

URGENT



Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)

Bharat Sanchar Bhawan, Janpath, New Delhi – 110 001

Corporate Accounts Branch

P. No.23734163, Fax No.23734164

File No. 700-55/2005-CA-III/BSNL

Dated 23.12.2019

To

**All Circle CGMs / IFAs / All heads of other Administrative Units
Bharat Sanchar Nigam Limited**

Subject: - Re-assignment of works in view of VRS.

ERP is the central system catering to employees, vendor, sales, project monitoring works among others. Continuity of all operations, sales, and payments has to be ensured in advance in view of large number of employees having opted for VRS w.e.f. 31.01.2020. The following steps are required to be taken by Circles on immediate basis: -

- (i) Many VRS optees may have claim approval role assigned to them in ERP / SAP for different activities. A suitable substitute for them has to be nominated and replaced in the SAP /ERP latest by 5th of January 2020.
- (ii) Temporary Advance / Imprest already given to VRS optees has to be settled by 5th January 2020 and further temporary advance should not be given for those who have opted for VRS. All the Bank A/c of officer availing Temporary Advance should be closed after settlement of existing Temporary Advance. Alternative arrangements may be ensured before 05.01.2020.
- (iii) Outstanding workflow of VRS optees pending in ERP / SAP should be got cleared by on or before 5th January 2020.
- (iv) Pay roll administrator (DDO of the Circle) / Claim Officer/Central Settlement Cell Officer, who has opted for VRS has to be suitably replaced with working (non-optee) officers.
- (v) Existing GST filing officer, link officers, who have opted for VRS should also be replaced with working staff who have not opted for VRS. Similar arrangements are required for officers entrusted with TDS, EPF, ESI etc.
- (vi) Similarly any role / responsibility assigned to VRS optees in different modules of ERP/SAP like SD, MM, FICO, HCM, PS, REM etc., needs to be assigned to non-optee working officers by 5th of January 2020.
- (vii) Roles and responsibilities assigned to VRS optees working in CSCs may be handed over to suitable officers who have not opted for VRS.

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- (viii) Wherever the Circle IFAs have opted for VRS, officer of appropriate seniority need to be nominated as Circle IFA for dealing with issues related to ERP/CDR/Banking Transactions and Circle IFA should also review all the roles assigned in ERP/SAP and any other financial transactions related activity in consultation with L2 FICO Team.
- (ix) VRS optees who are custodians of PBG and other financial instruments may be replaced by suitable officers who have not opted for VRS by 5th of January 2020.
- (x) Apart from the above, there are various IT system, directly and indirectly linked to ERP (e.g. Sancharsoft, FMS, PYRO, IN, CDR, GSM Nodal, Portal payments etc.) Similar action has to be taken to reassign the work and roles from VRS opted employees to non-optee employees for both engineering as well as accounts related works.

Action on the above points may please be taken and a compliance report may be sent to this office by 10th of January 2020 duly signed by Circle CGM and IFA. This is issued with the approval of CMD.


23/12/2019.

Sr. GM (CA & ERP-FICO)

Copy to: -

- (1) CMD, BSNL for kind information
- (2) Director [Fin/CFA/CM/EB/HR] for kind information
- (3) PGM (ERP) & DGM (ERP – FICO) to devise necessary mechanism to facilitate the Circles to implement the activities w.r.t ERP/SAP system.
- (4) Sr. GM (CBB) / Sr. GM (CMP) / GM (GFC), BSNL C.O.