

(A9)



483  
4/15/07

**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**Sanchar Bhawan, 20 Ashoka Road**  
**New Delhi-110001**

To All Sr. CCA/CCA/Jt.CCA

No. 7-1/2000/TA-I/17/KW-I

Dated 12<sup>th</sup> April, 2007.

**Subject: Processing and finalization of various retirement benefits of absorbed B S N L employees.**

The various provisions relating to processing , checking and finalization of retirement benefits ( pension, family pension, DCRG and commutation of pension) are contained in CCS (Pension) Rules and Telecom Accounts Manual Vol-I. Adherence to these rules and procedures by B S N L Circles and concerned CCA Units have been time and again reiterated from DOT (HQ). Various steps to ensure timely payment of pension and other retirement benefits to BS N L employees have also been circulated to all concerned B S N L Circles and CCA units vide this office letter No. 7-1/2000/TA-I/21 dated 12<sup>th</sup> November, 2001.

Had the procedures , instructions and guidelines on the subject been followed scrupulously, there exists hardly any occasion of delay in settlement of the cases and any chance of fraudulent payment on this account. But instances of delay in settlement of cases as also fraudulent payment of pension, DCRG, commutation of pension have been brought to the notice of Telecom Commission.

To safe guard the fraudulent payment of various retirement benefits the following additional instructions are issued for strict observance by the concerned officers of CCA units:

Pl put up in file of Jt.CCA (P)

CAO (Pension)

In file pl,

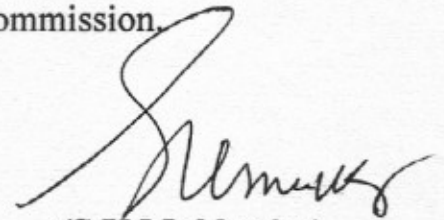
WSP  
25/4/07

- (i) The pension cases received in CCA units will first be reviewed by the Jt. CCA level officer and where the CCA unit is headed by Jt. CCA, the Dy. CCA will discharge this function. The reviewing officer will countersign the form 7 (form 18 in case of family pension) on the left hand side of Col. 30 (27 in case of family pension) and then mark the case to the concerned Sr. CAO/CAO who has been assigned the job of checking and finalization of pension cases.
- (ii) Head of CCA unit will designate the Jt. CCA/Dy.CCA who will review the pension cases as in (I) above and communicate the same to the concerned officers of B S N L Circle for sending the pension cases to the designated Jt. CCA/Dy.CCA concerned on obtaining the receipt thereof.
- (iii) The Jt. CCA/Dy.CCA will check the particulars of the officials with reference to list of retirees received from B S N L on 1<sup>st</sup> January and 1<sup>st</sup> July each year as envisaged in Rule 56 of CCS (Pension) Rules and ensure that the officials whose pension cases have been sent are as per the list so received or the information other than superannuation viz. voluntary retirement, prorata pension/death etc.
- (iv) There may be instances where the pension papers received do not figure in the list of retirees so received or the other information received. In such an eventuality, the Jt. CCA/Dy. CCA concerned will immediately confirm from concerned officer of B S N L from whom the case has been received the reasons of non-inclusion of the name of the pensioner in the list received from his office or in the other information and may accept the cases/cases if a valid reason like transferred from outside Circle, omitted in the list of retirees etc (official confirmation should follow subsequently) and mark the papers to the concerned Sr.CAO /CAO of his office for further necessary action of checking and finalization of the case.
- (v) Head of CCA units will review the status of pension cases on the last working day of each month and ensure that the cases settled during the month are as per the list of retirees or other information viz. voluntary retirement, death, prorata pension etc. as received from B S N L and take necessary action to get the outstanding cases settled at the earliest.

- (vi) Sr. CAO /CAO (Pen) of CCA office after admitting the pension case will issue necessary authority (pay order) for DCRG, Commuted value of pension to Sr. CAO/CAO(Cash) for drawing the bill and issue cheque in favour of the retiree .
- (vii) Sr. CAO/CAO (Cash) of CCA office will draw a bill based on the authority received from Sr. CAO/CAO (Pen) and issue an account payee cheque against the said bill in favour of the retiree and send it to the officer from whom the case was received for delivery to the payee on proper identification and receipt.

It is reiterated that the existing procedures to be followed both by the officers of B S N L and CCA units for ensuring timely payment of pension and other retirement benefits as contained in CCS (Pension) Rules and Telecom Accounts Manual Vol-I and the various steps to be taken as per this office letter No. 7-1/2000/TA-I/21 dated 12<sup>th</sup> November,2001 are to be strictly adhered to.

This has the approval of Member (Finance), Telecom Commission.



**(S.K.Mukherjee)**  
**Asstt. Director General (DCA)**

Copy to Shri A K Sinha, CMD, B S N L, New Delhi. He is requested that necessary instructions may be issued to all concerned in B S N L Circles to follow the above procedures scrupulously while ensuring timely processing and forwarding the pension papers complete in all respect as per this office letter dated 12<sup>th</sup> November,2001 referred to above. He may also direct the Circle heads to devise a suitable mechanism for monitoring the process of pension cases and its timely submission to CCA office as per the various stages mentioned in above letter.