

**Annexure-II to the letter No.500-163/2019-20/CA-III/BSNL dated 12.03.2020**

Following procedure for leave encashment processing:-

1<sup>st</sup> stage:-

Last Basic pay should be validated with Basic pay accepted by CCA and if any discrepancy found then kindly correct the Basic pay in IT0008 of SAP and run t code ZHR\_VRS\_HR\_CHECK so that all calculation of Leave encashment , Ex-Gratia and Gratuity .

For down loading the data of Leave encashment kindly run the following tcode ZHR\_VRS\_LE\_SANC\_PROC then following screen will appear:-

Kindly fill the PA and PSA as shown below

**VRS LE Sanction Process Report**

Input Selection

Personnel Number  to

Personnel area  to

Personnel subarea  to

then execute the report then following screen will appear. kindly without select all checks , kindly down load the data in excel .

SAP

SELECT ALL CHECKS DeSelect All

Stat	Ser	Pers.No.	C	C	Emp Name	Substa	PA	PArea	Subarea	PSub	Basic Pay	DA Perc	DA	EL BS	EL DO	HPL	HPL D	Total L	DOT Payme	BSNL Pay	BSNL +	Se	Separated On	Pan No
<input type="checkbox"/>	1	98006293			SATYA NA	SDE	3000	Rajast	3001	CO	46,460.00	157.30	73,082.00	0	297	0	3	300	1,189,442...	0.00	1,189,4	15	01.02.2020	ADZPG3914B
<input type="checkbox"/>	2	98008259			NAVAL KIS	DGM	3000	Rajast	3001	CO	60,620.00	157.30	95,355.00	0	300	0	0	300	1,559,750...	0.00	1,559,7	15	01.02.2020	ABBP67219D
<input type="checkbox"/>	3	98009862			MITTHU K	Assista	3000	Rajast	3001	CO	19,640.00	157.30	30,894.00	178	122	0	0	300	205,504.93	299,835...	505,340	15	01.02.2020	AIZPK4534A
<input type="checkbox"/>	4	98009930			MAHESH K	Assista	3000	Rajast	3001	CO	19,640.00	157.30	30,894.00	215	85	0	0	300	143,179.67	362,160...	505,340	15	01.02.2020	BASPS8629E
<input type="checkbox"/>	5	98106791			RAMJIL LAL	Office	3000	Rajast	3001	CO	24,950.00	157.30	39,246.00	58	242	0	0	300	517,847.73	124,112...	641,960	15	01.02.2020	ADCPM151...
<input type="checkbox"/>	6	98110522			VED PRAK	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	72	228	0	0	300	616,952.80	194,827...	811,780	15	01.02.2020	ABNPG320...
<input type="checkbox"/>	7	98110811			SHANTI LA	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	3	55	2	114	174	303,064.53	10,823.7...	313,888	15	01.02.2020	ADDPS4089L
<input type="checkbox"/>	8	98111501			SHANKAR	DGM	3000	Rajast	3001	CO	59,690.00	157.30	93,892.00	13	287	0	0	300	1,469,267...	66,552.2...	1,535,8	15	01.02.2020	ABSPM8714C
<input type="checkbox"/>	9	98111669			BHURA MA	AO	3000	Rajast	3001	CO	48,690.00	157.30	76,589.00	106	194	0	0	300	810,137.53	442,652...	1,252,7	15	01.02.2020	ABMPJ4230G
<input type="checkbox"/>	10	98111687			SITA RAM	DGM	3000	Rajast	3001	CO	59,740.00	157.30	93,971.00	112	188	0	0	300	963,255.60	573,854...	1,537,1	15	01.02.2020	AFPPS3124K
<input type="checkbox"/>	11	98111929			RAM KISHA	Office	3000	Rajast	3001	CO	31,520.00	157.30	49,581.00	116	184	0	0	300	497,419.47	313,590...	811,010	15	01.02.2020	AGLPM9829J
<input type="checkbox"/>	12	98112066			RAMAWTA	AO	3000	Rajast	3001	CO	53,610.00	157.30	84,329.00	83	217	0	0	300	997,758.77	381,631...	1,379,3	15	01.02.2020	ADHPK9005F
<input type="checkbox"/>	13	98112460			JAYESH KU	SDE	3000	Rajast	3001	CO	41,350.00	157.30	65,044.00	96	203	0	1	300	721,705.96	340,460...	1,062,1	15	01.02.2020	ABFPB3850K
<input type="checkbox"/>	14	98112933			PREM PRA	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	221	79	0	0	300	213,768.73	598,011...	811,780	15	01.02.2020	ACFPG0746G
<input type="checkbox"/>	15	98113391			SHANKAR	Senior	3000	Rajast	3001	CO	35,900.00	157.30	56,471.00	101	199	0	0	300	612,727.63	310,982...	923,710	15	01.02.2020	ADCPM102...
<input type="checkbox"/>	16	98116628			SURESH K	AO	3000	Rajast	3001	CO	53,610.00	157.30	84,329.00	16	284	0	0	300	1,305,822...	73,567.4	1,379,3	15	01.02.2020	ACWPK860...
<input type="checkbox"/>	17	98200700			UMRAO SI	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	102	198	0	0	300	535,774.80	276,005...	811,780	15	01.02.2020	AAEPP582...
<input type="checkbox"/>	18	98201104			KAMLESH	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	0	300	0	0	300	811,780.00	0.00	811,780	15	01.02.2020	ACJPV4987G
<input type="checkbox"/>	19	98201335			BHAGWAN	Office	3000	Rajast	3001	CO	31,550.00	157.30	49,628.00	15	285	0	0	300	771,191.00	40,589.0	811,780	15	01.02.2020	APGPS7027C
<input type="checkbox"/>	20	98201684			RAJENDRA	DGM	3000	Rajast	3001	CO	61,540.00	157.30	96,802.00	10	290	0	0	300	1,530,639...	52,780.6	1,583,4	15	01.02.2020	ADWPG160...
<input type="checkbox"/>	21	98206907			RAM BAKA	Office	3000	Rajast	3001	CO	32,500.00	157.30	51,123.00	0	300	0	0	300	836,230.00	0.00	836,230	15	01.02.2020	ACWPK863...

