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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

K.RAMCHAND
Sr. GM (Corporate IT)

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

Dated 7th September, 2015

To

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 through 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)

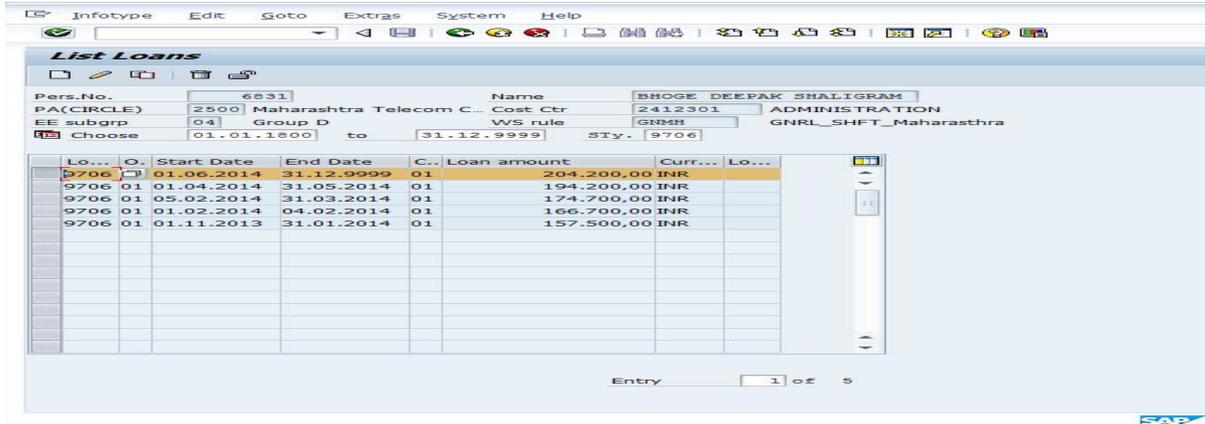
Copy to : -

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

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

GPF ADVANCE TO WITHDRAWAL CONVERSION PROCESS

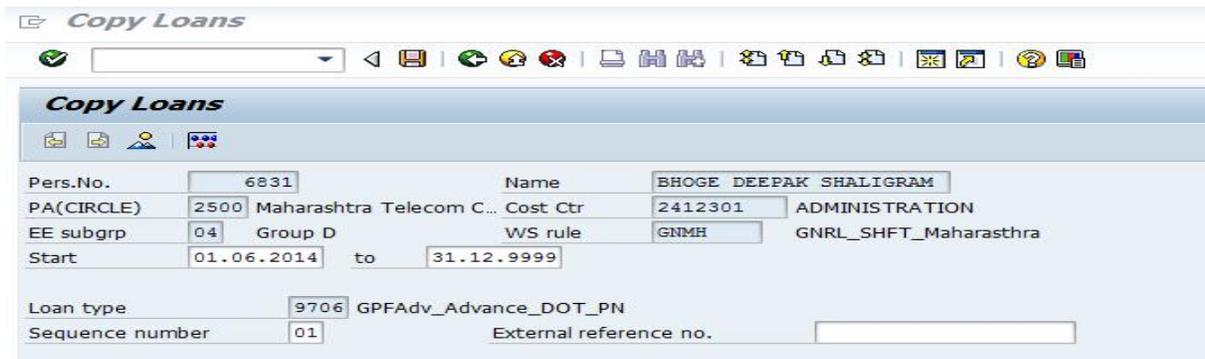
STEP1. PA30—INSERT PERNR –INFOTYPE45—LOAN TYPE—9706. Click overview—select the latest record with end date 31.12.9999



