

**Office of Pr. General Manager
(CA/ERP-FICO/C-CSC)**
Bharat Sanchar Bhawan(1st Floor)
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New Delhi – 110001,
Tel 23734110



BSNLCO-CA/11/8/2021-CA-ERP-FICO-Part(2)/861973

Dated: 14.02.2024

To,

The Chief General Managers/IFAs
All Territorial/Non-Territorial Circles
Bharat Sanchar Nigam Limited.

Ref : Group Term Insurance for BSNL Executives and Non-Executives - Annual renewal of the scheme w.e.f. 01.03.2024.

Sub : Deduction of Premium/subscription amount (Group Term Insurance Scheme) from Payroll of February, 2024 in ERP HCM.

This has reference to the above mentioned subject. In this context, the following steps should be taken:

1. The List of all the employees who apply for GTI scheme will be provided to all Circles after closure of the scheme.
2. The Circles have to ensure that necessary deduction is made from the payroll of February 2024 in respect of all employees covered in (1) above as per procedure annexed to this letter.
3. If the deduction cannot be made from salary due to leave/transfer or other reasons, the amount has to be deposited by employee in Cash/Cheque/Bank transfer as per annexed procedure.
4. After completion of Payroll activities, the schedule in the prescribed format duly reconciled with the Vendor balance has to be forwarded to Central Payroll team for onward submission to Nodal Cell for paying the subscription amount for renewal of the scheme.

(Rajeev Singh)

Pr. General Manager (CA/ERP-FICO/C-CSC)

Copy for information to:

1. Director (Finance) Director (HR), BSNL.
2. PGM (CBB)/ PGM (Estt)/PGM (Pers)/PGM(Admn), BSNL Corporate Office, New Delhi.