Then compare the Basic pay of CCA with Basic pay down loaded. In both data PAN number is unique. Then two scenario will happened ,

1. BASIC PAY of CCA and BASIC PAY of SAP both are same, then such data is correct and ready of issuing leave sanction memo.
2. BASIC PAY of CCA and BASIC PAY of SAP both are differ then in such type of cases at first kindly correct the IT0008 basis pay, then run t code ZHR\_VRS\_HR\_CHECK and again down load the data through t code ZHR\_VRS\_LE\_SANC\_PROC and compare again the basic pay then you will found that both Basic pay are correct.

After correct the basic pay, run t code ZHR\_VRS\_HR\_CHECK again with pernr which are fit for leave encashment in all respect. For example pern 98908998

**VRS LE Sanction Process Report**

Input Selection

Personnel Number	98908998	to		
Personnel area	3000	to		
Personnel subarea	3001	to		

Then following screen will appear:-

**SAP**

SELECT ALL CHECKS DeSelect All

Status	Serial...	Pers.No.	Change On	Changed By	Employee Name	Substantive Designati...	PA	Personal Area Text	Subarea	PSU
<input type="checkbox"/>	1	98908998			BABU SINGH RAJPOOT	AO	3000	Rajasthan Telecom Circle	3001	CO

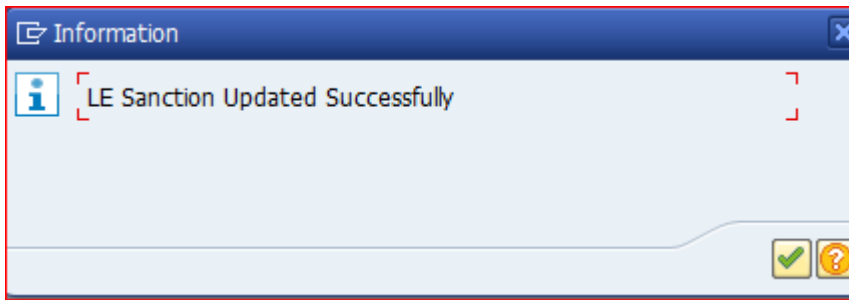
Then click press save button.