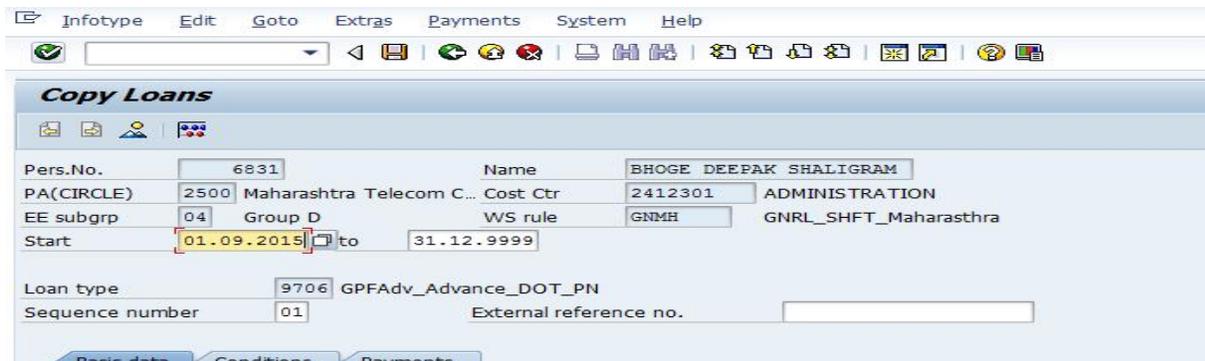
The screenshot shows the SAP 'List Loans' screen. The header information includes Pers.No. 6831, Name BHOGE DEEPAK SHALIGRAM, PA(CIRCLE) 2500, Maharashtra Telecom C..., Cost Ctr 2412301, ADMINISTRATION, EE subgrp 04, Group D, WS rule GNMH, GNRL_SHFT_Maharashtra, and Choose 01.01.1800 to 31.12.9999, STy. 9706. The main table lists loan records with columns: Lo..., O., Start Date, End Date, C., Loan amount, Curr..., and Lo... The first record is highlighted in yellow.

Lo...	O.	Start Date	End Date	C.	Loan amount	Curr...	Lo...
9706	01	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		
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)



The screenshot shows the SAP 'Copy Loans' screen. The header information is identical to the first screenshot, but the 'Start' date is now 01.06.2014. The 'Loan type' is 9706 GPFAdv_Advance_DOT_PN and the 'Sequence number' is 01.



The screenshot shows the SAP 'Copy Loans' screen. The header information is identical to the previous screenshot, but the 'Start' date is now 01.09.2015. The 'Loan type' is 9706 GPFAdv_Advance_DOT_PN and the 'Sequence number' is 01. The 'Basic data' tab is selected at the bottom.

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).

Loan type: 9706 GPFAdv_Advance_DOT_PN
 Sequence number: 01 External reference no.:

Basic data | Conditions | Payments

Loan conditions: 01 GPF Refund

Indiv. interest rate: %
 Effective interest rte: 0,0000 %

Repayment start: 01.06.2014
 Rpymnt instl.: 5.011,00 INR Monthly

Loan type: 9706 GPFAdv_Advance_DOT_PN
 Sequence number: 01 External reference no.:

Basic data | Conditions | Payments

Loan conditions: 01 GPF Refund

Indiv. interest rate: %
 Effective interest rte: 0,0000 %

Repayment start: 01.09.2015
 Rpymnt instl.: 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.

STEPS5. 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.

Loan type: 9706 GPFAdv_Advance_DOT_PN
 Sequence number: 01 External reference no.:

Basic data | Conditions | Payments

Date	PmntTyp	Amount	Curr...
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

Basic data | Conditions | Payments

Date	PmntTyp	Amount	Curr...
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
01.09.2015	0730 Loan remission		INR

Start to

Loan type GPFAdv_Advance_DOT_PN
 Sequence number External reference no.

Basic data Conditions Payments

Date	PmntTyp	Amount	Curr...
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
01.09.2015	0730 Loan remission	4.715,00	INR

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.

Start to

Loan type GPFAdv_Advance_DOT_PN
 Sequence number External reference no.

Basic data Conditions Payments

Date	PmntTyp	Amount	Curr...
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
01.09.2015	0730 Loan remission	50000	INR

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)

Loan type GPFAdv_Advance_DOT_PN
 Sequence number External reference no.

Basic data Conditions Payments

Date	PmntTyp	Amount	Curr...
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
01.09.2015	0730 Loan remission	50.000,00	INR

Please check the data before saving your entries