

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
CORPORATE OFFICE  
B,FC&I DIVISION

To

All Chief General Managers

BSNL circles/Metro cities

No. 16-4/2018/CB (P)

Dated : 18-06-2018.

Sub:- Disbursement of Salary & staff remuneration to BSNL employees.

The date of disbursement of "Net take home" to BSNL staff is re-fixed wef 01.07.2018 (Net take home for the month of June, 2018) as noted below:-

| SL. No. | Group | Date fixed for disbursement                                                                         |
|---------|-------|-----------------------------------------------------------------------------------------------------|
| 1       | A     | 5 <sup>th</sup> of the following month and if 5 <sup>th</sup> is holiday then the next working day. |
| 2       | B     | 1 <sup>st</sup> of the following month and if 1 <sup>st</sup> is holiday then the next working day. |
| 3       | C     |                                                                                                     |
| 4       | D     |                                                                                                     |

2. The following instructions are also being issued:-

- (i) Salary will be finalized as usual.
- (ii) Payments pertain to OTA, Honorarium, TA, LTC, Leave encashment & Medical reimbursement be processed only up to amount authorised by BFC&I wing of CO BSNL.
- (iii) Circles will make fund requirement as usual, however cash fund will be released on the basis of bank files generated in SAP.
- (iv) Left out cases will be considered up to 5<sup>th</sup> of each month and thereafter the same will be considered for next month salary procedure.



(Y. N. Singh)

General Manager

Budget, Financial Control & investment

Copy to:

1. All IFAs.

2. GM (ERP) for making necessary modification in SAP. He is also requested to arrange generation of bank files for release of cash funds to circles on the last working day of month and circle wise list containing processed amount for payment in respect of each item i.e. Salary, OTA, TA, LTC, leave salary & medical reimbursement etc., may be provided to BFCI branch.