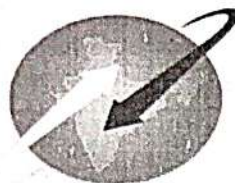


**Office of Principal General Manager
(CA/ERP-FICO/C-CSC)**

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NO: BSNLCO-CA/11/2/2025-CA-ERP-FICO/1406746

Dated: 15.12.2025

To,

The CGMs/ IFAs/PGM(HR)/GM(HR)
All Territorial/Non-Territorial Circles
Bharat Sanchar Nigam Limited.

Subject : Centralization of Payroll Processing and Mandatory Compliance for Timely and Accurate Salary Disbursement.

As an ongoing exercise for Centralisation of Payroll and streamlining HR–Payroll processes across all Circles, the following instructions are issued for strict compliance by all concerned units:

1. Centralized Payroll Simulation and Live Run

To ensure absolute data integrity and consistency, all payroll simulation and final live run of the payroll will henceforth be exclusively managed by the Central Payroll team of each Circle. Business Areas are strictly advised not to perform local payroll simulations. This centralized control is critical for maintaining data integrity and consistency across the organization.

The Circles shall use the designated tcodes to verify and monitor payslip for increments, pay-fixation cases and other related updates pertaining to the BAs under their jurisdiction.

The HR units at both Circle and BA levels shall ensure:

- Timely and accurate updating of all HR master data, service records and pay-related changes in the ERP system.
- Verification of pay fixation, increments, promotions, and other employee-specific updates before sending them to the Central Payroll Team for processing.
- Coordination with the Central Payroll Team to rectify discrepancies, if any, and ensure compliance with payroll guidelines.
- Strict adherence to the prescribed timelines and processes to avoid delays or incorrect payroll outcomes.

2. Uniform Deadline for Claim Submission

To facilitate the centralized processing timeline, a uniform date for the submission of all claims will be enforced. The 10th of each month is hereby designated as the deadline for submitting all claims in ESS, along with the corresponding physical copies to concerned section, for inclusion in that month's payroll. Claims received after this date will be processed in the subsequent month payroll cycle. The Business Areas must ensure that all claims (e.g., Travel, Medical, Mobile, Laptop, etc) received upto this date must be processed and approved promptly in the system.

3. Processing of Approved Claims

All employee claims duly approved in ESS/ERP workflow shall be moved to Infotype 15 by Circle Payroll Team without waiting for the issue of instructions from the Corporate Office. Circles must ensure that no claims are manually posted and that the workflow is fully adhered to in line with audit and vigilance requirements.

4. Mandatory Process Adherence for All Claims

In instances where a standard process for a specific type of claim is not available or clearly defined in the ERP system, the concerned unit must escalate the matter directly to the ERP-Pers team for resolution and process creation. It is expected that these processes will be implemented by the ERP-Personnel Section, in coordination with the Establishment Section, by 1st March 2026. This ensures uniformity and system integrity. Workarounds like manual posting in wage types or posting in GLs through FI will not be permitted.

5. Timely updation and Settlement of Leave Records

Timely and accurate updation of leave records is critical for correct payroll result.

- a. The Controlling Officers and Administrative Units bear the primary responsibility for the timely and accurate updating and settlement of all employee leave records. Hence, they must ensure prompt leave approval, updation and regularisation in ERP.
- b. No pay should be drawn for any period of unauthorised absence. Any such period must be correctly reflected in the system before payroll run.
- c. The leave-approving authority must ensure that no leave approvals remain pending at the time of payroll processing. All leave requests should be reviewed and finalized promptly to avoid discrepancies or delays in salary processing.
- d. Repeated delays in leave regularisation will be viewed seriously.

6. Expedite Settlement of Absconding, PND, and Pending Leave Cases

All cases pertaining to absconding employees, Pay Not Drawn (PND), etc must be resolved promptly as per the extant guidelines issued by the

Establishment/Personnel section of the Corporate Office. Delays in settling these cases lead to financial and compliance risks for the organization and will be viewed seriously.

The successful implementation of this centralized model requires the full cooperation of every unit and individual involved.

Circles must monitor the above activities at the appropriate level to ensure accuracy, adherence to timelines, and compliance with audit observations. Any deviation from these instructions will be the responsibility of the concerned unit.

It is requested that these instructions be circulated to all BA heads, Admin units, claims Officers, DDOs, Controlling Officers, and ERP teams for strict compliance from next payroll cycle.

This issues with the approval of CMD, BSNL.



(Rajeev Singh)

Pr. General Manager (CA/ERP-FICO/C-CSC)

Copy to:

1. PPS to CMD, BSNL, for kind information please.
2. Director (Finance)/Director (HR), BSNL, for kind information please.
3. CGM (Elec)/CGM(BW), BSNL Corporate Office, for kind information and necessary action please.
4. PGM (EF)/ PGM (IA)/PGM (Pers) /PGM (Estt)/PGM (Admin), BSNL Corporate Office, New Delhi, for kind information and necessary action please.