



सेवा मे/To

- 1.All Accounts Officers/Junior Accounts Officers
2. Optees under VRS2019 scheme
STP circle

सं.: CGMP/STP/BSNL/VRS2019CORR/12

dt.30.11.2019

विषय/Sub: Guidelines to facilitate submission of Pension/GPF papers by optees –reg

संदर्भ/Ref : BSNL C.O letter no.1-15/2019-PAT(BSNL) dt 04.11.2019

In pursuance to the notification of BSNL VOLUNTARY RETIREMENT SCHEME 2019, vide letter under reference, guidelines to facilitate submission of Pension/GPF papers by all concerned under the scheme seeking voluntary retirement is furnished below.

1	Department of Telecommunications launched a Comprehensive Pension Management System(CPMS) with the brand name "SAMPANN" which brings processing, sanctioning , authorisation and disbursement under a common online platform for the pensioners of the Telecom Department. This platform shall also be used for BSNL VOLUNTARY RETIREMENT SCHEME 2019 Pensioners.
2	Enter URL www.dotpension.gov.in
3	Preferred web browser for CPMS use is Google chrome,IE 9 or IE 11
4	User name: PAN (not case sensitive)
5	It may be ensured that the mobile number in ESS is active mobile number in post retirement period also.
6	As mobile number and PAN is automatically fetched from BSNL ESS portal, it may kindly be ensured that both the information are correctly updated in ESS portal.
7	List of forms in legacy system as well as forms generated in SAMPANN are uploaded in STP Intranet. Soft copy of legacy forms are also uploaded .
8	1 copy of nominations viz GPF, Commutation, Gratuity, arrears of pension and Form 3 may be retained at your end for uploading in SAMPANN.

<u>9</u>	Photo(joint or single),Signature may be scanned and kept ready for uploading in SAMPANN. Size of photo should not exceed 70KB with file format .JPEG,.JPG only are allowed. Scanned Photo should be clear and of good quality
<u>10</u>	Retiree's signature may also be scanned and kept ready for uploading in SAMPANN. He/she should adhere to the size of the image(70KB) mentioned on the page, in front of the image uploading box.
<u>11</u>	Photo(joint or single),Signature are to be uploaded in Personal tab by retiree
<u>12</u>	Extra care must be taken while uploading the images. Once uploaded, it should be ensured that the correct photo has been uploaded in the correct box.
<u>13</u>	In case the Permanent address is same as the Present address, then check the "Same as" checkbox given in the page, which will automatically replicate the Present Address in the Permanent Address fields .While typing address, space may be provided in lieu of comma or special characters.
<u>14</u>	He/she can divide the nomination amongst multiple nominees subject to a maximum of 100%. He/she has the option of providing no nomination also.
<u>15</u>	As common nomination (Form 1)is generated in SAMPANN for GPF and Gratuity, 5 nos of printout(1-DGM(O),1-GM(O),1-CIRCLE(O),1-CCA(O))may be taken. Legacy nominations for GPF and gratuity may be prepared in accordance with this SAMPANN Form 1- i.e details of nominee, alternate nominee and % of share mentioned in legacy should tally with that of SAMPANN.
<u>16</u>	4 copies of following forms generated from SAMPANN are required in addition to legacy forms(Form3-for family particulars, Form 5-for personal details)
<u>17</u>	Similarly common nomination (Form A)is generated in SAMPANN for commutation and arrears of pension, it may be ensured that the details of main nominee, alternate nominee and % of share furnished in legacy should tally with that of SAMPANN.
<u>18</u>	The percentage of commutation will be zero by default and cannot be edited.

19	Since pension and terminal benefits will be credited into the bank account directly by O/o PR.CCA,TN, bank account details must be filled with extreme care
20	Bank Undertaking has to be downloaded, signed and then uploaded
21	In case any corrections to be done after Final Submission, the retiree must immediately inform STP CIRCLE office
22	In case STP CIRCLE office detects a correction in the details filled by the retiree, the retiree will be intimated by the office and he/she will have to submit again
23	It is requested to start the process of submitting hard copies of pension/GPF papers(legacy)immediately to the Accounts officer concerned, retaining copy of nominations (commutation, Gratuity, arrears of pension, gpf- legacy forms),Form 3(form for family particulars) and photo at your end for uploading in SAMPANN
24	<p><u>Schedule of activities:</u></p> <p>1.<u>AO/JAO,O/o DGM:</u>Verification of pension papers with ERP DATA,SAMPANN and submission to AO(claims),O/o GM: 07.12.2019</p> <p>2.<u>AO(Claims),O/o GM:</u> Verification of pension papers with ERP DATA,SAMPANN AND service book of employee and submission to AO(Pension), O/o CGMP, Chennai: 05.01.2020</p> <p>3.<u>AO(pension),O/o CGMP:</u> Verification of pension papers with ERP DATA,SAMPANN AND service book of employee and submission to O/o PR.CCA,TN 25.01.2020</p>
25	Pension papers will be processed in FIRST IN FIRST OUT basis only.

This issues with the approval of competent authority

ENCL: 1.PPT on SAMPANN retiree उप महा प्रबन्धक(वित्त)/Deputy General Manager(Fin.)&IFA,
2.Soft copy of VRs2019forms का। मुख्य महाप्रबंधक/O/o CGM
एसटीपी / बीएसएनएल / चेन्नई/STP/BSNL/Chennai-28