भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. CIT/8-7/2012/ERP/Vol.-III   Dated 20th October, 2015

To

All CGMs and IFAs
All Circles / Project circles / Regions/Factories/Other units

Sub: Payment of Leave encashment on Superannuation, Voluntary Retirement etc.

Many Circles, Unions/associations have been raising issue of delayed payment of Leave encashment on Superannuation, Voluntary Retirement etc. from time to time. In ERP-SAP there is only provision for regular payroll cycle and no provision for supplementary payroll. So if leave encashment is not paid along with salary in month of Superannuation, Voluntary Retirement etc, it can only be paid along with next month's regular payroll cycle thereby delaying the payment of leave encashment.

Payroll Core team has worked out an alternate mechanism *for payment of leave encashment along with regular payroll cycle in the month of superannuation itself* and conveyed to all ERP Circle payroll teams for timely payment of leave encashment. This was conveyed in the month of March, 2015.
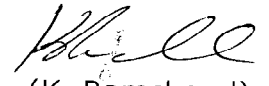
It has been observed that still a few circles are not making payment of leave encashment timely. It has again been deliberated among core team members and the following procedure is finalized to be followed by all circles.

1. We need to make two lists of employees, one list of employees retiring in the same month and second list containing rest of the employees, for whom salary is to be paid.

2. Salary to be simulated (PC00_M40_CALC_SIMU) for retiring employees **without maintaining leave encashment amount** to know the take home salary amount for that month. Advance pay equivalent to take home salary amount is to be paid through OFFcycle (IT0267) run using wagetype 1LVS. e.g. an employee bearing PERNR 974xxxxx is retiring on 31st Oct-2015; so salary to be simulated for PERNR 974xxxxx for Oct-2015 without Leave encashment amount. Now suppose that the take home salary amount comes out to be Rs. 20650/-, then we can pay Rs. 20000/- (ignoring fraction of thousand) as advance pay through OFFcycle (IT0267) run (PC00_M40_CALC). Live posting (PC00_M99_CIPE), Live Pre-DME (PC00_M40_CDTA) and Document release & posting (PCP0) to be done but **before regular salary processing for non-retiring employees**.

3. Salary to be processed (PC00_M40_CALC) for **non-retiring employees.** Live posting (PC00_M99_CIPE), Live Pre-DME (PC00_M40_CDTA) and Document release & posting (PCP0) to be done only for **non-**retiring employees.

Corporate I T Cell
128, 1ˢᵗ Floor, Bharat Sanchar Bhawan,
Janpath,New Delhi-110001
K.RAMCHAND
Sr. GM (Corporate IT)

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

4. On receipt of fund for salary, Bank file to be generated for OFF Cycle (Pay Advance for retiring employees) as well as regular payroll for **non**-retiring employees.

5. Once orders are issued for Superannuation, Voluntary Retirement etc, maintain leave encashment amount in wage types for retiring employees to whom leave encashment is to be paid, maintain **pay advance amount (processed by OFFcycle) in toan type 9702 in IT0045** and run live salary (PC00_M40_CALC). Live posting (PC00_M99_CIPE), Live Pre-DME (PC00_M40_CDTA), Document release & posting (PCP0) and bank file generation to be done only for **retiring employees.**

It is therefore requested to instruct Circle Payroll team to ensure timely payment of leave encashment as per the procedure given above from Oct-2015 onwards positively.

(K. Ramchand)
Sr. GM (CIT)

Copy to: -

1. Director (CFA) / Director(HR) / GM(Pers.) / GM(Estt.) / GM(SR)
2. ED (CA & IT)
3. CGM (ITPC)
4. GM (CA)
5. GM (ERP)