Corporate I T Cell 128, 1st Floor, Bharat Sanchar Bhawan, Janpath,New Delhi-110001



भारत

K.RAMCHAND Sr. GM (Corporate IT)

No. CIT/8-7/2012/ERP/Vol.-III

Dated 7th September, 2015

चार निगम लि

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

То

All CGMs and IFAs All circles All PGM/Sr.GM/GM of corporate office.

Kindly refer to the issue of conversion of GPF advance to withdrawal and its processing in the ERP system. It was earlier designed so that the employee can apply for conversion of GPF advance to withdrawal through the ESS portal. Though, it was tested and implemented in the production system, we have observed some bugs and flaws in the work flow of the system.

It has now been decided that the facility for applying for conversion of GPF advance to withdrawal will be removed from the ESS portal. Employees will have to place such request on paper to the AO concerned. The AO will then effect the changes in the system through ERP (R3) and not through ESS. If the conversion is done directly in R3, there are no issues and the system works perfectly fine. The processing of conversion of GPF advance to withdrawal though ESS portal will be taken up later.

You are requested to kindly instruct all the AOs and employees accordingly.

The procedure for handling this in ERP(R3) is attached as annexure.

(K. Ramchand) Sr. GM (CIT)

Copy to : -

1. Director (CFA)

- 2. Director(HR)
- 3. ED (CA & IT)
- 4. GM (CA)
- 5. GM (ERP)

Regd. & Corporate Office: Bharat Sanchar Bhavan, H.C. Mathur Lane, Janpath, New Delhi-110 001 Corporate Identity Number (CIN); U74899DL2000GOI107739 www.bsnl.co.in

Annexure to No. CIT/8-7/2012/ERP/Vol.-III dtd. 07-09-2015

GPF ADVANCE TO WITHDRAWAL CONVERSION PROCESS

STEP1. PA30—INSERT PERNR –INFOTYPE45—LOAN TYPE—9706. Click overview—select the latest record with end date 31.12.9999

ers.No.	683	1		Name	BHOGE D	EEPAR	SHALIGRAM
A(CIRCLE)	2500 M	aharashtra Tel	econ	C Cost Ctr	2412301		ADMINISTRATION
E subgrp	04 Gr	oup D		WS rule	GNMH	6	SNRL_SHFT_Maharasthra
Choose	01.01.1	to to	31	.12.9999 STy	9706		
Lo 0	Start Date	End Date	C	Loan amount	Curr	Lo	
\$706 D	01.06.2014	31.12.9999	01	204.200	,00 INR		-
9706 01	01.04.2014	31.05.2014	01	194.200	,00 INR		-
9706 01	05.02.2014	31.03.2014	01	174.700	,00 INR		44
9706 01	01.02.2014	04.02.2014	01	166.700	,00 INR		
9706 01	01.11.2013	31.01.2014	01	157.500	,00 INR		
			-				
					-		
			-			-	
						-	

STEP2. Copy the selected record and change the start date to the first date of the current month (01.09.2015 in this case)

Copyla	ans			
	1000 1000			
Pers.No.	6831	Name	BHOGE DI	EEPAK SHALIGRAM
PA(CIRCLE)	2500 Maharashtra Tel	lecom C Cost Ctr	2412301	ADMINISTRATION
EE subgrp	04 Group D	WS rule	GNMH	GNRL_SHFT_Maharasthra
Start	01.06.2014 to	31.12.9999		
	100			
oan type	9706 GPFA	dv_Advance_DOT_	PN	
Sequence nur	mber 01	External re	ference no.	
		Companya Cont		
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STEP3. If the conversion of partial amount of the GPF Advance outstanding is to be done then click on condition and change the repayment start date to the first date of the current month (01.09.2015 in this case) and the repayment installment as decided by DDO.

If the conversion of full outstanding amount of the GPF Advance outstanding is to be done then only the repayment start date may be changed to the first date of the current month (01.09.2015 in this case).