**SAP**

SELECT ALL CHECKS DeSelect All

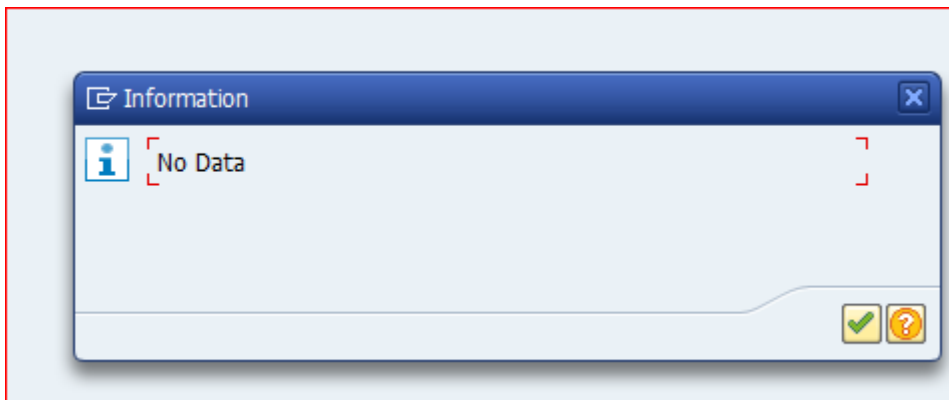
Status	Serial...	Pers.No.	Change On	Changed By	Employee Name	Substantive Designati...	PA	Personal Area Text	Subarea	PSub Text	Basic Pay	DA Perc
<input checked="" type="checkbox"/>	1	98908998			BABU SINGH RAJPOOT	AO	3000	Rajasthan Telecom Circle	3001	CO , Jaipur	54,610.00	157.30

Then following screen will appear:-



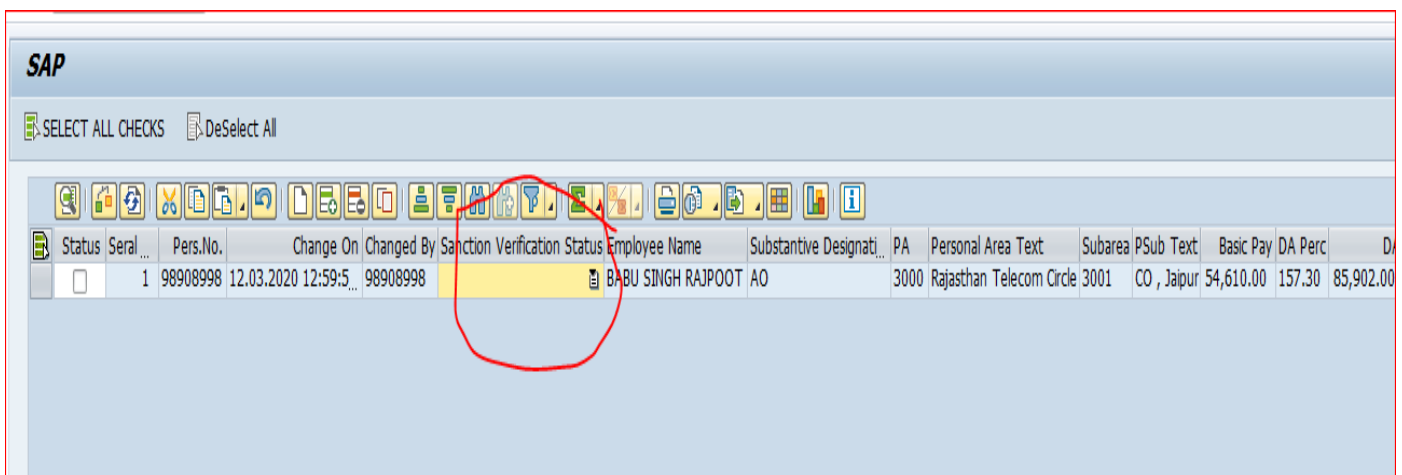
After processing the leave sanction for perns then same will not be appeared again the run tcode ZHR\_VRS\_HR\_CHECK .

