

Office of Sr. General Manager (CA/ERP-FICO)
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

NO: BSNLCO-CA/25/4/2021-CA-ERP-FICO/

Dated: 02.09.2021

To,

The Chief General Managers/IFAs
All Territorial/Non Territorial Circles
Bharat Sanchar Nigam Limited.

Sub : Implementation of Corporate CSC for Centralised Payments (Payroll) – Reg .


The Corporate Office vide letter No BSNL CO-COMN/18(13)/2/2021 –O/o GM(PF)-Part (1) dated 16.04.2021 had issued instructions for implementation of Corporate CSC in Four POC Circles Viz., BSNL Corporate office, CN-Tx (North){NTR, NTP & NFS}, Haryana and UP(W) Circles from April 2021. The Corporate CSC started functioning from April itself and has processed salary disbursement and other payroll recoveries of these Circles. Now the competent authority has decided to rollout Corporate CSC for Salary related payments (take home pay of employees as well as pay bill recoveries) from the month of September 2021 for all the Circles.

The enclosed document contains the instructions to be followed by the Circles and the learning from the POC Phase. The major learning from POC implementation reveals that even in this digital era the payments to HR Third party Vendors are being made by cheque. It may kindly be noted that except in case of DOT Recoveries, no cheque payments will be allowed in other cases and society/other recoveries will not be allowed from Salary till Bank Particulars are maintained in Vendor Masters. Besides efforts are not being made to update the bank particulars of employee in SAP – ERP in time resulting in bouncing of salary payments. The Circles are required to take concerted action to cleanse and update the necessary data in SAP-ERP.

It has also been noticed that few Circles have still not taken steps for centralisation of EPF at Circle level and Challans are being generated at BA level. These Circles are requested to immediately implement centralisation of EPF at Circle Level to enable centralisation of EPF payment of all eligible employees at Corporate Level.

The list of officers (Name, Designation, mobile number & Email id) who will coordinate with the Corporate CSC may kindly be communicated to this office at mail id centralcscbsnl@gmail.com.

This is issued with the approval of Sr. GM(CA/ERP-FICO).


(Rakesh Dawar) 2/9
DM(ERP HCM-Payroll)

Copy for kind information to :

1. PPS to CMD, BSNL Corporate Office.
2. Director (F) / Director (HR) / Director (EB) / Director (CM) / Director (CFA), BSNL CO New Delhi.
3. PGM(Pers)/PGM(ERP)/Sr GM(Estb)/Sr GM(CBB)/Sr. GM(CA)/Sr. GM(EF)/Sr. GM(Admin)/Sr. GM(SR), BSNL Corporate Office

Guidelines for Implementation of Corporate CSC for Centralised Payments (Payroll)

1. The Pay Bill section of Circles will get created a vendor as "Salary Payable - XXXX-Name of the Circle" under Domestic Vendor Account Group where XXX will be suffix for respective circles (Address of Paybill section, phone, email, etc have to be updated in vendor master), and follow the steps as given below for generating the payable advice.
 - a. After following all the existing process of pay-bill processing and generating run ID, circle pay team will ensure clearing of Employee Payable GL and post credit entry to their "Salary Payable - XXXX) vendor, using T-code F-04 and get the document (Type KR) approved by controlling officer of the executive in-charge of pay-bill section.
 - b. It will be responsibility of Circle pay-bill section that amount in the payable document created as in (a) above, must reconcile with run ID amount. Circle pay team after satisfying itself on final amount and reconciliation thereof, will communicate the RUN ID & amount to Corporate CSC for further processing in following format.

Circle	Month	No of Personnel whose salary has been processed		Payable vendor code	Payable Document no	Document type	Posting Run Id & Posting Date	Amount
		Regular	TSM					

- c. Circle pay-bill sections are advised to proactively attempt to get the payment mode changed to "Bank/account transfer" instead of cheque for the recipients of pay-bill recoveries.