	External reference no.	
Basic data Conditions	s Payments	
Loan conditions	01 GPF Refund	
Indiv. interest rate	8	
Effective interest rte	0,0000 %	
Repayment start	01.06.2014	
Roymnt instl.	5.011,00 INR Monthly	
		20
an type 97	GPFAdv_Advance_DOT_PN External reference no.	
an type 97 quence number 01 Basic data Conditions	GPFAdv_Advance_DOT_PN External reference no.	
an type 97 quence number 01 Basic data Conditions	GPFAdv_Advance_DOT_PN External reference no. Payments D1 GPF Refund	
an type 97 quence number 01 Basic data Conditions Loan conditions Indiv. interest rate	GPFAdv_Advance_DOT_PN External reference no. Payments D1 GPF Refund *	
an type 97 quence number 01 Basic data Conditions Loan conditions Indiv. interest rate Effective interest rte	COG GPFAdv_Advance_DOT_PN External reference no. Payments D1 GPF Refund 0,0000 %	
an type 97 quence number 01 Basic data Conditions Loan conditions Indiv. interest rate Effective interest rte Repayment start	CO6 GPFAdv_Advance_DOT_PN External reference no. Payments D1 GPF Refund 0,0000 % 01.09.2015	
an type 97 quence number 01 Basic data Conditions Loan conditions Indiv. interest rate Effective interest rte Repayment start Roymnt instl.	COG GPFAdv_Advance_DOT_PN External reference no. Payments D1 GPF Refund 0,0000 01.09.2015 5.000,00 INR Monthly	
an type 97 quence number 01 Basic data Conditions Indiv. interest rate Effective interest rte Repayment start Rpymnt instl.	706 GPFAdv_Advance_DOT_PN External reference no. s Payments b1 GPF Refund 0,0000 % 01.09.2015 5.000,00 INR Monthly	

STEP4. After this click on payments TAB and just below the last entry appearing in this create a record with the first date of the current month (01.09.2015 in this case). In the Pmnt Type 0730 Loan Remission must be selected.

Do not press enter any where prior to the below mentioned step.

STEP5. As soon as we select Loan remission some remark will come at the bottom of screen. If it is a yellow remark press enter again and again till some amounts appear in amount column. This amount is the GPF Advance outstanding as on date.

	condicions Payments					
Date	PmntTyp		Amount	Curr	8	
01.11.2013	0300 Loan balance transfer	-	157.500,00	INR		
01.02.2014	0100 Loan payment (external)	-	9.200,00	INR		
05.02.2014	0300 Loan balance transfer	-	8.000,00	INR		
01.04.2014	0100 Loan payment (external)	-	19.500,00	INR		
16.05.2014	0100 Loan payment (external)	-	10.000,00	INR		
		-				-
		-				-

Date	PmntTyp	Amount	Curr	A
01.11.2013	0300 Loan balance transfer 🛛 💌	157.500,00	INR	
01.02.2014	0100 Loan payment (external) 💌	9.200,00	INR	
5.02.2014	0300 Loan balance transfer 🛛 💌	8.000,00	INR	
1.04.2014	0100 Loan payment (external) 🔻	19.500,00	INR	
6.05.2014	0100 Loan payment (external) 🔻	10.000,00	INR	

	Taymenes				
Data		Amount	Curr	a	
01,11,2013 03	00 Loan balance transfer	157.500.00	TNR		
01.02.2014 01	.00 Loan payment (external) -	9,200,00	INR	H I	
05.02.2014 03	00 Loan balance transfer 👻	8.000,00	INR		
01.04.2014 01	.00 Loan payment (external) 💌	19.500,00	INR		
16.05.2014 01	.00 Loan payment (external) 💌	10.000,00	INR		
01.09.2015 07	30 Loan remission 🔹	94.715,00	INR		
	-	T T			-

STEP6. This amount which appears must be edited and the amount of advance which needs to be converted into withdrawal may be entered(In case of conversion of Partial amount of GPF Advance outstanding).

If the conversion of full amount of GPF Advance outstanding is to be done then this amount may not be changed.

nce number	01	External refe	erence no.			
Basic data	Conditions Payments	5				
Date	PmntTyp		Amount	Curr	8	
01.11.2013	0300 Loan balance t	transfer 🔻	157.500,00	INR		
01.02.2014	0100 Loan payment	(external) 🔻	9.200,00	INR		
05.02.2014	0300 Loan balance t	cransfer 🔹	8.000,00	INR		
01.04.2014	0100 Loan payment	(external) -	19.500,00	INR		
16.05.2014	0100 Loan payment	(external) 🔻	10.000,00	INR		
01.09.2015	0730 Loan remission	-	50000	INR		-
		-	T			-

Press enter again and again till remark with green colour comes. Now save.(If again yellow remark comes press enter and after green remark SAVE)

Date	PmntTyp	1	Amount	Curr	8	
01.11.2013	00 Loan balance transfer	-	157.500,00	INR		
01.02.2014	0100 Loan payment (external)	-	9.200,00	INR		
05.02.2014	0300 Loan balance transfer	-	8.000,00	INR		
01.04.2014	0100 Loan payment (external)	-	19.500,00	INR		
16.05.2014	0100 Loan payment (external)	-	10.000,00	INR		
01.09.2015	0730 Loan remission	-	50.000,00	INR		
		-				-
	2 7					P