



No 1-4/2010-ERP-FC/BSNL

dated 09/05/2011

To,

All Circle IFAs

BSNL.

Subject: Provision of regular data submission to DoT regarding GPF schedules –
Guidelines regarding

Previous Ref: No 1-4/2010-ERP-FC/BSNL dated 18/04/2011

Kindly refer the procedure order issued vide this office reference mentioned above. It has been noted that circles have not been observing the guidelines scrupulously. It is understood that several field units are not using the HR Package Pay billing system for regular updation of GPF related transactions. In this regard the following instructions may please be followed:

1. The GPF schedule in requisite format at Circle level would be available for download between 6th to 10th of every month. After 10th the download for current month shall not be possible.
2. Amount for GPF withdrawal / advance shall be restricted on the basis of IBB instead of closing balance.
3. Minimum GPF amount will be calculated as 6% of current year March month basic. This check will apply only for the supplementary bills having date of current financial year and greater than the date of submission of GPF schedules to CCA and supplementary bills pertaining to unpaid salary only.
4. GPF advance recovery or subscription through supplementary having bill date prior to the date of submission of GPF schedules to CCA will not be recovered.
5. If March month basic is not available in the system then GPF due amount will be same as GPF drawn amount. i.e. no Subscription change in supplementary bill.
6. Subscription will not be reviewed for any pay revision/promotion or supplementary bills.
7. Supplementary Subscriptions and recoveries will be shown in "Others Amount" in the GPF Credit Schedule.
8. Subscription Amount in the GPF credit Schedule will show only the subscriptions recovered in the main salary.
9. All GPF sanctions will be allowed in the system up to the last date of month and GPF refunds up to 5th of next month.

10. Supplementary GPF Subscriptions recovered up to 5th will be taken for inclusion in the schedule for the month.
11. Several requests were received by ITPC for reversal of some transactions updated on the system in anticipation of actual transactions, which failed to materialize ultimately. It may please be noted that HRMS Pay billing is a live transaction based system, and should be used with such diligence as is expected for an on line system. Any modifications in GPF sanctions will not be allowed henceforth, once sanction is paid and updated in the ledger.

These instructions may kindly be effectively communicated to all DDOs and absolute adherence should be ensured.



(K. R. Tiwari)

GM (TP/RA)

& team lead (ERP – FICO)

- Copy to:
1. Executive Director (Finance) / CGM (ITPC) for kind information please.
 2. GM (Finance) ITPC for kind necessary action please
 3. Director (IA/TA-I), for kind information please
 4. Sr GM (Estt) team lead (ERP – HCM) w.r.t. reporting requirement of HCM module on ERP.