1. Separate payable documents will be generated by pay-bill section(s) by clubbing together various documents of each mode of payment/type of recoveries where single payment required for multiple line of items like UNION subscription/MOU Bank/Society. Corporate office will ensure number of RTGS/Cheque as per Document(s) only and hence due care should be taken while forwarding document regarding MOU bank, UNION, LIC, society etc that unique Document should be created for each payment required. If a circle has 5 MoU banks for which recoveries are to be remitted, then 5 different documents will need to be generated. Circle pay team will communicate to corporate CSC in following format :

Circle	Month	Nature of Recovery	Payable vendor code	Payable Document no	Document type	Payment mode (CHQ/RTGS)	Posting Date	Amount	Remarks
		DOT Recoveries							
		MOU Bank Recoveries							
		Society Recoveries							



		GSLI							
		EPF							
		ESI							
		Union Subscription							
		Court Attachment							
		Miscellaneous Recoveries (to be specified)							

2. Updation of Bank Particulars in Pay bill Recoveries Vendor - In case of bank transfer to HR third Party vendors, all the Circles should check the bank account in the vendor master through Tcode XK03 and if they find that the bank particulars are ok then they should not update anything in bank particulars. And if they find that the bank particulars is different for their circle then they should not touch the bank particulars already maintained, instead they should add/insert other row with the new bank particulars and in that line item they should capture 'Circle Code' in field 'Btype'. The parameter maintained in 'Btype' field is also to be captured in each vendor line item of posted payroll document. And this thing should be clearly stated in bold in the remarks column of recovery schedule which is being sent to CSC.

For eg UP(W) and NTR Circle finds that in Vendor Master 11000001 the bank particulars maintained are ok but Haryana Circle finds that they are remitting the amount in different bank account. Then Haryana Circle should provide new bank particulars to FICO Core team and in field 'Btype' in Vendor Master Bank Data the parameter circle code '1017' is to be captured.

Now after payroll they should open the payroll document using Tcode FB02 and against vendor line item (Vendor 11000001) they should update the Btype field with parameter '1017' under additional data tab and save the changes.

This should also be mentioned in the remarks column of recovery schedule being sent to CSC.

3. The MOU Banks Recoveries of all the employees duly tallied have to be provided in Bank file format.
4. Corporate CSC team will Post the Payment using Tcode-F110, as per approved document(s) of each circle.
5. Payroll Core Team will update/replace the House Bank of all Circles for generation of Bank File for salary.
6. R&P (banking operations) section of BSNL CO after receipt of clearing document from Corporate CSC, will Generate bank File using Tcode - Zfi_bank name while ensuring that same is tallying with



amount posted in BANK GL and upload it to bank server for payment processing or send the RTGS / NEFT advice as the case may be..

7. The necessary schedules have to be provided by the Circles to recipient parties , wherever required, once payment is made by the Corporate CSC
8. Cheque as generated and printed will be dispatched to Circle pay team for onward handing over to recipient parties.
10. Instructions for ESI/Professional Tax payments will be issued in due course.



ISSUES OBSERVED DURING IMPLEMENTATION OF CORPORATE CSC IN POC LOCATIONS

Sl No.	Issue	Impact	Resolution/Mitigation
1.	Non Updation of Bank Particulars in Vendor Masters	Payment will have to be made by Cheque. Printing and despatch will take time. Penalty and Interest can be charged.	List of HR third party Vendors to be reviewed by Circles and corrective action to be taken. Bank particulars to be taken from Vendors and updated.
2.	Non Updation of IFSC and Bank Particulars of working and retired employees in SAP-ERP in Time	Bouncing of Salary Payments. Banks will their time in intimating the Reversal. Employee Grievance. The work of CSC and pay bill personnel will increase and BRS will become tedious.	Proactive and Concerted action have to be taken by intimating working and retired employees either through SMS, Call, etc.
3.	Non updation of MOU Loan particulars of employees in SAP-ERP. Either the loan is already paid or loan account is closed.	Bouncing of Loan Instalments. The work of CSC and pay bill personnel will increase on account of processing of refund to employee and preparation of BRS.	Proactive and Concerted action have to be taken by Circles by reviewing and updating the Loan particulars of employees in times.
4.	MOU Bank recoveries not provided in bank file format	Delay in sending data to Banks for necessary updation in employee loan account	The MOU Bank Recoveries to be provided in the same bank file format in which salary data is being sent to Banks
5.	Bank Particulars not updated in Vendor Master though Payment type "T" is maintained in Vendor Master	Error while running Payment by Corporate CSC. Payment id delayed. Increases the coordination work.	Before sending the data it have to be thoroughly checked.
6.	Incorrect Vendors or Documents are mentioned in the Recovery data sent to the Corporate CSC	Payment processing is delayed due to incorrect data. Increases the coordination work	Before sending the data it have to be thoroughly checked.

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