For example when run tcode again following screen will appear:-



It means Leave encashment has been processed for pernr 98908998 After leave encashment processing, Now 2nd authority will verify the leave encashment . For which another t code will be run ZHR\_VRS\_LE\_VER\_PROCS

when run the t code then following screen will appear:-



For each record , verifier should select through drop down , either correct or incorrect. there after click on select all checks then following screen will appear.

**SAP**

SELECT ALL CHECKS DeSelect All

Status	Serial...	Pers.No.	Change On	Changed By	Sanction Verification Status	Employee Name	Substantive Designati...	PA
<input checked="" type="checkbox"/>	1	98908998	12.03.2020 12:59:5...	98908998	SANCTION AMT CHECKED AND FOUND CORRECT	BABU SINGH RAJPOOT	AO	30

or

**SAP**

SELECT ALL CHECKS DeSelect All

Status	Serial...	Pers.No.	Change On	Changed By	Sanction Verification Status	Employee Name	Substantive Designati...	PA
<input checked="" type="checkbox"/>	1	98908998	12.03.2020 12:59:5...	98908998	SANCTION AMT INCORRECT	BABU SINGH RAJPOOT	AO	3000

Note :- if Sanction amount incorrect then each time this data is again and again appear for correction and leave sanction memo will not be generated.

There after click on save button.

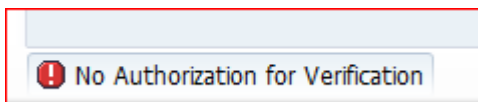
System Help

**SAP**

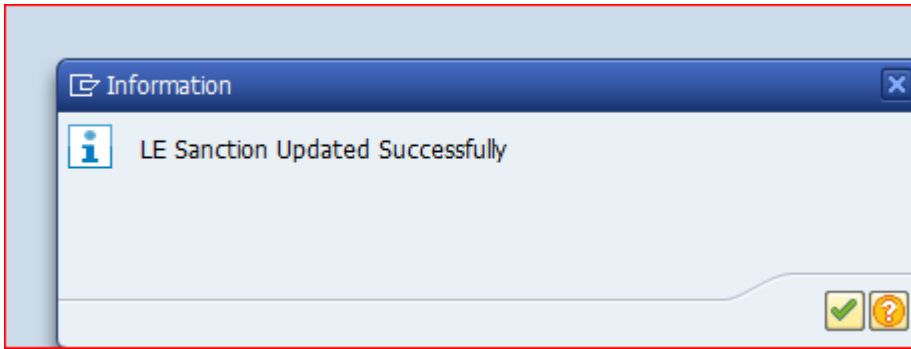
SELECT ALL CHECKS DeSelect All

Status	Serial...	Pers.No.	Change On	Changed By	Sanction Verification Status	Empl...
<input checked="" type="checkbox"/>	1	98908998	12.03.2020 12:59:5...	98908998	SANCTION AMT CHECKED AND FOUND CORRECT	BABU

if following error is comes



That means leave encashment processing and verifier both same. There is a check in system that processing and verifier both should not be same. when 2<sup>nd</sup> authority run the t code and save the data then following screen will appear:-



Note: - Above both work can be done either by accounts wing or HR wings.

Now Leave sanction memo can be issued for which t code ZHR\_VRS\_LE\_SANCTION will be run. When run the tcode, then following screen will appear. Fill only personal area and personal subarea without any pernr

**VRS LE Sanction MEMO Report**

Input Selection

Personnel Number  to

Personnel area 3000 to

Personnel subarea 3001

Input Selection

Re-Print MEMO Report

MEMO Seq No

and execute the tcode then following screen will appear. At this stage, you can stop the memo for particular employee by selection NO otherwise you have to select yes and tick all checkbox

**SAP**

SELECT ALL CHECKS DeSelect All Sanction MEMO

Status	Seral ...	Pers.No.	Change On	Changed By	Sanction Amout Is Corre...	Remarks For Sancti...	Employee Name
<input checked="" type="checkbox"/>	1	500551	06.03.2020 09:29:1...	PARTH002	NO		DINESH CHANDRA SHARMA
<input checked="" type="checkbox"/>	2	98003816	06.03.2020 09:29:1...	PARTH002	YES		SURAJ MAL
<input checked="" type="checkbox"/>	3	98908998	12.03.2020 12:59:5...	PARTH002	YES		BABU SINGH RAJPOOT

Note:- At a time only Maximum Six employees sanction memo can be generated hence kindly ticked only six . If you ticked more than six, system will give error and click on sanction memo button.

