



Preparation of Pension Papers for Timely Pension after VRS

Dear VRS Optee of BSNL,

Please take care of following for timely settlement of your Pension/GPF case:

- 1. Make efforts to get your Service Book (SB) completed with special attention on:**
 - a) Entry of details like Time-bound Promotion along with Promotion Order**
 - b) Entry of Training Period**
 - c) Pay fixation memos form 1.10.2000 onwards are available in Service Book**
 - d) Up to date remarks regarding Pension Contribution duly attested by BSNL Authority**
 - e) Copy of Presidential Order is pasted in SB**
 - f) Undertaking prescribed for post based increment is available (wherever applicable)**
 - g) Indemnity Bonds is available for Group B officers who opted for IDA from date of promotion after 1.10.2000**
 - h) TSM period should be mentioned in SB along with Regularization orders**
 - i) Strike Period has been regularized and entries are made in the Service Book.**
 - j) Leave Account is complete**
 - k) Provide two copies of Aadhar Card, PAN Card, ECS Mandate form of Pensioner and Pensioner letter of Authority and Undertaking (Annexure 1) for CCA Office.**
 - l) Joint Bank Account with spouse. 1st name should be of retiree.**
 - m) Name in Bank Account and printed on cheque should be same**



ISO: 9001:2015 CERTIFIED

2. Make sure that following Forms are ready and complete in all respect:

1.	Form -5	Application for Pension, showing Aadhar Number, PAN Number, Mob. Number & email id. (copies of PAN Number & Aadhar Card to be enclosed)
2	Form- 1 (A)	Application for commutation.
3	Form -3	Details of Family mentioning Aadhar number, PAN number, Mobile number and email id. (copies of PAN Number & Aadhar Card to be enclosed)
4	Form -7	Assessment of Pension & Gratuity) duly signed by the Head of office. (to be done by BSNL Units)
5	Form-1	Common Nomination Form for GPF, DCRG and Commutation. (Copy enclosed)
6	Form-8	Forwarding the Pension Papers (to be sent by BSNL Units)
7	Three Joint Photographs Less than 70B (passport Size) with wife/Husband, One single photograph of pensioner and one single photograph of each family member (Name should be written on the Back side of Photograph) duly attested by the Head of the office	
8	Pension calculation sheet. (To be done by BSNL Units)	
9	Disciplinary/Vigilance clearance certificate. (To be done by BSNL Units)	
10	Last Pay certificate (LPC). (To be done by BSNL Units)	
11	Retirement order. (To be done by BSNL Units)	
12	VRS case - Copy of VRS Notice (To be done by BSNL Units)	
13	Three specimen signatures or left hand thumb impression marks in duplicate duly attested.	