



SANCHAR NIGAM EXECUTIVES' ASSOCIATION

KERALA CIRCLE

(Recognised Majority Association of Executives in BSNL)
SNEA Bhavan, Dharmalayam Road, TVM-695001

Circle President
George Varghese
DGM, Ernakulam
Mob: 9447162900

Circle Secretary
Jithesh.K.P
SDE, Kannur
Mob: 9447707475

Circle Treasurer
Suneer.S
AO, Circle Office
Mob: 9447341693

No.SNEA/Kerala/2018-19/II/90

dated at TVM

the 25th March 2020

To

Sh. C V Vinod,
Chief General Manager Telecom,
BSNL, Kerala Circle,
Thiruvananthapuram-33

Respected Sir,

Sub: Processing of Leave Encashment and Ex-gratia of VRS optees reg.

Even though we had a declared timeline to distribute first installment of Ex-gratia and Leave Encashment by March-31st, The instruction to process Leave Encashment and ex-gratia of VRS optees issued by BSNLCO only on 23rd March, 2020 with just one day deadline. Subsequently, the detailed process guideline delayed further and issued only on 24th March. Moreover the SAP was not open for posting during morning hours on 24th March 2020.

A lot of Manual File checking is required to post recoveries also. Each file need to be examined and it is not possible to do it remotely from home since hard copies in the File to be cross examined. After posting, reconciliation/checking is inevitable to eliminate minus figures and errors. It is a very time consuming process. Leave Encashment and Ex gratia sanction process through SAP too a time consuming task especially in those BAs where cases are more.

The deadline given for completion of this task is too short as Leave Encashment and ex-gratia amount arrived through system is required to be cross checked by DDOs to ensure the error free payment. More time may be allotted for multi-level checking. Since a portion of ex-gratia amount and Leave Encashment is ordered to be released now, it may be given provisionally, and over payment, if any can be adjusted with next installment.

Since the nation is under complete lock down, and movement of the citizens restricted other than those who are working in essential services, and Officials taking Office duties are asked to take work from home, it is not easy to travel to office and back to meet this emergency target in the absence of BSNL vehicle for those not having own vehicles else. Due to the critical situation all these efforts are violating the Govt instructions to be at home for 21 days. Hence the target dates may be extended and provisional Payment may be initiated as done in the case of Pension distribution till an error free final figure achieved.

Thanking You,

Sincerely Yours

Jithesh K P.
Circle Secretary
SNEA Kerala Circle

Copy to: 1. Smt. Yojana Das, PGM Finance, Kerala Circle

2. Shri. K.Sebastin, GS SNEA CHQ