

**BSNL Corporate Office
Establishment Branch,
PAT Section, 5th floor,
Bharat Sanchar Bhawan
H.C. Mathur Lane,
New Delhi-110001**



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No.1-15/2019-PAT(BSNL)

Dated 19.11.2019

To

**All Heads of Telecom Circles,
Bharat Sanchar Nigam Limited.**

Sub: Implementation of Voluntary Retirement Scheme – Training Sessions on HoO Module in SAMPAN being organised by DoT for familiarisation with the module for early settlement of benefits of retiring employees.

Sir,

Department of Telecom has decided to organise training sessions on Head of Office (HoO) module for SSA unit users of BSNL as per the following schedule at O/o Pr. CCAs / CCAs, in coordination of with regional coordinators, for familiarisation with the module:

Zone	Organising Circle	Venue	Date of Training Session	Circles to attend in the Training Session
South	Pr. CCA, Tamil Nadu	O/o Pr. CCA, Tamil Nadu	25.11.2019	Tamil Nadu, A.P., Telengana, Kerala, Karnataka, A & N
West & Central	CCA, Maharashtra	CCA, Maharashtra	26.11.2019	Gujarat, Maharashtra, Mumbai, Rajasthan, M.P., Chattisgarh
North	Pr. CCA, Delhi	O/o Pr. CCA, Delhi	27.11.2019	Delhi, Punjab, Haryana, J&K, UP(E), UP(W), Uttarakhand, H.P., BSNL CO.
East	Pr. CCA, Kolkata	O/o Pr. CCA, Kolkata	29.11.2019	W.B., Kolkata, Assam, NE-I, NE-II, Bihar, Jharkhand, Odisha

2. The training sessions will be taken by officers from DoT and necessary training materials / videos will be provided for further training of actual users in field units.

3. The training session should be attended by Circle IFA and GM (HR/Admn) of each circle along with two officers, one each from HR and Pension branch, who are / will be actually dealing with pension settlement cases at circle level, as per the above mentioned schedule. You are requested to kindly ensure the same and issue necessary instructions for the purpose.

Yours faithfully,

(Sheo Shankar Prasad)
Dy. General Manager (Estt.-I)

Copy for kind information to:

1. PPS to CMD, BSNL Board
2. PPS to Director (HR), BSNL Board
3. PGM (Pers.)/ Sr. GM(CA), BSNL Co.