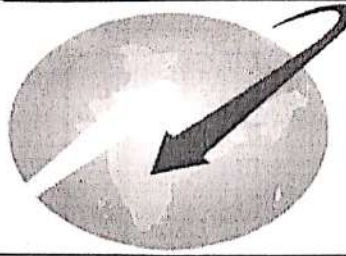


**BSNL Corporate
Office**

**Pension Section 5th floor,
Bharat Sanchar Bhawan
H.C. Mathur Lane,
New Delhi-110001**



BSNL
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No. BSNLCO-A/12(14)/2/2022-ESTAB

Date: 03-08-2026

To,

All Heads of Territorial/Non- Territorial Circles/Other Administrative Offices
Bharat Sanchar Nigam Limited

(Kind Attn. : Nodal Officer of the Circles for settlement of Pension cases)

Subject : Timelines for completion of various activities in the process of
authorization of pension and gratuity on retirement on superannuation of
a Government servant-reg.

Ref : O.M. No. 36-03/2019-Pen (T) dated 02.07.2026 received from US
(STP), DOT, Sanchar Bhawan, New Delhi

Madam/Sir,

I am directed to circulate the above-referred letter received from DOT
HQ, Sanchar Bhawan, New Delhi for information and necessary action.

2. This issues with the approval of Competent Authority.

Encls: As above

Yours faithfully,

(Sudhansu Shekhar Ray)
AGM (Estt.-I)

ED 978485332m



No. 36-03/2019-Pen(T)
Government Of India
Ministry of Communications
Department of Telecommunications
(Pension Section)

BSNL CO, NEW DELHI
O/o P.G.M. (Establishment)
Dy No. 358
Date 07-07-2026

Room No. 514, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001
Date: 02-07-2026

OFFICE MEMORANDUM

Subject: Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a government servant reg-.

The undersigned is directed to refer to the subject cited above and to say that the timelines prescribed under CCS (Pension) Rules are not being followed by the administrative authorities and the retiring officials resulting delay in processing of pension case and issuance of PPO. In this regard, DoP&PW OM No. 11/15/2022-P&PW(H)-8363(IV) dated 25.10.2024 is attached herewith to all concerned for information and necessary action.

Encl: As above.

Digitally signed by
KULDEEP KUMAR
Date: 02-07-2026
10:47:33

(Kuldeep Kumar)
Under Secretary to Govt. of India
Tel. No. : 011-23036073
Email : usstp2021-dot@gov.in

To:

1. CGCA/All CCA & Pr.CCA offices
2. DG(T) / All LSA Offices
3. DG, NTIPRIT/ DG NICF
4. Sr.DDG TEC/Sr.DDG NCCS / Wireless Advisor/Executive Director, C-DoT
5. CMD, BSNL/MTNL/BBNL/TCIL/ITI
6. DDG(Accounts), DoT HQ
7. Sr. DDG(Pers.)/ DDG(E&T)/DDG(C&A)/JS(A)

DIR (HR)

Ph.

PGM (Estt)

DDM (Estt)

DDM (Estt-I)
AO (Pensions)

DDM (Pension)



11/15/2022-P&PW(11)-8363 (IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Date: 25-10-2024

OFFICE MEMORANDUM

Subject: Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a government servant.

The undersigned is directed to refer to this Department's OM No. 11/15/2022-P&PW(11)-8363 (1) dated 28-10-2022 on the above subject and to say that the process of authorization of pension and gratuity involves various activities to be performed by different offices/authorities. Timelines have been prescribed in the Central Civil Service (Pension) Rules, 2021 for completion of each of these activities. These activities include:

A. As per Rule 54, every Head of Department (HoD) is required to have a list prepared by 15th day of every month, of all Government servants, who are due to retired within the next fifteen months of that date.

B. As per Rule 55, Complete details regarding the Government accommodation are required to be obtained from the Government servant at least one year before the anticipated date of retirement and send these details Directorate of Estates for issuing a 'No demand certificate' in respect of the period preceding eighth months of the retirement of the Government servant.

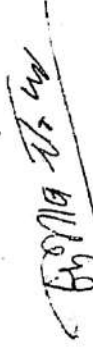
C. Elaborate procedure has been laid down in Rules 56 and 57 for preparatory work for processing of pension case on superannuation during the period of one year before retirement. This includes verification of service, making good the omissions, imperfections or deficiencies in the service book.

D. As per Rule 59 & 60, the HOD is required to send the pension case to the Pay & Accounts Office with a covering letter in Format 10 within two months from the date of receipt of pension forms from the Government servant.

1. On receipt of pension case the Accounts Officer shall apply the requisite checks and issue the pension payment order not later than two month in advance of the date of retirement of a Government servant on attaining the age of superannuation.

2. The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, within two months from the date of receipt of pension papers from the HOO. The CPAO shall issue the Special Seal Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order within twenty one days from the date of receipt of the Pension Payment Order. The Pension Disbursing Authority shall thereafter take action to disburse the pension to the retired Government servant on the date on which it becomes due.

3. All Ministries/Departments are, therefore, requested that the above provisions may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder for compliance.



(Subhash Chander)

Under Secretary to the Govt. of India
Tele. No. 24644631

To

All Ministries/Departments/Organizations (As per standard list)