

ERP CENTRAL SETTLEMENT CELL
O/o Chief General Manager
TS Circle Office, Saifabad, Hyderabad-4
Phone: 040-23238122, Fax: 040-23238125



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

Letter No. CAO-CSC ERP/Corr Pay/20117-18/60

Dated

8th Nov 2017

TO

**The General Manager (finance) and
All IFAs of TS and AP Circle**

Subject:-Instructions regarding Medical Allowance payment for retired employees who opted without vouchers from 01.04.2017.

Ref:- Instructions from L3 Corporate Office, BSNL, New Delhi – through Mail

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Medical allowance payment for retired employee for retired employee who opted without vouchers from 01.04.2017 has been developed at corporate office and moved to production server. A User manual as received by L3 is forwarded for further necessary action at Business Area Level.

In view of the above it requested to ensure the following before making the entry of medical allowance.

- Date of separation should be one day after date of retirement in IT0008
- Regarding 1BAP, 1BAX and 1ID1/1DA2 (as applicable) are must in IT0008. Earlier 1BAX concept was not applicable, in such type of case create 1 BAX with same 1BAP amount
- If more than two records in IT0008 then there should not date gap in two records. Last record with default date as 31.12.9999
- 1BAX 1BAP amount as per LPC at the time of retirement
- Both increment date (1BAP and 1BAX) with 31.12.9999 should be entered
- If IT0008 record is not available with date of retirement, then system will give error while creating entry in IT9012 with sub type 0002
- Medical allowance is taxable hence kindly ensure PAN number of employee from 01.04.2017 in IT185 otherwise in schedule PAN number will not be shown as medical allowance is taxable. TAN Number is also to be entered in IT185 w.e.f 01.04.2017.
- Maintain cost centre in IT0027 if employee retired after SAP implementation, the Last cost centre of IT0001 is to be maintained in IT0027. If employee retired before SAP then cost centre is to be decided as per Last retirement post.
- Create 9012 with subtype 0001 with reimbursement without vouchers w.e.f. 01.04.2017 and end date with 31.03.2018 otherwise system will not allow to enter the record.

Contd.....2/-

- After completion of 9012 entry go to PA30 enter Perner No, select IT 9012 and subtype 0002 give start date, end date Basic pay, DA every things system will auto calculate. Business areas have to select % of tax from drop down list in Tax field and select right tax rate and save. If business areas don't want to deduct tax then it can be kept blank
- In create option edit, post option are not available to post the document to finance you have save record, open it in edit mode then post it.
- Kindly note down FI posting document in excel sheet and send the excel sheet to FI for payment
- Presently bulk creation is not possible hence it is requested to create one by one entry in IT9012 with subtype 0002 through PA30

In view of the above, the procedure for the current year deduction of TDS on payment of medical allowance payable to retired employees with/without vouchers, the percentage of TDS may kindly be decided at your end by obtaining final LPC or the pension details from the retired employees etc.

Business areas are requested to follow the attached procedure with immediate effect. In case of any queries kindly intimate this office so that the same can be taken up with L3 for clarification please.

Matter may be treated as most urgent and important please



**Dy. General Manager ERP CSC
%CHIEF GENERAL MANAGER TELECOM. T.S. CIRCLE
2ND FLOOR TELEPHONE BHAWAN
HYDERABAD**