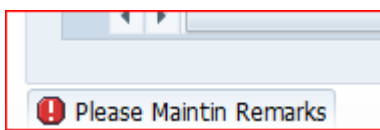
**SAP**

SELECT ALL CHECKS DeSelect All **Sanction MEMO**

Status	Seral ...	Pers.No.	Change On	Changed By	Sanction Amount Is Corre...	Remarks For Sancti...	Employee Name	Substa
<input checked="" type="checkbox"/>	1	500551	06.03.2020 09:29:1...	PARTH002	NO		DINESH CHANDRA SHARMA	AO
<input checked="" type="checkbox"/>	2	98003816	06.03.2020 09:29:1...	PARTH002	YES		SURAJ MAL	ASSIS
<input checked="" type="checkbox"/>	3	98908998	12.03.2020 12:59:5...	PARTH002	YES		BABU SINGH RAJPOOT	AO

then system will generate the leave sanction memo button only for two employees for which yes is selected

Note:- if you select No then remark is required otherwise system is give error



**SAP**

SELECT ALL CHECKS DeSelect All Sanction MEMO

Status	Seral ...	Pers.No.	Change On	Changed By	Sanction Amount Is Corre...	Remarks For Sancti...	Employee Name	Substantive Designati...	PA
<input checked="" type="checkbox"/>	1	500551	06.03.2020 09:29:1...	PARTH002	NO	BY Court order	DINESH CHANDRA SHARMA	AO	3000
<input checked="" type="checkbox"/>	2	98003816	06.03.2020 09:29:1...	PARTH002	YES		SURAJ MAL	ASSISTANT TELECO...	3000
<input checked="" type="checkbox"/>	3	98908998	12.03.2020 12:59:5...	PARTH002	YES		BABU SINGH RAJPOOT	AO	3000

then again click on sanction memo then following screen will appear:-



No. VRS-2019/3000/3001/Leave Encashment/0000000009

Date: 12.03.2020

**ORDER**

Sanction of the competent authority is hereby conveyed for payment of Rs. 1881130.00/- ( EIGHTEEN LAKH EIGHTY ONE THOUSAND ONE HUNDRED THIRTY Rupees Only), to the following Executives/Non-Executives, who are retiring on VRS on 31.01.2020 (A/N) towards leave encashment as per details given below:-

Sl No.	Pemr / Name / Designation	PA	PSubar ea	Basic Pay	DA Amount	Total Emoluments	EL BSNL Period	EL DOT Period	HPL BSNL Period	HPL DOT Period	DOT Amt	BSNL Amt	CALCULATION	Total Leave Encashment
1	98003816 :- SURAJ MAL / ASSISTANT TELECOM TECHNICIAN	3000	3001	18500.00	29101.00	47601.00	54	246	0	0	390328.0	85682.00	EL-(3000* 47601.00)/30 HPL-( (000)/( 47601.00/2 )/30	476010.00
2	98908998 :- BABU SINGH RAJPOOT / AO	3000	3001	54610.00	85902.00	140512.00	193	107	0	0	501159.0	903961.00	EL-(3000* 140512.00)/30 HPL-( (000)/( 140512.00/2 )/30	1405120.00
( EIGHTEEN LAKH EIGHTY ONE THOUSAND ONE HUNDRED THIRTY Rupees Only)													Total	1881130.00

3 The expenditure involved is debitable to major head "5010311"-DOT and "5010312" -BSNL Leave encashment and will be met from the sanctioned grant for the current financial year.

Copy to:-

1. Executives / Non-Executives concerned.
2. Pay Bill Section/Cash Section/(R&P),BSNL CO.
3. Order Bundle.

BA [REDACTED]  
Chief Accounts Officer (L / A)  
Mobile No. 98 [REDACTED]

Now kindly start leave encashment processing work up to issuing leave sanction memo.

**This activity has to be completed by 16<sup>th</sup> March 2020.**

Note :- Leave encashment payment processing will be issued shortly. If any issue, kindly contact to core team member.