BHARAT SANCHAR NIGAM LIMITED
(Government of India Enterprise)
CORPORATE OFFICE
PAT Section
Bharat Sanchar Bhawan,
H.C. Mathur Lane, New Delhi-01

BSNL
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No. BSNLCO-A/11(11)/4/2026-ESTAB

Dated 25.11.2026

Subject: Steps for preparation & disbursement of salary in r/o erstwhile BBNL employees consequent upon amalgamation of BBNL with BSNL -reg

Undersigned is directed to convey the steps & procedure for preparation & disbursement of salary in r/o employees of erstwhile BBNL:

1. **Technical Configuration in BSNL SAP-ERP**: A new Employee Group, namely "BBNL Recruitee," shall be created in SAP-ERP, on the lines of the existing Employee Group "BSNL Recruitee." The new Employee Group shall be mapped to the existing Employee Subgroups A and B, as applicable. Further, the necessary configuration and mapping of the Employee Group/Subgroups with the existing designations, cadres, wage types, pay scales, pay and allowances, claims, deductions(EPF/GIP), employer contributions(SPS), leave types, Holiday Calendar, e-APARs and other relevant ERP processes shall be carried out in accordance with the provisions applicable to BSNL Recruitees under the respective Employee Subgroups. The required configuration/development activities shall be undertaken jointly by the ERP HCM-HR and HCM-Payroll Core Teams.
2. **Transfer of Service Books**: The service books of the concerned employees of erstwhile BBNL shall be forwarded to the respective Circles/BAs/Administrative Units where the employees are presently posted, for initiating the requisite activities relating to employee master data and pay processing. Accordingly, the concerned Circles/BAs/Administrative Units shall communicate the complete postal addresses for dispatch of service books through email to the following designated email IDs:
   - JAO/AO : bsnlseaco@gmail.com
   - JTO : estt4bsnlco@gmail.com
   - SDE/AGM : agmpers2@bsnl.co.in
3. **Creation of PERNR and Updating of Employee Master Data in BSNL SAP-ERP**: The HR Administrators/Custodians of the concerned Circles/BAs/Administrative Units shall create the Personnel Numbers (PERNRs) and complete the requisite appointment-related formalities in SAP-ERP. They shall also maintain/update the relevant employee master data infotypes, including existing available designation/cadre/position ID/ Job ID and family details, leave data and other applicable particulars, in accordance with the service books and the prevailing SAP-ERP procedures applicable to BSNL Recruitees. In respect of employees posted at BSNL Corporate Office, New Delhi, these activities shall be undertaken by the concerned cadre-controlling units, namely Estt./Pers./SEA, as applicable.
4. **Maintenance of Effective Date/Go-Live Date**: The effective date of amalgamation of BBNL with BSNL, i.e. 23.06.2026 shall be maintained in SAP-ERP as the applicable effective date/Go-Live date for the concerned employees, subject to the relevant administrative approvals and applicable rules.
5. **Updating of Pay-Related Infotypes**: The Pay Administrators of the concerned Circles/BAs/Administrative Units shall maintain/update the relevant

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pay-related infotypes in SAP-ERP, including existing basic pay, applicable pay scale, pay level, increment date, pay protection, personal pay, if any, with reference to the service book and applicable orders/rules. Any other admissible allowances & claims, if any, shall be maintained & payable as applicable to BSNL Recruitee as an interim arrangement. For employees posted at BSNL Corporate Office, New Delhi, these activities shall be undertaken by the Paybill Cell, BSNL Corporate Office.

6. **Commencement of Pay Processing**: Pay processing for the concerned employees shall be undertaken by the respective Circles/BAs/Administrative Units for employees posted under their jurisdiction and by BSNL Corporate Office for employees posted at Corporate Office, New Delhi, with effect from the approved effective date of amalgamation of BBNL with BSNL, subject to completion of the requisite SAP-ERP configuration, employee master data creation, pay-related infotype maintenance and necessary validations.
7. The concerned Circles/BAs/Administrative Units shall obtain and verify the requisite employee declarations and particulars required for payroll processing, including PAN, bank account details, income-tax declarations, applicable tax regime, investment declarations, nominations, society recoveries, loan/advance recoveries and other authorized deductions, wherever applicable. Bank account particulars shall be duly verified to ensure accurate credit of salary and other admissible payments.
8. **Processing of Pay and Arrears from the Effective Date**: Since the effective date of amalgamation is 23.06.2026, the concerned authorities shall determine the appropriate payroll treatment for the period commencing from that date, in accordance with the applicable administrative orders and financial rules. The necessary arrangements shall be made for processing salary, arrears, recoveries and other admissible payments, wherever due, after accounting for any payments already made by BBNL or BSNL for the relevant period.
9. **Reconciliation of Payroll and Statutory Liabilities**: The concerned Pay Administrators and Finance Units shall ensure reconciliation of gross salary, net salary, bank payment files, deductions, employer contributions, statutory liabilities and accounting postings. Particular care shall be taken to reconcile EPF and other applicable statutory contributions, income-tax/TDS liabilities and authorized recoveries with the corresponding payroll reports and remittance records.
10. The concerned Circles/BAs/Administrative Units shall be responsible for the accuracy and completeness of employee records, pay particulars and supporting documents. The respective Establishment/Personnel Sections, Paybill Cells and Finance Units shall discharge their assigned functions in accordance with the prevailing delegation of powers and procedures.
11. It was informed to the committee that Sh. A. C. Upadhyay was working as CS & Head Legal in erstwhile BBNL and was drawing salary in E-8 IDA pay scale. As the E-8 IDA pay scale is not operational in BSNL, it is proposed that in order to avoid further delay in disbursement of salary and purely as an interim arrangement to facilitate disbursement of salary, his pay may be processed under the current operational E-7 IDA pay scale in BSNL within BSNL's current SAP-ERP payroll framework and this shall not prejudice his claim to the existing higher pay scale (E-8).

