

BSNLCO-CA/11/8/2021-CA-ERP-FICO-Part(2)

CA & ERP-FICO Section
1st & 8th Floor, BSNL Corporate Office
Bharat Sanchar Bhawan, H.C. Mathur Lane
Janpath, New Delhi-110001



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

No. BSNLCO-CA/11/8/2021-CA-ERP-FICO-Part (2)

Dated 08.02.2023

To,

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

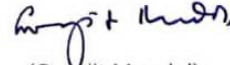
Sub : Gratuity Sanction/Memo Generation and payment of Gratuity to BSNL Recruittees in ERP-SAP – Reg.

The Gratuity sanction and payment process for BSNL Recruittees has been developed in ERP and is now available in production system. The Circles should use the procedure annexed to this letter scrupulously for processing Gratuity payment in respect of BSNL Recruittees who have separated w.e.f 02.12.2022 (i.e the date when the application has been moved into production).

If gratuity has already been paid through IT0015 manually then do not follow this process. In cases where gratuity is payable to Nominee/s, the details of the nominees may be incorporated as an addendum to the sanction memo and bank account details of the nominee/s should be maintained in Payroll Module.

The non qualifying service and additional qualifying service as per Service Book of the employees should be thoroughly checked before processing the gratuity payment in SAP. For any clarification on the process ERP HCM Payroll core team may be contacted.

This is issued in consultation with Pers. And Establishment Section of BSNL CO.


(Surajit Mandol)

Sr. General Manager (CA / ERP-FICO)

Copy for kind information to:

1. Director (HR/F), BSNL Board.
2. PGM (CBB) / PGM (Estt)/ GM (Pers), BSNL CO.

encl: - annexure A - process document