



No: 500-50/2014-15/CA II/BSNL/Vol.V

Dated 08th Mar 2016

To,
The Chief General Manager,
All Circles
BSNL

Sub: Payment of Gratuity made to directly recruited employees of BSNL in the financial year 2015-16

The amount of gratuity paid to directly recruited employees of BSNL during the financial year 2015-16 is to be recovered from the fund manager of BSNL Employees Gratuity Fund Trust. Hence, it is requested to kindly arrange to furnish the details of amount paid/ payable under Gratuity accode in "Remuneration Schedule" after careful scrutiny to remove mistake in classification, if any, in the proforma enclosed (Annexure-I) **along with the attested copies of death certificates in case of deceased employees.**

The details in Annexure-I, as mentioned above, shall be furnished latest by 30th April 2016 on email id agmcaii@gmail.com followed by hard copy with copy of death certificates.

It is also requested to confirm that the amount of gratuity has been either paid to all ex-employees or his legal heir(s) who has/have been retired / resigned / died in harness up to 31st March 2016 or provided in the books of accounts for the year 2015-16. The report sent should be tallied with the trial balance for the year ending 2015-16

Encls: As above.


(V M Gupta)

Dy. General Manager (CA-III)

Copy for necessary action to:

1. General Manager (Finance)/IFA of all Circles.
2. AGM (R&P), Corporate Office, BSNL.