



Harish Chandra Mathur Lane, New Delhi - 110001.

No.48-13/2019/-Pen (B)

Dated: 24.10.2019

To

All Heads of Telecom Circles/
Administrative Units
Bharat Sanchar Nigam Limited.

Sub: Bifurcation of no of Earned Leave & HPL as on 30.09.2000 for DOT period and no of EL after 01.10.2000 till 31.10.2019 in BSNL for absorbed employees of 50 years & above.

Sir,

Please refer to this office D.O. of even no 23.09.2019 and CMD D.O. dated 17.10.2019 wherein all BSNL units were requested to complete the exercise of Service Book updation by 15.10.2019 positively. In this regard, in order to process the leave encashment payment of retiring employees, the Earned Leave & HPL balance as on 30.09.2000 of BSNL absorbed employees of 50 years and above as on 31.10.2019 may be computed separately from the current leave balance, for which the encashment part is not taxable.

2. Accordingly, the number of EL & HPL balance as on 30.09.2000 & from 1.10.2000 to 31.10.2019 of above employees may be certified in the Service Book for further necessary action. The following example may be taken in to consideration for segregation of EL & HPL as given below:

For example, Mr. X has 200 EL and 150 HPL as on 30.06.2000 and subsequently he has taken 13 EL and 7 HPL respectively between 1/7/2000 & before 01.10.2000, then the calculation should be as follows:

	Details of EL/HPL	EL	HPL
1	EL balance as on 30.06.2000	200	150
2	EL & HPL credit for July, Aug & Sep 2000 HPL credit	8	5
3	Total	208	155
4	EL debit	13 EL	7 HPL
5	Net EL as on 01.10.2000	195	148

3. The number of Service book for which EL & HPL are segregated and certified may be forwarded to this office / mail to email id esttmt5@gmail.com in the enclosed proforma immediately, so as to tabulate the data for further processing.

Yours sincerely

(Sheo Shankar Prasad)
Dy. General Manager (Estt.)
011-23715155

Encl. - Proforma for employees details.

Copy to: