Office of BSNL will ensure that Undertaking- in a standard format as finalized by BSNL- for refund/recovery of excess paid Ex Gratia amount from all the retirees under VRS are obtained and kept in Service Record File of each Optee.

### 1<sup>st</sup> Installment of Ex Gratia

- b) C.O. will extract information from ERP/HRMS (required assistance will be provided by BSNL/ Corporate Office) and compile information in the XLS format as per Annexure A separately for three categories of employees:
  - Absorbed employees (Other than having TSM period).
  - Absorbed employees (having TSM Period).
  - BSNL Directly recruited employees.
- c) Compiled information will be thoroughly checked and errors and omissions, if any, shall be corrected.
- d) Three print outs of corrected compiled sheet will be taken out and duly authenticated. One copy will be retained as office copy and other two copies will be sent to CCA office of the Circle along with corrected XLS file with covering letter as per Annexure B for check of compiled information and verifying the correctness of Ex Gratia amount.
- e) On receipt of checked compiled information from respective CCA office, the same will be forwarded to Corporate Office for information. However, in case some information is found incorrect by CCA office, the same will be reexamined by Circle Office again and re-communicated to CCA office as per above procedure with revised Annexure A and Annexure B and after receipt of final confirmation from CCA office, the same will be informed to Corporate Office.
- f) The requisition of fund for 1st instalment will be made on the basis of finalized Annexure B obtained after step (a) to (e) above.
- g) On receipt of authorization of funds from CCA Office, Circle Office will prepare bill and process for E payment for net payable amount as per usual prescribed procedure of BSNL **within one working day.**

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16/1/2020

- h) Circle Office will immediately deposit income tax deducted from Ex Gratia to Income Tax Department as per prescribed procedure.
- i) After making payment, Circle Office will submit an affidavit in Annexure C to the respective CCA office confirming payment released to retirees and amount of income tax deposited with a copy to Corporate Office. This affidavit will be submitted no later than **5 days** of authorization of fund to them by CCA Office.

### **2<sup>nd</sup> Installment of Ex Gratia**

- a) C.O. will extract information from ERP/HRMS (required assistance will be provided by BSNL/ Corporate Office) and compile information in the XLS format as per Annexure D separately for three categories of employees:
- Absorbed employees (Other than having TSM period).
  - Absorbed employees (having TSM Period).
  - BSNL Directly recruited employees.
- b) Any excess payment/recovery, noticed after payment of 1st instalment, shall be recovered from 2nd Instalment.
- c) Compiled information will be thoroughly checked and errors and omissions, if any, shall be corrected.
- d) Three print outs of corrected compiled sheet will be taken out and duly authenticated. One copy will be retained as office copy and other two copies will be sent to CCA office of the Circle along with corrected XLS file with covering letter as per Annexure B for check of compiled information and verifying the correctness of Ex Gratia amount.
- e) On receipt of checked compiled information from respective CCA office, the same will be forwarded to Corporate Office for information. However, in case some information is found incorrect by CCA office, the same will be reexamined by Circle Office again and re-communicated to CCA office as per above procedure with revised Annexure D and Annexure B and after receipt of final confirmation from CCA office, the same will be informed to Corporate Office.
- f) The requisition of fund for 2<sup>nd</sup> instalment will be made on the basis of finalized Annexure B obtained after step (a) to (e) above.
- g) On receipt of authorization of funds from CCA Office, Circle Office will prepare bill and process for E payment for net payable amount as per usual prescribed procedure of BSNL **within one working day.**
- h) Circle Office will immediately deposit income tax deducted from Ex Gratia to Income Tax Department as per prescribed procedure.
- i) After making payment, Circle Office will submit an affidavit in Annexure C to the respective CCA office confirming payment released to retirees and amount of income tax deposited with a copy to Corporate Office. This affidavit will be submitted no later than **5 days** of authorization of fund to them by CCA Office.

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- j) On intimation by CCA office of any excess ex-gratia paid, same shall be recovered from the retiree as per undertaking as specified in Para 3 (A) (a) and remitted to CCA office.
- k) In case of Direct Recruittee, Service Book records shall be made available to CCA offices for verification of ex gratia amount. In case of intimation of any excess ex-gratia by CCA office, same shall be recovered from the retiree as per undertaking as specified in Para 3 (A) (a) and remitted to CCA office.

