



### Minutes of the Meeting

The 3<sup>rd</sup> meeting of the Circle Level Monitoring Committee was convened at 1500 hrs on 4/12/2019 to urgently discuss the slow progress of the work of checking of pay fixation by BSNL units. Meeting notice dated 04/12/2019 was issued and e-mailed to all members (Copy enclosed).

The following members attended the meeting from BSNL:

1. Sh. V.K Garg GM(HRD)
2. Sh. Sandeep Sandhu GM(F)
3. Sh. Anoop Prasad AGM(R&E)
4. Sh. Jawala Singh AD(E&T)

CCA Punjab was represented by:

- 1 Sh. Rakesh Kumar Gupta, CCA
- 2 Smt. Sushma Negi, Dy CCA
- 3 Sh. P.K. Goyal, AO(P)

Initiating the proceedings of the meeting CCA Punjab expressed his gratitude to all BSNL members for attending the meeting on such a short notice. It was brought to the notice of all members that the progress of pay fixation checking work was very slow since Ludhiana Unit had not completed its work on 03/12/2019 The officials from the unit came with only 70 Service Books (SBs) and on 04/12/2019 they came with 124 Service Books (SBs) for checking. In two days only 194 cases could be completed. This entailed wastage of human resources deployed by CCA office for the work.

The CCA Team have been given a target of completing and checking 150-200 cases per day. It was also informed that if BSNL units do not adhere to the schedule circulated by this office vide letter dated 28/11/2019 then the work has to be stopped since it was not serving the purpose. Sri Sandeep Sandhu, GM(F) suggested that instead of having a fixed schedule it will be better if BSNL could be allowed to send 150-200 Service Books (SBs) per day across all units.

Shri Garg, GM (HRD) also stated that they would ensure form Circle Office that at least 150 to 160 Service Books (SBs) are sent to CCA office daily so that the work of pay fixation checking is completed at the earliest.

CCA Punjab stated that the O/o CCA had no problem with this suggestion provided the BSNL ensures that Service Books (SBs) are received in the stated numbers on a daily basis and the work is completed. He also informed the Committee that in case of delay in completion of this work. The whole process of issuing pension would then stretch up to March 2020.

Both GM (HRD) and GM (F), BSNL assured that the supply of Service Books (SBs) to the O/o CCA for the work of a pay fixation would not be allowed to be slowed down which shall result in delaying the whole process.

Coming to the next item on the agenda, as mentioned in the meeting notice, CCA Punjab informed the members that since the second item was related to the progress of work of pay fixation verification i.e. change required in the schedule circulated vide CCA letter dated 28/11/2019 and as suggested by both GM (F) and GM (HRD), CCA Punjab office would issue a letter today itself (i.e. by 1700 hours on 04/12/2019) in supersession of the earlier letter. Accordingly the unit wise schedule would be withdrawn in order to expedite work and BSNL C.O would ensure that between 150 to 200 Service Books (SBs) are sent to CCA Punjab office for checking pay fixation Dy CCA suggested that the name of unit and the no. of Service Books (SBs) being brought by them should be informed at least one day in advance to enable to this office to deploy resources accordingly. The letter was subsequently issued on 04/12/2019 (copy enclosed) and send to all concerned.

#### **Setting up of facilitation camp by CCA Punjab:**

CCA Punjab Informed the members about the step by step process involved in the HoO module. GM(HRD), BSNL informed the members that he had attended the training session in Delhi on 27/11/2019 CCA Punjab informed that training to 27 persons from all BSNL units have been given by CCA office on 28<sup>th</sup> and 29<sup>th</sup> November. CCA Punjab informed that the first step is the creation of user id of one person from each BSNL unit as 'HoO'. For this a letter dated 04/12/2019 (copy enclosed) has been issued by CCA office to BSNL seeking unit wise name, phone no. etc of the designated officer. A copy of the said letter was handed over to GM (HRD) with the request to provide a consolidated list by the due date.

The next steps in the entire process was once again informed to the participants by CCA Punjab. He also informed the committee that once DOT HQ gives formal orders, User id of HoO would be created by CCA office.

Information was also provided to the committee on the creation of DH at unit level, the number of DHs that should ideally be created by HoO per unit and the availability of training material on CCA Punjab website.

CCA Punjab suggested that this office was ready to provide any help in giving hands on training to HoO, DH or optees in this office. On the request of GM (F) to have a training camp at RTTC Rajpura, CCA Punjab expressed his inability to do so at any place outside this office because of staff constraints. He however assured all members that this office will be ready to give any number of training to all those who require, including hands on directly to the optees with in a day notice. He, however, made it clear that this training can be possible only after HoO has created DH and the DH, after completion of their mandated work in SAMPANN, have created User id & Password for retirees as per procedure. Then optees can then come to CCA office, if required, and fill up their forms under the guidance of CCA team.

Facilitation Camp can be set up by CCA office in a days notice provided BSNL gives the no. of optees wishing to come to this office for hands on training. Additional training if required can also be imparted to the DHs created at unit level

CCA Punjab then went on to the last item on the agenda i.e. Check list of documents.

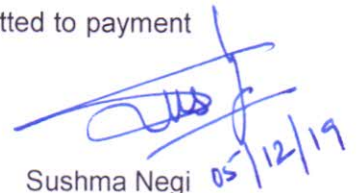
Before coming to this item it was informed by CCA that the work of pay fixation checking and filling up of forms by the optees needs to be completed by all units during the month of Dec 2019 itself. This would enable the O/o CCA to ensure that timely processing of pension ( VRS) cases is done and PPO is issued for each optee on time.

For this the CCA informed the members that the CCA office would be circulating a checklist of documents required with the pension case of each optee. Pension paper of each optee along with the mandatory documents would be required to be submitted to the CCA office from the first week of Jan 2020 onwards.

Concluding the meeting and summarising the details of discussion, CCA Punjab once again thanked all members for attending the meeting and requested BSNL authorities to kindly ensure that the supply of Service Books (Service Books (SBs)) for checking pay fixation is not slowed down. And also requested that the work of filling up of online form by optees should be completed by Dec 2019 end.

CCA Punjab assured that if this is ensured then CCA office is committed to payment of pension on time to all optees.

These issues with the approval of CCA Punjab



Sushma Negi  
Dy CCA  
O/o CCA Punjab Circle  
Chandigarh

**Copy To**

- 1 J.C. Menaria, O/o the CGMT Punjab BSNL Chandigarh
- 2 Shri V.K. Garg, GM (HRD), O/o the CGMT Punjab BSNL Chandigarh
- 3 Shri. Sandeep Sandhu, GM(Finance), O/o the CGMT Punjab BSNL Chandigarh
- 4 Shri. Anoop Prasad, AGM(R&E), O/o the CGMT Punjab BSNL Chandigarh
- 5 Shri. Jawala Singh, AD(E&T), O/o the CGMT Punjab BSNL Chandigarh
- 6 Office copy