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ISO: 9001:2008 CERTIFIED

Office of the Controller of  
Communication Accounts  
Punjab Telecom Circle,  
Madhya Marg  
Sector 27A, Chandigarh-160019  
[www.ccapunjab.gov.in](http://www.ccapunjab.gov.in)

CCA/PB/VRS/2020-21/

Dated: 23 Dec 2019

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

Sub: Incomplete and left out cases of service verification and wrong pay fixation cases

It has been observed that some BSNL units/SSA are still bringing additional service books which were not brought by the unit earlier when the service verification exercise was undertaken by this office in the month of Nov 2019. Consequently these service books are yet to be checked for service entries etc. This is disrupting the schedule of pay fixation checking ongoing in this office.

In addition, some of the service books have been returned by the O/o CCA Punjab for correcting wrong pay fixations by units concerned.

In view of the above it is requested that an urgent exercise be conducted by all units, by forming special teams, to check each and every service book of all VRS 2019 optees (as per final list) to check whether

- (a) Service verification has been completed by O/o CCA Punjab.
- (b) Pay fixation checking has been done by O/o CCA Punjab.
- (c) In correct pay fixation pointed out by O/o CCA Punjab has been corrected

All incomplete/pending cases need to be found out, relevant and required entries be made in respective service books and cases of incorrect pay fixation be rectified by the unit concerned. Unit wise list of such cases should be sent to this office by 24.12.2019.

Thereafter, all such units where such incomplete and pending cases have been identified are required to send their representatives alongwith such service books only (with upto date entries and corrected pay fixation) positively on 26<sup>th</sup> Dec 2019.


The ongoing pay fixation exercise is scheduled to be completed by this office by the end of next week i.e., 27<sup>th</sup>/28<sup>th</sup> Dec 2019(only 3 units are left as on date).

Thereafter this office shall move on to the other necessary steps in the exercise and left out cases shall not be entertained.

It is therefore, requested to kindly issue instructions to all units/SSA heads complete the left out cases, if any, and come to the O/o CCA Punjab on 26.12.2019.

This may be treated as **Most Urgent**

This issues with the approval of Competent Authority.

  
23/12/19

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