

## Early Preparation For Timely Pension

Dear VRS Optee of BSNL Gujarat Circle,

Please take care of following for timely settlement of your Pension/GPF case:



### Do's

1. Make efforts to get your Service Book (SB) completed with special attention on:
  - a. Entry of details like Time-bound Promotion along with Promotion Order
  - b. Entry of Training Period
  - c. Pay fixation memos from 1.10.2000 onwards are available in SB
  - d. Up to date remarks regarding Pension Contribution duly attested
  - e. Copy of Presidential Order is pasted in SB
  - f. Undertaking prescribed for post based increment is available (wherever applicable)
  - g. Indemnity Bonds is available for Group B officers who opted for IDA from date of promotion after 1.10.2000
  - h. TSM period should be mentioned in SB along with Regularization orders
  - i. Strike period has been regularized
  - j. Leave Records are complete
2. Make sure that following are ready:
  - a. Joint photograph with spouse in dimensions 5.5\*4 inches in  matt finish duly attested by the unit officer
  - b. ECS mandate from the bank in which you wish to obtain your pension and other payments. Preferably open joint account with spouse
  - c. Specimen signature and thumb & finger impression duly attested
  - d. Nomination forms for DCRG, Commutation, GPF and Arrears of Pension

- e. Cancelled cheque along with a photocopy of the same along with application or provide a copy of first page of your bank account passbook duly attested by your unit officer
- f. Copy of your and your spouse's Aadhar and PAN card duly attested by your unit officer
- g. GPF Final Payment application, Details of family members and Undertaking forms
- h. Descriptive roll i.e. Identification marks/height
- i. Details of Family in Form 3
- j. Declaration by Pensioner
- k. Advance stamped receipts

**3. Always provide:**

- a. Permanent address after retirement for future communication
- b. Correct email id for future communication
- c. Permanent mobile number for future communication

**4. Make sure that that your name in the Service Book is the same as in your Aadhar, Bank Account and PAN Card**



**Don'ts**

1. Do not provide your service connection number as contact number
2. Do not give official email id for future communication
3. Do not provide your staff quarter address for future communication



**In case of any query, please contact:**

**Controller of Communication Accounts**

**Gujarat Circle**

**7<sup>th</sup> Floor, P&T Administrative Building, Khanpur**

**Ahmedabad – 380001**



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