



**No: 500-50/2019-20/BSNL HY A/cs Closure- L.E.**

**Dated 17<sup>th</sup> March,2020**

To,  
The Chief General Manager,  
All Circles  
BSNL

**Sub: Details of booking for Leave Encashment (paid or payable) during the financial year 2019-20**

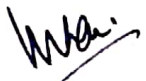
At the time of retirement or otherwise, BSNL makes the payment of Leave Encashment and later on, it is recovered from the fund manager considering booking of Expenses of Leave Encashment. The employee wise details of amount booked under the Leave Encashment expense GL during the financial year 2019-20 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 **15<sup>th</sup> April, 2020** on email id **bsnlcaindas@gmail.com** and **Two sets of Hard copy of the statement with requisite certificate (format given in the annexure) and death certificates are required to be provided while submission of annual audited accounts. The copy of the death certificates in death cases 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 correct amount of Leave Encashment has been 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,2020 or Liability has been provided in the books of accounts for the year 2019-20. The report in excel format should tally with the trial balance for the period ending on 31<sup>st</sup> March,2020.

**It is issued with the approval of Sr.GM(CA)**

Encls: As above.

  
(Jagdeep Singh)  
DGM (CA-II)

**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 Leave Encashment Payable/Paid at the time of retirement / superannuation for the financial year 2019-20 up to 31st March,2020

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

Sl. No.	Name of the Employee	Designation	Name of the SSA/Unit	HRMS No.	Category of Employee <sup>1</sup>	Date of Birth <sup>2</sup>	Date of Leaving the Service <sup>3</sup>	Reason for Leaving the Service <sup>4</sup>	No of EL encashed at the time of Retirement / Superannuation	No of HPL encashed at the time of Retirement / Superannuation	Pay Scale	Last Salary Drawn at the time of retirement / superannuation			Date of Leave Encashment Paid by the Circle <sup>5</sup>	Expense GL CODE	Amount of Leave Encashment expense paid or payable					Name of Nominee / Legal Heir <sup>6</sup>
												Basic	DA	Total			Expenses incurred/booked up to 30/09/2019 and Paid up to 31/03/2020	Expenses incurred/books d up to 30/09/2019 and not Paid up to 31/03/2020	Total Expenses incurred/Booked upto 31.03.2020 (Column No. 18+19)##	Leave Encashment Amount Paid out of Provision or Liability of Previous Years laying on 01/04/2019	Total (Column No. 20+21)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

- Notes:-
- 1) In case of death, the copy of death certificate should be enclosed with this report.
  - 2) Category of employees means Directly recruited(DR) / Absorbed
  - 3) The dates in the report should be in the DD/MM/YYYY format only.
  - 4) Reason for Leaving the Service means Retirement/ resignation / superannuation / death.
  - 5) Compulsorily to be filled in case of death.
  - 6) The current year booking under respective GL CODE should be reconciled and tallied with the amount shown in Col. 18

(Signature)  
 Name:  
 Designation:  
 Contact No.:

Certificate

It is certified that :-

- 1 Calculation of Leave Encashment Paid/ Payable is done as per Rules.
- 2 Death Certificates (duly attested by the officer of BSNL 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.
- 3 It is certified that the amount of Leave Encashment in respect of all employees who left BSNL up to 31<sup>st</sup> March 2020 due to superannuation / resignation / death / any other reason has been either paid or necessary liability has been created in the books of accounts for the year 2019-20. 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:  
 Contact No.:

*Handwritten signature*  
 17/3/20