**B. CCA Office** will carry out following functions:

**1<sup>st</sup> Installment of Ex Gratia**

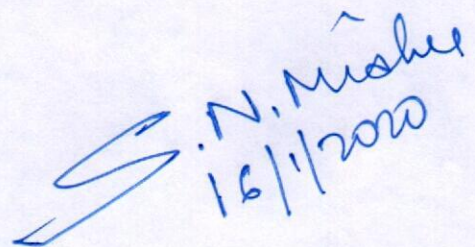
- a) On receipt of Annexure A and Annexure B in soft/hard copies from BSNL Circle Office, the same will be checked for arithmetical correctness. In case information is found correct, the Dy. CCA/Jt. CCA, in case Dy. CCA is not available / suitable authorized officer by CCA (in case of non availability of Dy CCA and Jt CCA will authenticate the same by recording remarks as '**Arithmetical calculations found correct**' and put their signature with name and designation on both copies received from BSNL for all 3 categories.
- b) In case no errors are found, one copy will be returned to the concerned CGM BSNL of the circle. This will be completed immediately and not later than **5 working days** of receipt of Annexure A & Annexure B from Circle Office.
- c) However, in case any omissions are found, the same will be communicated to the CGM BSNL for reexamination and resubmission after correction wherever required. After receipt of reply with corrected information with revised Annexure A and Annexure B, the same will be rechecked as per above mentioned procedure and action taken accordingly.
- d) CCA office will inform DoT HQ regarding payable amount of Ex Gratia based on Annexure A and Annexure B after check.
- e) On receipt of requisition of fund/authorization from CCA office based on Annexure A and Annexure B, the fund allotment shall be authorized and provided to CCA offices, by DoT HQ. On receipt of fund, CCA shall effect payment of Gross Payable amount to BSNL as per Annexure B.
- f) CCA office will watch receipt of affidavit in Annexure C from Circle Office and pursue the same till receipt of the same as per this SOP. An intimation will be sent to DoT HQ regarding receipt of the affidavit.

**2<sup>nd</sup> Installment of Ex Gratia**

- a) On receipt of Annexure D and Annexure B in soft/hard copies from BSNL Circle Office, the same will be checked.
- b) During checking of Annexure D in step (a) above, CCA office shall check it vis-à-vis PPO issued & error if any, shall be reported and be rectified.

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- c) In case information is found correct, the Dy. CCA /Jt. CCA, in case Dy. CCA is not available/ suitable authorized officer by CCA ( in case of non-availability of Dy CCA and Jt CCA) will authenticate the same by recording remarks as '**Arithmetical calculations found correct**' and put their signature with name and designation on both copies received from BSNL for all 3 categories.
- d) In case no errors are found, one copy will be returned to the concerned CGM BSNL of the circle. This will be completed immediately and not later than **10 working days** of receipt of Annexure D & Annexure B from Circle Office.
- e) However, in case any omissions are found, the same will be communicated to the CGM BSNL for reexamination and resubmission after correction wherever required. After receipt of reply with corrected information with revised Annexure D and Annexure B, the same will be rechecked as per above mentioned procedure and action taken accordingly.
- f) CCA office will inform DoT HQ regarding payable amount of Ex Gratia based on Annexure D and Annexure B after check.
- g) On receipt of requisition of fund/authorization from CCA office based on Annexure D and Annexure B, the fund allotment shall be authorized and provided to CCA offices by DoT HQ. On receipt of fund, CCA shall effect payment of Gross Payable amount to BSNL as per Annexure B.
- h) CCA office will watch receipt of affidavit in Annexure C from Circle Office and pursue the same till receipt of the same as per this SOP. An intimation will be sent to DoT HQ regarding receipt of the affidavit.
- i) Due diligence shall be exercised by CCA office in checking the Ex- Gratia amount. However if any excess payment is noticed after payment of 2<sup>nd</sup> installment of Ex Gratia, same shall be intimated to BSNL for recovery from the retiree as per undertaking as specified in Para 3 (A) (a) and for remittance to CCA office.
- j) In case of Direct Recruitree, CCA office shall check Ex-gratia amount based on Service Book records & in case any excess payment is noticed, same shall be intimated to BSNL for recovery from the retiree as per undertaking as specified in Para 3 (A) (a) and for remittance to CCA office.
- C. **BSNL Corporate Office** will monitor Circle Offices regarding submission of affidavit in Annexure B and C to CCA offices.
- D. **DoT (HQ)** On receipt of requisition of fund/authorization from CCA offices, the fund allotment shall be authorized and provided to CCA offices for effecting payment to BSNL.