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12. It was also informed to the committee that BSNL is paying some lump sum advance against the salary due to these employees of BBNL and accordingly no deduction/contribution towards EPF, superannuation benefits etc. have been made, hence in case of any imposition of interest/penalty by EPFO Authority etc. due to delayed deduction and deposition of EPF, the same may be borne by BSNL.
13. List of employees is given as per Annexure-I (as given by Shri Avinash Chandra Upadhyay).
14. The comparison of posts, designation and pay structures of erstwhile BBNL and BSNL employees are given in Annexure-II.
15. This is issued with the approval of competent authority.

25/11/2021

(Sudhansu Shekhar Ray)
Assistant General Manager (Estt.-I)
BSNL Corporate Office
Tel. No. (011) 2373 4364

Copy for kind information and necessary action to:

1. PS to CMD, BSNL Corporate Office, New Delhi.
2. Director (HR), BSNL Corporate Office, New Delhi.
3. Director (Finance) / (CFA) / (EB) / (CM), BSNL Corporate Office, New Delhi.
4. Concerned CGMs / GMs-BA for necessary action.
5. PGM (Taxation) / PGM (CBB) / Company Secretary, BSNL Corporate Office.
6. PGM (Pers.) / PGM (Estt.) / PGM (CA) / PGM (EF) / DGM (ERP-FICO), BSNL Corporate Office.

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Annexure-I

List of employees (given by Shri Avinash Chandra Upadhyay):

S.No	Name	Designation in erstwhile BBNL	Place of Posting
1	Avinash Chandra Upadhyay	CS & Head Legal and additional charge of CGM (HR&Admin), BBNL CO, New Delhi	New Delhi
2	Himani Gupta	Manager(Taxation) and additional charge of Manager (PF),BBNL CO, New Delhi	New Delhi
3	Monica Singh	Manager(Project), BBNL, Punjab, Chandigarh	Chandigarh
4	Pavan Kumar Maurya.	Manager (Project),BBNL, UP (E), Lucknow	Lucknow
5	Kumili Sudheer Kumar	Manager(NOC), BBNL, Karnataka, Bangalore	NOC Bengaluru (Currently on deputation in UIDAI Bangalore)
6	Potnuru Vinod Kumar	Manager(Project), Visakhapatnam, Andhra Pradesh	Vijaywada
7	Ajeet Kumar Yadav	Manager(Project), BBNL, UP (E), Lucknow	Lucknow
8	Vikash Kumar	Manager(Project), BBNL, Bihar, Patna	Patna
9	Yuvraj Verma	Manager(Project), BBNL, Pune, Maharashtra	Maharashtra
10	Balram Kumar Vibhakar	Assistant Manager(Project), BBNL, Bihar, Patna	Patna
11	Dhruv Kumar Chanpariya	Assistant Manager(Project), BBNL, Punjab, Chandigarh	Chandigarh
12	Hari Om Pandey	Assistant Manager (NOC), BBNL CO, New Delhi	Delhi

Annexure-II

The comparison of posts, designation and pay structures of erstwhile BBNL and BSNL employees (furnished by Estt.-I Branch):

Level	Scale of Pay	BBNL	BSNL	Remark
E-1	16400-40500	**AM(BBNL) Level**	JTO/JAO/ AM Level	Presently drawing in E2(20600-46500) / E3(24900-50500) Pay scale under NFU
E-2	20600-46500	**Manager (BBNL)**	SDE/AO/ DM level	Presently drawing in E3(24900-50500) Pay scale
E-7	43200-66000	**CS & Head (L)-DR**	Jt. GM(NF)	Presently drawing IN E8 Pay scale under NFU. Shri Avinash Chandra Upadhyay will draw salary under E7(43200-66000) Pay Scale as E8 Pay Scale is not operative in BSNL.

Note:-

1. Above mentioned E1, E2, E3 and E7 Pay Scales are same as applicable to BSNL recruitees.
2. Finalization of pay-scale mapping, pay fixation, designation of employees, admissibility of the allowances and integration with the BSNL pay structure shall be governed by separate orders of the competent authority/Committee.