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

No.500-163/2019-20/CA-III/BSNL

Dated 11/02/2020

To

All Heads of Telecom Circles/Administrative Officers,  
Bharat Sanchar Nigam Limited.

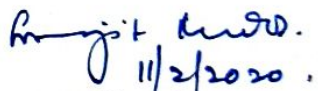
**Sub: Review and validation of entries in SAP in respect of VRS optees- regarding.**

In the process of acceptance and issue of VRS orders, the Circles have made entries in respect of opting employees in the prescribed SAP Module. However, the following discrepancies have come to notice in respect of entries made:-

- i) The training start date is same as the appointment date.
- ii) The leave data in service book and SAP are not reconciled.
- iii) Qualifying service details have not been properly updated.
- iv) The TSM service details have not been updated correctly.

It may be noted that without proper verification and updation, the Leave encashment and Ex-gratia calculation will be incorrect. Further, the pension processes of the officers will also be affected.

2. In view of this, additional development has been initiated in SAP and will be completed by 12.02.2020, where the Circles are required to validate the data entered by them and only thereafter, calculation of leave encashment and ex-gratia calculation can be done for the VRS optees. This is to be completed by 17<sup>th</sup> February 2020 and after that only the leave encashment & ex-gratia calculation can be done in SAP for retiring employees. In addition, the Circles will also be able to track the forwarding of GPF cases for final payment and also the forwarding of pension papers to DoT.
3. The documentation for SAP process flow in this regard will be issued by ERP core team.

  
(Surajit Mandol)  
Sr. General Manager (CA)

Copy to:-

1. PPS to CMD, SBNL.
2. PPS to all Directors BSNL Board/CVO.
3. PGM (ERP) for information and necessary action please.
4. PGM (Pers.)/Sr. GM (Estt.) for information and necessary action please.
5. DM (Pay bill)/Cash / L&A/Pension/Admn., BSNL CO.

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