

**FORMALITIES TO BE COMPLETED FOR VARIOUS PURPOSE BY THE BSNL ABSORBED/  
UNABSORBED EMPLOYEES FOR SETTLEMENT OF BENEFITS ON THEIR RETIREMENT**

Sl. No.	Items/purpose	Retiring Employee's responsibility	Time line	Nodal executive	Contact No.	Remarks
1	Pension	Submit Form No. 5 (two full set) obtainable from Pension Section	8 months ahead of retirement date	AGM (Pers.V), BSNL, CO	23037475	Commuted amount payable after retirement & PPO letter issued few days later by DoT. Collect PPO Book from the Bank/Post Office concerned around two months later.
2	DCRG	Submit Form No. 5 (two full set) obtainable from Pension Section	8 months ahead of retirement date	AO (PFP), DoT	23036470 23036577	90% payable after retirement & balance on submission of LPC; subject to vigilance clearance
3	GPF	Submit form 10-A	2 months ahead	AGM(L&A) PAO (HQ) DoT	23037163 23036305	Payable after retirement
4	Leave encashment	Check leave records in Service Book	2 months ahead	Concerned AGMs Pers-3/II/IV SGA/CSS/ A&E/Civil	23037233 23037237 23037191 23037220 23037486	Payable after retirement
5	Loans & advances	Submit all claim/Bills	Well before retirement	DM(L&A)	23037163	
6	GSLI/CGEIGS	Submit claim form	Just after retirement	DM(Pay Bill)	23734086 23037260	Payable by LIC/DoT after one month
7	Service Phone/ Broad Band etc.	Apply to retain/surrender and obtain letter to MTNL/BSNL SSA	Just before retirement	Manager (Admn- PHA)	23325282	Apply to MTNL/BSNL SSA for private phone or mobile
8	No dues certificate	Obtain clearance from All Sections/Cells	Just after retirement	DM(Pay Bill)	23734086 23037260	prescribed form to be collected from Pay Bill Section
9	Lap top & other 'IT' items etc.	Surrender & obtain receipt on 'No dues certificate' form	Just after retirement	AGM(IT-III)	23037439	
10	Identity Card & Medical Card	Surrender & obtain receipt on 'No dues certificate' form	Just after retirement	AGM (Admn-I)	23037241	
11	Pensioner's Identity Card for IDA pensioners	Submit prescribed form with 2 photos & PPO letter copy.	After receiving PPO letter	AGM (Pers-V)	23037475 23037482	Check for correct entries and have it laminated
12	LPC	Submit no dues certificate	After getting No Dues Certificate	DM(Pay Bill)	23734086 23037260	
13	BSNL MRS/CGHS Regn. Form.	Submit application form	After getting LPC	AGM(L&A)	23037163	Enclose copy of retirement order & LPC
14	Pensioner's Medical Card for IDA pensioners	Submit application form	After getting LPC	AGM (Admn-I)	23037241	Enclose copy of PO, PPO, LPC & Pensioner's I-Card

*Handwritten signature and text at the bottom of the page.*