



No: 500-50/2018-19/BSNL/Closure-Gratuity

Dated 11<sup>th</sup> April, 2019

To,  
The Chief General Manager,  
All Circles  
BSNL

**Sub: Details of booking for Gratuity (paid or payable) to directly recruited employees of BSNL during the financial year 2018-19**


At the time of retirement or otherwise, BSNL makes the payment of Gratuity to its directly recruited employees and later on, it is recovered from the BSNL Employees Gratuity Fund.

In order to raise the claim to the fund manager, the employee wise details of amount booked under the Gratuity expense GL during the financial year 2018-19 is required in the proforma enclosed (Annexure-I), along with requisite certificate and attested copies of death certificates in case of deceased employees.

The details in **Annexure-I (in excel format only)**, as mentioned above, shall be furnished first in soft form latest by 30<sup>th</sup> April 2019 on email id [bsnlcaindas@gmail.com](mailto:bsnlcaindas@gmail.com) and **Two sets of Hard copy of the Annexure-I with requisite certificate ( format given in the annexure) and death certificates are required to be provided while submission of Annual audited accounts for the F.Y.2018-19 to this office. The copy of the death certificates must invariably be marked with serial no. of Annexure-I.** It is to be noted that name and Husband/father's name of the deceased employee should also be mentioned in English.

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 31<sup>st</sup> March 2019 or Liability has been provided in the books of accounts for the year 2018-19. The report in excel format should tally with the trial balance for the year ending 2018-19.

Encls: As above.

  
(P.D.Chirania)  
Sr. General Manager (CA)

**Copy for necessary action to:**

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

**PROFORMA for furnishing the details of Gratuity Paid/ Payable as reflected under Gratuity GL Codes for the financial year 2018-19**

**Annexure-I**

Name of the Circle: \_\_\_\_\_

Sl. No.	Name of the Employee	Designation	Name of the SSA/Unit	HRMS No.	Date of Birth	Date of Joining in the Service*	Date of Leaving the Service	Reason for leaving the Service**	Pay Scale	Last Basic Pay Drawn	Date of Gratuity Paid by the Circle	GL Code	Amount of Gratuity expense recognised in respect of staff in question		Name of Nominee / Legal Heir***	
													In 2018-19 #	up to previous financial year		Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

All dates should be in dd/mm/yyyy format only.

\* It includes the period of training followed by regular appointment in the case of trainees

\*\* attach attested death certificate in case of death.

\*\*\* compulsorily to be filled in case of death

## Tally with the trial balance

**Certificate**

It is certified that :-

- 1 Calculation of Gratuity Paid/ Payable is done as per Rules.
- 2 Training Period followed by the regular appointment is included while calculating completed years of service to ascertain Amount of Gratuity paid/payable.
- 3 Ministry of Labour and Employment, GOI Notification No. S.O. 1420(E) Dated 29.03.2018 regarding the increase of the limit of amount of gratuity payable to an employee from the existing limit of Rs. 10 Lakh to Rs. 20 Lakhs has been considered.
- 4 Death Certificates (duly attested by the officer not below the rank of STS) are enclosed with the Annexure and the serial No. of excel file has been marked on the death certificate along with Name and Husband/father's Name of the deceased.
- 5 It is certified that the amount of gratuity in respect of all directly recruited employees who left BSNL up to 31<sup>st</sup> March 2019 due to retirement/ superannuation / resignation / death / any other reason has been either paid or necessary Liability has been created in the books of accounts for the year 2018-19. There is no such case pending for making payment/ Liability provision in the books of account.

It is issued with the approval of Circle IFA.

(Signature)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(officer not below the rank of STS)

Contact No.: \_\_\_\_\_

(Signature)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(officer not below the rank of STS)

Contact No.: \_\_\_\_\_