CORPORATE ACCOUNTS SECTION,
Bharat Sanchar Bhavan, 1ˢᵗ Floor
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NEW DELHI – 110 001.
TEL: 23734110, 23734164 (fax)

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. E76387 BSNLCO-CA/12/4/2021-CA-ERP-FICO   Dated: 20/05/2021

To
All Heads of Telecom Circles &
All Heads of Other Administrative Units
Bharat Sanchar Nigam Limited

Sub: Creation of BSNL Covid Fund and instructions thereof
Ref: BSNL CO Admin Letter No 25-1/2021-BSNL (WL)/Admin dated 20.05.2021

BSNL Covid Fund (BCF) is created with the approval of the BSNL Board to provide one time financial support to the family of the employees deceased due to Covid. Beneficiary of the funds will be as per the said policy. The procedure for contribution to the fund is given below--

1. BSNL employees (including employees on deputation / deployment to BSNL) will make voluntary contribution of 1 (one) day salary (Basic+DA) towards BCF and BSNL management will make matching contribution.
2. The circle Pay & Accounts Officer shall deduct the employee's contribution from the salary of May 2021. If any employee is not willing to contribute to BCF, then he / she will submit in writing to respective AO (Pay & Accounts) within 10 days from the notification of BCF policy i.e. 29ᵗʰ May 2021. However, since the contribution is for a very noble cause, all employees are encouraged to participate in the endeavour.
3. The procedure finalized by ERP HCM Team for doing the transactions in ERP and posting the contributions is given in annexure.
4. Amount contributed by the employees and BSNL will be credited in SAP GL "13102xx-BSNL Covid Fund". Contribution made by BSNL will be charged to expenditure under GL"5010203-Staff Welfare". Banking Cell may open a separate Bank Account for the said fund.

(Surajit Mandol)
Sr. General Manager (CA)

Copy to:
1. PPS to CMD BSNL, New Delhi
2. PPS to all Directors, BSNL Board
3. PGM (ERP), BSNL CO, New Delhi – for kind information and necessary action for issue of procedure for deduction of contribution.
4. PGM (Estt), Sr GM CBB, GM R&P BSNL CO, New Delhi
5. BSNL Intranet/Guard File.

Regd. & Corporate Office: Bharat Sanchar Bhavan, H.C.Mathur Lane, Janpath, New Delhi-110 001
Corporate Identity Number (CIN):U74899DL2000GOI107739
www.bsnl.co.in

1. The 1 day salary (Basic+DA)of the employee has to be manually calculated. For this purpose the basic pay and payscale type of employees can be downloaded through Tcode ZREIS005_PAYROLL.

2. The one day salary (Basic+DA) calculated may be maintained in IT0015 sub type (wage type) 3MIS for deduction from employee salary.

In the assignment number field "BCF" must be maintained.

The Tcode PA70 must be used by unit DDOs for creating bulk entries. (The procedure of creation of deduction entries through PA 70 is detailed below.)

3. The 3MIS (Misc Deduction) wage type is mapped with G/L 4910199. So after the payroll has been processed & posted the total amount deducted from employees salary by unt/circle through 3MIS for BSNL Covid Fund must be transferred to the respective payable G/L for BSNL Covid Fund through JV.

Procedure of Creation of deduction entries for BSNL COVID FUND through PA70:

Step1. Maintain data in an excel sheet in following format:

The start date must be the last date of the month in which the deduction is to be made.

The amount must be maintaied in positive figure only as shown below.

115

	A	B	C	D	E	F	G	H
1								
2	Perner	Wage Type	Amount to be recovered	Currency	Number/ Unit	TMU	Start Date	Assignment Number
3	8335	3MIS	1000	INR			31.05.2021	BCF
4	101030	3MIS	2000	INR			31.05.2021	BCF
5	102078	3MIS	3000	INR			31.05.2021	BCF
6	102965	3MIS	4000	INR			31.05.2021	BCF
7	104248	3MIS	500	INR			31.05.2021	BCF
8	204629	3MIS	5000	INR			31.05.2021	BCF
9	206764	3MIS	6000	INR			31.05.2021	BCF
10	97906309	3MIS	800	INR			31.05.2021	BCF
11	97909446	3MIS	900	INR			31.05.2021	BCF
12	98109707	3MIS	100	INR			31.05.2021	BCF
13	98116875	3MIS	7000	INR			31.05.2021	BCF
14	98318168	3MIS	5000	INR			31.05.2021	BCF
15	98409569	3MIS	4000	INR			31.05.2021	BCF
16	98409706	3MIS	500	INR			31.05.2021	BCF
17	98506597	3MIS	600	INR			31.05.2021	BCF
18	98506599	3MIS	700	INR			31.05.2021	BCF
19	98601571	3MIS	980	INR			31.05.2021	BCF
20	98604829	3MIS	8160	INR			31.05.2021	BCF
21	98605269	3MIS	9220	INR			31.05.2021	BCF
22	98608519	3MIS	5420	INR			31.05.2021	BCF

Step2. Execute Tcode PA70.Following screen will appear. Enter infotype 0015 and click on Create Tab as shown in blue circle.