  
S. N. Mishra  
16/1/2020

**Annexure-A**

Hr No.	SSA /HoO	Name	Pan	Date Of Birth	Date Of Entry	Normal Superannuation Date	Net TSM Period*			Completed Net Qualifying Service (Including TSM)			Balance Period Of Service			Pay As On 31-01-2020	IDA Rate As On 31-01-2020
							Year	Month	Days	Year	Month	Days	Year	Month	Days		
1	1A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Ex Gratia Based On Qualifying Service	Ex Gratia Based On Balance Period Of Service	Total Ex Gratia (18+19)	Salary Of Balance Period Of Service	Ex Gratia As Per Gujarat Pattern (Minimum Of 20 & 21)	Monthly Pension Amount (Basic Pension)	Total Pension Amount (Including DR As On 31-01-2020) For Balance Period Of Service	Total Ex Gratia + Total Pension (22+24)	125% Of Salary Of Balance Period Of Service	Excess Ex Gratia (If Any) (25-26) (If 25 > 26)	Admissible Ex Gratia (22-27)	Amount Of First Instalment( 50 % Of 28)	Bsnl Recovery	TDS	Net Payable Amount For First Instalment	Remarks
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

\*Half of TSM period, which will be added in Completed Net Qualifying Service be mentioned.

Note-1 Separate sheets should be prepared for

i) BSNL absorbee Other than TSM

ii) BSNL absorbee TSM

iii) BSNL direct recruit employees

Note-2 All dates in DD-MM-YYYY Format

Note-3 No cell should be left blank. 0 should be entered in case Nil value

Note-4 Figures in monthly Pension Amount (column 23) shall be based on Pension as per BSNL, unless PPO has been issued in which case pension as per PPO shall taken.

*S. N. Mishra*  
16/1/2020

**Annexure-B**

O/O Chief General Manager

To

Controller of Communication Accounts

No.

Date:

Subject- Ex Gratia payment to be made to retirees under "BSNL VRS 2019"

BSNL.....Circle has calculated the Ex Gratia amount payable to retirees under "BSNL VRS 2019" in Annexure A/Annexure D The information, therein, has been thoroughly scrutinized and is certified.

It is certified that VR applications of all employees whose names are listed in Annexure A/Annexure D have been accepted.

The details of Ex Gratia amount are as under:

( Amount in Rs.)

S.No.	Category	Admissible Ex Gratia Amount	Amount of 1 <sup>st</sup> / 2 <sup>nd</sup> Instalment	BSNL Recovery	TDS	Net Payable Amount
1	BSNL Absorbee other than TSM					
2	BSNL Absorbee TSM					
3	BSNL direct recruit employees					
4	Total Amount					

The fund for the above amount be paid to details as under –

Bank Name – \_\_\_\_\_

Branch Name – \_\_\_\_\_

IFSC Code – \_\_\_\_\_

Bank A/c- \_\_\_\_\_

Designated Authority

*S. N. Mishra*  
16/11/2020

**Annexure-C**

**Affidavit**

- 1) I ..... aged about .....years son/daughter of Shri ....., resident of ....., do solemnly affirm and state that:
- 2) I am Chief General Manger/General Manager of BSNL.....Circle and I am authorized to furnish affidavit on behalf of BSNL.
- 3) The Ex Gratia amount payable under "BSNL VRS 2019" has been disbursed through E Payment to eligible retirees as per following details:

S.No.	Category	Admissible Ex Gratia Amount	Amount of 1 <sup>st</sup> / 2 <sup>nd</sup> Instalment	BSNL Recovery	TDS	Net Paid Amount
1	BSNL Absorbee other than TSM					
2	BSNL Absorbee TSM					
3	BSNL direct recruit employees					
4	Total Amount					

- 4) It is further certified that TDS amount deducted from the Ex Gratia payment amounting to Rs. ( Rs. ) has been deposited into government account vide Challan No. .... dated .....
- 5) The above mentioned contents are true and correct to the best of my knowledge and are based on the record of the BSNL..... Circle.

