

Government of India
Ministry of Communication
Department of Telecommunications
Tel. No.0172-2641227
Fax 0172-2640927
Email – cca.pb-dot@nic.in
ccapunjab@gmail.com



ISO: 9001:2008 CERTIFIED

Office of the Controller of
Communication Accounts
Punjab Telecom Circle,
Madhya Marg
Sector 27A, Chandigarh-160019
www.ccapunjab.gov.in

CCA/PB/VRS/2020-21/ 2053

Dated: 13 Jan 2020

To,
The Chief General Manager
BSNL, Punjab Circle
Sector 34, Chandigarh

Sub: VRS 2019-Check lists to be attached with each Pension Case

Attached herewith please find the following checklists which are required to be forwarded by the HoO alongwith the VRS-2019 pension cases

- (a) Checklist for checking of physical forms with Service Books (Annexure-A)
- (b) List of Pension Cases of VRS 2019 optees alongwith Service Books (Annexure-B)
- (c) Check list to be attached with each Pension Case (Annexure-C).

This may be treated as **Most Urgent**

This issues with the approval of Competent Authority.

Dy Controller of Communication Accounts
O/o Controller of Communication Accounts
Punjab Telecom Circle, Chandigarh

- Copy to: 1. The General Manager(Finance) O/o CGMT BSNL Chandigarh
2. The General Manager (HRD/Adm)
3. Sh Narinder Sharma AO(IF) cum Nodal officer
4. All GM BSNL (SSA) in Punjab Circle /CMTS/RTTC Rajpura
5. AO(Pension) O/o PGM/CMTS-NC/Civ Div

SSA Unit:

Check List for checking of physical forms with Service Books in respect of
Sh/Smt _____ of _____ (SSA/Unit)

Sr. No.	Documents/ Form	Yes/No if yes then tick	Remarks
1	Whether name of retiree matched with the name in each document.		
2	HRMS No		
3	Designation		
4	Date of Birth		
5	Date of Joining		
6	Date of Retirement		
7	Service Verification Sheet		
8	Pay fixation sheet		
9	Last Basic Pay matched with LPC		
10	Whether name and DOB of each family member matched with Aadhaar Card/ or any other document.		
11	In Mandate form name of pensioner matched with name mentioned on cancelled cheque and other documents.		
12	In Undertaking signature of Pensioner & Stamp Signature of Bank available or not.		

This Proforma is to be enclosed with each Bundle

Name of Unit _____ Dated _____

List of Pension Cases of VRS-2019 Optees along with Service Book

Sr. No.	Name of Retiree	Designation	HRMS No.	Documents sent as per checklist enclosed with Service Book
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature of HoO (BSNL)

Note:

1. Minimum twenty cases are required to be sent to CCA Office in one instance.
2. Before submission of cases it should be ensured that the documents as per check list have been attached with Pension case.
3. **Each bundle should consist of 10 Service books.**

Check List to be attached with each Pension Case

1. Name of the Retiree _____
2. HRMS No. _____

A) System generated Form through SAMPANN submitted physical copies

Sr. No.	For the use of BSNL officer/Officials		For the use of CCA Office
	Description of document	DH (BSNL) Tick ✓ in case Yes and ✗ in case No	PI Tick ✓ if documents Received
1.	Pensioner's Profile		
2.	Preview/Print Form with Nomination Form 1 & Nomination Form A (4 pages)		
3.	Form -3 Details of Family (1Page)		
4.	Form-5 Particular of Retiree (3 Pages)		
5.	Form 1 Common Nomination Gratuity & GPF (1 page)		
6.	Form-A Commuted Value of Pension and Arrear of Pension (1page)		
7.	Pensioner's Letter of Authority and Undertaking –Annexure 1 (1page)		
8.	Form -7 Assessing Pension & Family Pension (5 pages)		

B) The following have to be submitted in physical copies Manual Documents

Sr. No.	For the use of BSNL officer/Officials		For the use of CCA Office
	Description of document	DH (BSNL) Tick ✓ in case Yes and ✗ in case No	PI Tick ✓ if documents Received
9.	Pensioner's letter of authority and undertaking (Annexure-1) original copy		
10	Two specimen Signatures of Pensioner		
11	One Single/joint (as applicable) photographs with spouse-self attested on back side.		
12	One photograph of each family member. (Name should be written on Back side of Photograph)		
13	Cancelled Cheque duly signed and it may also be ensured that the name Printed on the cheque should match with record.		
14	In case of illiterate, if cheque book not provided by Bank then provide copy of Pass Book where Name, A/c No. IFSC code is readable.		
15	PAN card copies of pensioner (Two copy) Aadhaar card copies of pensioner (Two copy) ECS Mandate Form (Two copy)		
16	Personal Identification Slip		
18	Copy of Aadhaar card of each family member or any other valid document having Date of Birth proof.		
19	Working Mobile Number of the retiree.		
20	Pay fixation sheet.		
21	Calculation Sheet.		
22	Service Verification Sheet		
23	Provisional LPC		
24	Vigilance Clearance Certificate	To be submitted after 31-01-2020	
25	Retirement Order		
26	Final LPC		
27	Certificate of Service Verification for remaining period on final LPC		