

**भारत सरकार / GOVERNMENT OF INDIA**  
**संचार मंत्रालय/ MINISTRY OF COMMUNICATIONS**  
**दूरसंचार विभाग/ DEPARTMENT OF TELECOMMUNICATIONS**  
**20- अशोका रोड, संचार भवन/20, ASHOKA ROAD, SANCHAR BHAWAN**  
**नई दिल्ली-110001/ NEW DELHI-110001**

No.7-47/2016/PFP-Policy/Pt-1 13402 to 3433

Dated: 25/02/2021

To,  
All Pr CCA/CCA offices

**Subject: Declaration of Head of the office -reg.**

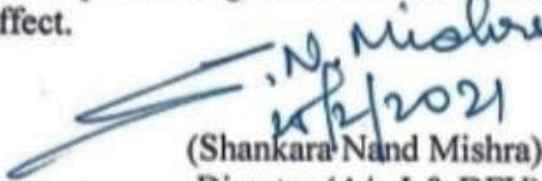
Currently following process in respect of following revisions is being followed:

S No	Type of Revision	Documents Required	Documents to be submitted by pensioner to Head of Office	Direct Processing by Pension Section in CCA office
1	Conversion to Family Pension when eligible claimant is other than family pensioner mentioned in the PPO (including BSNL VRS 2019 and Bank Migrated cases)	- Form 14 with all enclosures - Death Certificate - Mandate Form	Form 14 to be submitted to Head of Office	No. Initiated only after Form 14 with required enclosures is duly forwarded by HOO
2	Commutation Revision (including BSNL VRS 2019)	Form 1/2	Form 1/2 to be submitted to Head of Office	No. Initiated only after Form 1/2 with required enclosures is duly forwarded by HOO

The above process is leading to delay in settlement of above pension revisions. Further, this is causing great inconvenience to SAMPANN pensioners. Further, most of the BSNL VRS 2019 pensioners shall be applying for deferred commutation in coming years. In light of above and in order to provide further convenience to pensioners, the above processes have been reviewed.

Accordingly, I am directed to convey that all SAMPANN pensioners may submit the respective forms in regard to above two revisions directly to the CCA offices which shall be performing the role of the Head of the office for the purpose of these two revisions with immediate effect.

This issues with the approval of Member(F).

  
(Shankara Nand Mishra)  
Director (A/c-I & DFU)  
Email: [div.dfu-dot@nic.in](mailto:div.dfu-dot@nic.in)

Copy for kind information and necessary action

1. Addl. CGCA
2. CMD BSNL

Copy for kind information

1. PPS to Secretary(T)
2. PPS to Member(F)