

**Office of Pr. General Manager
(CA/ERPFICO/CSC)**

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

BSNLCO-CA/11/8/2021-CA-ERP-FICO-Part(1)

Dated: 22.05.2023

To,

The Chief General Managers/IFAs

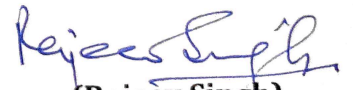
All Territorial/Non-Territorial Circles
Bharat Sanchar Nigam Limited.

Ref : BSNL Employees Health Insurance Policy, 2023 – Implementation of the Scheme w.e.f 01.06.2023.

Sub : Deduction of GHIS (Group Health Insurance Scheme) subscription amount from Payroll of May 2023 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 GHI 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 May, 2023 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 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 GL 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.


(Rajeiv Singh)

PGM (CA/ERP-FICO/C-CSC)

Copy for information and necessary action to:

1. PGM (Estt)/ PGM (CBB), BSNL Corporate Office, New Delhi.
2. Sr. GM (Admn)/ GM (Pers), BSNL Corporate Office, New Delhi.

Procedure to be followed by Circles for Deducting GHIS subscription from the Payroll of May, 2023

1. **Active employees for whom salary is processed in May 2023 payroll with Positive amount:** The amount is to be entered Infotype 0015 subtype 3GHI or same can be uploaded in bulk through Tcode PA70 with date as 31.05.2023 and text in assignment number as "GHI MAY 2023". It is to be noted that full amount including GST has to be maintained in IT15.
2. **Active employees whose salary processed with zero amount:** The amount is to be collected in cash from employees and the same has to be posted in Cash Journal through T.code FBCJ under Business Transaction "COLL FOR GHIS PREMIUM'. It has to be ensured that the personnel number of the employee is captured in 'Assignment' and 'Pers. No.' Fields in cash Journal. Full amount has to be entered and tax codes should not be used.
3. **Employees who are on Deputation/Transfer and not Joined cases:** The amount is to be collected in cash/cheque from employees and the same has to be posted in Cash Journal through T.code FBCJ under Business Transaction "COLL FOR GHIS PREMIUM'. It has to be ensured that the personnel number of the employee is captured in 'Assignment' and 'Pers. No.' Fields in cash Journal. Full amount has to be entered and tax codes should not be used.
4. **Deduction under 80D:** The BA/SSA DDO's/Circle Payroll DDO's have to maintain the details in IT0585 (80D deduction) of all those employees who have subscribed to Group health insurance and have opted for Old tax regime.

After the completion of May 2023 payroll, the Schedule of GHI Scheme premium have to be provided to Core team in the below format

	Pernr No	NAME OF EMPLOYEES	DESIGNATION	PERSONAL AREA	PERSONAL AREA TEXT	BUSINESS AREA	GHI Premium Amount	Premium collected through Payroll/FBCJ
EXAMPLE	1002801	SACHIN TANWAR	D.M	1100	BSNL.CO	1002	7198	PAYROLL
EXAMPLE	60150017	RAJNEESH	A.M	1100	BSNL.CO	1002	7198	FBCJ Document number

Note : It is also clarified that for zero salary, deputation out, transfer out but not joined cases from whom GHI premium is collected in cash/cheque and entered through T.code FBCJ, neither loan record is required to be created in IT0045 nor recovery entry is to be maintained in IT0015.