



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

2<sup>nd</sup> Floor, Bharat Sanchar Bhawan, H C Mathur Lane, Janpath, New Delhi – 110 001

**PAY BILL SECTION**

PERNER No. \_\_\_\_\_ / Emp No. \_\_\_\_\_

**Subject: Clearance Certificate**

Shri/Smt./Kum. \_\_\_\_\_ Designation \_\_\_\_\_ has  
**Tech.resigned/Resigned/Vol. retired/is retiring on superannuation** from Government  
Service/has been **transferred/repatriated to DOT/deputed to** \_\_\_\_\_  
\_\_\_\_\_ w.e.f. \_\_\_\_\_ vide No. \_\_\_\_\_ Dated \_\_\_\_\_.

AGM Admn.-I/Admn-II/L&A /Librarian/CIT/ERP BSNL CO are requested to kindly indicate  
below if any Amount / Article / Identity Card / CGHS / Medical Card etc. are outstanding against the officer /  
official to enable us to issue the **Last Pay Certificate**.

**DM (Pay Bill)**

- 
- a) HBA
  - b) Car / Scooter advance
  - c) Transfer TA
  - d) TA Advance
  - e) LTC Advance
  - f) Pay Advance
  - g) Festival Advance
  - h) BSNL MRS Amount reimbursed during FY

2<sup>nd</sup> Floor (South Side) DM / AGM (L&A)

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- a) Identity Card:
    - i) Blocked in Access Control System  
(Ground Floor Electrical Control Room)
    - ii) Deposited in Admn. Section
  - b) Brief Case
  - c) Mobile Handset
  - d) Calculator
  - e) Furniture
  - f) Air Conditioner
  - g) BSNL MRS Card
  - h) CGHS Card

1st Floor (South Side) DM / AGM Admn-I / AGM Admn-II

**Librarian – Regarding Library Cards / Books etc.**

6th Floor (South Side) **Librarian**

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**PHA Section – Regarding RSTC / Broadband / Mobile Connection**

1st Floor (South Side) **DM / AGM PHA**

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**ERP – ESS / SAP Logon Validity, User Group, User Type [Dialog/Communication],  
UWL/SBWP, Employee Vendor**

WS 5107 & WS 5097 **DM / AGM ERP**

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**Laptop / Computer / IT Equipment**

7th Floor (South Side) **DM / AGM – CIT**

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**Whether occupying Government Accommodation**

**YES / NO**

**If YES, kindly attach NOC from Estate Office**

**In case of Estate Pool Quarter**

**Admn. Section BSNL CO / NOIDA /. ALTTC Ghaziabad**

**In case of BSNL Pool OR MTNL in case of MTNL Pool**

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**Address of Office where LPC is to be sent:**