

Office of Sr. General Manager (CA/ERP-FICO)
Bharat Sanchar Bhawan(1st Floor)
H C Mathur Lane, Janpath
New Delhi – 110001
Tel : 23734110



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

NO: ERP-HCM/2021-2022/Corres/6

Dated: 12.08.2021

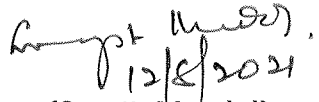
To,

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

**Ref : BSNL Employees Health Insurance Policy, 2021 -
Implementation of the scheme w.e.f 01.09.2021.**

**Sub : Deduction of GHIS (Group Health Insurance Scheme)
subscription amount from Payroll of August 2021 in ERP HCM.**

This has reference to the above mentioned subject. In this context, the procedure annexed to this letter has to be followed by all the Circles for deducting the amount of subscription in case of eligible employees from the payroll of August, 2021. After completion of Payroll activities, the schedule in the prescribed format duly reconciled with the GL balance has to be forwarded to Central Payroll team.


12/8/2021
(Surajit Mandol)
Sr. GM(CA/ERP-FICO)

Copy for information and necessary action to :

1. PGM(ERP), ERP Development Centre, Ghaziabad.
2. Sr. GM(Estt)/Sr. GM(Admn)/Sr. GM(EF), BSNL Corporate Office, New Delhi.

Procedure to be followed by Circles for Deducting GHIS subscription from the Payroll of August, 2021

1. **Active employees for whom salary is processed in August 2021 payroll with Positive amount:** The amount is to be entered in Infotype 0015 subtype 3GHI or same can be uploaded in bulk through Tcode PA70 with date as 25.08.2021 and text in assignment number as "GHI AUGUST 2021". It is to be noted that full amount including GST has to be maintained in IT15.
2. **Active employees whose salary processed with zero amount**
The amount is to be collected in cash from employees and the same has to be posted in Cash Journal T.code FBCJ under Business Transaction "COLL FOR GHIS PREMIUM'. It has to be ensured that the personnel number of the employee is captured in 'Assignment' and 'Pers. No.' Fields in cash Journal. Full amount has to be entered and tax codes should not be used.
3. **Employees who are on Deputation from BSNL to other Organisations**
The amount is to be collected in cash from employees and the same has to be posted in Cash Journal T.code FBCJ under Business Transaction "COLL FOR GHIS PREMIUM'. It has to be ensured that the personnel number of the employee is captured in 'Assignment' and 'Pers. No.' Fields in cash Journal. Full amount has to be entered and tax codes should not be used.
4. **Deduction under 80D**
The BA/SSA DDO's/Circle Payroll DDO's have to maintain the details in IT0585 (80D deduction) of all those employees who have subscribed to Group health insurance.

After the completion of August 2021 payroll, the Schedule of GHI Scheme premium have to be provided to Core team in the below format

	Pernr No	NAME OF EMPLOYEES	DESIGNATION	PERSONAL AREA	PERSO NAL AREA TEXT	BUSIN ESS AREA	GHI Premi um Amou nt	Premium collected through Payroll/F BCJ
EXAMP LE	1002801	SACHIN TANWA R	D.M	1100	BSNL CO	1002	7198	PAYROL L
EXAMP LE	60150017	RAJNEE SH	A.M	1100	BSNL CO	1002	7198	FBCJ Docume nt number