**Deponent**

*S. N. Mishra*  
16/1/2020



**Annexure-D**

Hr No.	SSA /HoO	Name	Pan	Date Of Birth	Date Of Entry	Normal Superannuation Date	Net TSM Period*			Completed Net Qualifying Service (Including TSM)			Balance Period Of Service			Pay As On 31-01-2020	IDA Rate As On 31-01-2020	Ex Gratia Based On Qualifying Service	Ex Gratia Based On Balance Period Of Service
							Year	Month	Days	Year	Month	Days	Year	Month	Days				
1	1A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Total Ex Gratia (18+19)	Salary Of Balance Period Of Service	Ex Gratia As Per Gujarat Pattern (Minimum Of 20 & 21)	Monthly Pension Amount (Basic Pension)	Total Pension Amount (Including DR As On 31-01-2020) For Balance Period Of Service	Total Ex Gratia + Total Pension (22+24)	125% Of Salary Of Balance Period Of Service	Excess Ex Gratia (If Any) (25-26) (if 25 > 26)	Admissible Ex Gratia (22-27)	1st Instalment Of Ex Gratia Paid	1st Instalment Details			Net Paid Amount	Amount Of Second Instalment (28-29)	Bsnl Recovery	TDS	Net Payable Amount For Second Instalment	Remarks
										Bsnl Recovery	TDS	TDS						
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	

\*Half of TSM period, which will be added in Completed Net Qualifying Service be mentioned.

- Note-1 Separate sheets should be prepared for  
 i) BSNL absorbee Other than TSM  
 ii) BSNL absorbee TSM  
 iii) BSNL direct recruit employees

Note-2 All dates in DD-MM-YYYY Format

Note-3 No cell should be left blank. 0 should be entered in case Nil value

Note-4 Figures in monthly Pension Amount (column 23) shall be based on Pension as per BSNL, unless PPO has been issued in which case pension as per PPO shall taken.

Note-5 Any change in column 1 to 32 over Annexure 'A' shall be marked distinctly in Bold.

*S. N. Mishra*  
16/1/2020

BSNL Corporate Office  
Establishment Branch,  
PAT Section, 5<sup>th</sup> 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.1-15/2019-PAT (BSNL)/Pt.

Dated 04.11.2019

To  
The DDG (Accounts)  
Department of Telecom  
Ministry of Communications  
Sanchar Bhawan  
New Delhi - 110 001

Sub: BSNL Voluntary Retirement Scheme-2019 - Criteria for calculation of Ex-Gratia regarding

Madam

In pursuance of the decision of Union Cabinet and with the approval of BSNL Board, BSNL Voluntary Retirement Scheme-2019 has been launched on 04.11.2019. In this regard, it is informed that the options for the scheme are being obtained online on BSNL ERP / ERS Portal.

2. Criteria adopted for calculation of Ex-Gratia shall be as per Annexure-1

This is issued with the approval of competent authority.

Encl: Annexure-I (As above)

Yours faithfully  
*Rubin Sarkar*  
[Rubin Sarkar]  
Asstt. General Manager [Estt. I]  
Tel: 011-23037477

Copy to: PPS to Director (HR) & Director (CFA), BSNL Board

*18/11/19*  
*4/11/2019*

For Ex-Gratia:

- i) 35 day of salary for each completed year of service PLUS 25 day salary for year of service left until superannuation age of 60 years.
- ii) Fraction of a year of service rendered / left calculation of ex-gratia shall be made on pro-rata basis.

Formula:

- a. Ex-gratia for completed service:  $((\text{Last Pay} + \text{DA})/30) \times 35 \times (\text{Completed years of Qualifying service} + \text{Completed Months of Qualifying Service}/12 + (\text{Completed Days of Qualifying Service}/30)/12)$  {Rounded off to nearest two digits}
- b. Ex-gratia for remaining service:  $(\text{Last Pay} + \text{DA})/30 \times 25 \times (\text{years of service Left} + \text{Left Months}/12 + (\text{Left Days}/30)/12)$  {Rounded off to nearest two digits}

Total Ex-gratia = a. + b. [To be rounded off to the next higher rupee as per prevailing GOI guidelines in respect of Pension + Gratuity]

However, this Gratia compensation shall not exceed the sum of salary that the employee would draw at the existing level (BP + DA on the effective date of voluntary retirement) during the service period left till superannuation from the effective date of Voluntary retirement.

~~Qualifying service to be calculated in accordance with CCS Pension Rules 1972.~~

Further, in respect of employees absorbed in BSNL under Rule 37A of CCS Pension Rules, 1972 and who opted for combined service pension the Ex-gratia together with total amount of Pension the employee would be drawing for the balance period till date of superannuation does not exceed 125% of the sum of salary (BP + DA) at prevailing level that the employee would have drawn till superannuation from the effective date of VRS.

In case of employees regularised through TSM scheme, for ex-gratia calculation, 50% of their total length of service as TSM will be counted.

*Ran...*  
4/11/23