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

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Dated 21st June, 2016

To

All CGMs
BSNL

This is regarding relieving of employees in ERP system. The date of relieving has got an important relation with the pay processing of that month. In case, the officer is relieved before the pay processing, then the salary for that month will not be processed from that office. It will be disbursed only from the unit where he/she joins. It has been reported that some officers are not running the relieving action in real time in ERP in order to complete the salary processing for that month. This creates a mismatch in the data base between the actual day of relieving and the one which is done in the system. **This practice must be immediately stopped.** The officer who is getting relieved before the salary is processed may be given one month salary advance on transfer, if required, and the same will be adjusted in the new unit after he/she joins and when the salary is processed.

It is also observed that some officers are getting relieved in the last 2 or 3 days of the month after the final salary process is completed. Normally, the salary processing (final) is completed by 28th or 29th depending upon the weekend holiday that falls in a particular month. In case an officer gets relieved in the month end after the salary processing is done then the income tax deductions, third party deductions and other such deductions are accounted for by the new unit whereas they were actually done by the previous unit. This results in mismatch of salary schedules.

Hence, it is hereby requested that relieving action shall be done in the ERP system in the afternoon (A/N) of the last date of the month once the final salary process is completed for that month. However, the relieving can be done between 1st day of the month and before final salary processing of that month. These instructions may kindly be passed on to all the HR administrators of the circle.


(K. Ramchand)

Copy to

Dir(CFA) / Dir(HR) / Dir(EB) / Dir(CM)

CGM ITPC, GM(ERP)

PGM/SR.GM/GM of Pers/Estt/Admn/Rectt/CA/PF/BW/Elect/EF of corporate office.