Fast Entry

with proposal

Fast entry of master data
Recurring Payments/Deductions
Additional Payments
Notifications
Additional Off-Cycle Payments
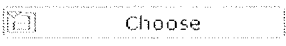ESS Settings Remuneration Statement

Period

- Period
  From
  Today
  All
  From curr.date
  To Current Date
  Current Period
  Choose

To
Curr.week
Current month
Last week
Last month
Current Year

Direct selection
Infotype   15   STy

Enter Personnel Numbers

- Enter in fast entry screen
  Manual preselection
  Preselect using report
  Preselection w.ad hoc query

Save Option

- Save records directly
  Create batch input session

Then following screen will appear.

Create Additional Payments

Other pers. nos

Personnel number	WT	Amount	Crcy	Number/Uni	TMU	Start Date

Step3. Copy 15-20 records at a time from excel sheet and paste in above screen, data will reflect in red color:

Note: At a time copy paste only that number of entries as many rows are shown in screen.
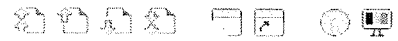
Create Additional Payments

🮥 🮥 Other pers. nos

Personnel number	WT	Amount	Crcy	Number/Uni	TMU	Start Date	Assignment Numb	R
3335	3MIS	1000	INR			31.05.2021	BCF	
101030	3MIS	2000	INR			31.05.2021	BCF	
102078	3MIS	3000	INR			31.05.2021	BCF	
102968	3MIS	4000	INR			31.05.2021	BCF	
104248	3MIS	500	INR			31.05.2021	BCF	
204629	3MIS	5000	INR			31.05.2021	BCF	
206764	3MIS	6000	INR			31.05.2021	BCF	
97906309	3MIS	800	INR			31.05.2021	BCF	
97909446	3MIS	900	INR			31.05.2021	BCF	
98109707	3MIS	100	INR			31.05.2021	BCF	
98116875	3MIS	7000	INR			31.05.2021	BCF	
98318168	3MIS	8000	INR			31.05.2021	BCF	
98409569	3MIS	4000	INR			31.05.2021	BCF	
98409706	3MIS	500	INR			31.05.2021	BCF	
98506597	3MIS	800	INR			31.05.2021	BCF	
98506599	3MIS	700	INR			31.05.2021	BCF	
98601571	3MIS	950	INR			31.05.2021	BCF	
98604829	3MIS	8160	INR			31.05.2021	BCF	
98605269	3MIS	9220	INR			31.05.2021	BCF	
98608519	3MIS	5420	INR			31.05.2021	BCF	

After pasting the data press enter, if there is no error, perner no. column will turn blue and name of the employee will also get reflected. Then click on SAVE tab as shown below in blue circle :

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Create Additional Payments

≗ ⧆ Other pers. nos

Personnel number	WT	Amount	Crcy	Number/Uni	TMU	Start Date	Assignment Nu
00009335 AGGARWAL	3MIS	1,000.00	INR			31.05.2021	BCF
00101030 KUMAR B...	3MIS	2,000.00	INR			31.05.2021	BCF
00103078 MAURYA ...	3MIS	3,000.00	INR			31.05.2021	BCF
00102965 YADAV K...	3MIS	4,000.00	INR			31.05.2021	BCF
00104248 YADAVA ...	3MIS	500.00	INR			31.05.2021	BCF
00204629 SRIVAST...	3MIS	5,000.00	INR			31.05.2021	BCF
00206764 KUMAR A...	3MIS	6,000.00	INR			31.05.2021	BCF
97906309 KHARE S...	3MIS	800.00	INR			31.05.2021	BCF
97909446 BHARGAV...	3MIS	900.00	INR			31.05.2021	BCF
98109707 ARYA RA...	3MIS	100.00	INR			31.05.2021	BCF
98116875 AKHTAR ...	3MIS	7,000.00	INR			31.05.2021	BCF
98318168 SHRIVAS...	3MIS	5,000.00	INR			31.05.2021	BCF
98409569 VARSHNE...	3MIS	4,000.00	INR			31.05.2021	BCF
98409706 MEHTA P...	3MIS	500.00	INR			31.05.2021	BCF
98506597 NARAIN ...	3MIS	600.00	INR			31.05.2021	BCF
98506599 SHANKER...	3MIS	700.00	INR			31.05.2021	BCF
98601571 AGRAWAL...	3MIS	980.00	INR			31.05.2021	BCF
98604829 GOVIL L...	3MIS	8,160.00	INR			31.05.2021	BCF
98605269 Garg Sa...	3MIS	9,220.00	INR			31.05.2021	BCF
98606519 VERMA N...	3MIS	5,420.00	INR			31.05.2021	BCF

Step 4. After saving the data click on "Other Pers. Nos" Button to make screen blank for pasting next set of entries.

Step 5. After all the entries have been saved the data uploaded must be checked & verified using Tcode ZREIS005_PAYROLL