



No 1-4/2010-ERP-FC/BSNL

dated 18 /04/2011

To,

All Circle IFAs

BSNL.

Subject : Provision of regular data submission to DoT regarding GPF schedules –
Guidelines regarding

It has been informed by Director (TA – I), DoT that COMPACT PAO -2000 is an accounting software developed by NIC for implementation at each DDO level across all government departments. The office of CGA is the owner of the initiative and designate functionaries in each department have been identified as nodal officers for co ordination.

Accordingly, monthly schedules regarding GPF are required to be made available DDO wise (CCA offices in the context of BSNL). For initial implementation master data is also required to be created.

In this regard, the matter has been discussed with ITPC & TA unit of DoT, and the data of several units has been used for testing and validation of the option for providing the data in a format compatible with COMPACT. Several issues were noticed regarding the practices being followed by field units leading to inconsistencies in the data as available on HRMS. These reasons were identified as follows:

1. Wrong data entry into HRMS Package by the field unit.
2. Allotment of new HRMS number due to modification of appointment date.
3. Non availability of GPF data in HRMS, of BSNL employees working on deputation in another organization.
4. In some cases the GPF subscription as available in supplementary paybill is not included in the schedule given to CCA.

The arrangement of regular data exchange has to be implemented for the financial year, FY 2011-12 onwards. The data formats and validation parameters are attached as Annexure I to Annexure III. Accordingly, the following procedure is prescribed for regular data exchange with CCA for COMPACT package.

1. There are three distinct stake holders in the process, namely:

- ITPC Pune as developer.
- BSNL Field Units as user of HRMS package.
- DOT / CCA as owner of GPF data.

2. Following are the distinct responsibilities of each one of the stakeholders:

2.1 ITPC Pune as developer : It will develop and maintain suitable interface for porting of GPF data of HRMS to the NIC package at circle level. This interface will facilitate & ITPC will provide the following:

2.1.1 Conversion of master data of employees as available in HRMS into suitable text format compatible with COMPACT as one time measure.

2.1.2 Will prepare the opening balance and advance outstanding balance as on 1st April 2011 in text format as one time measure.

2.1.3 Will prepare GPF Debit and Credit schedules in suitable text format on monthly basis.

2.1.4 To ensure the authentication of the text file a small utility will be provided to CCAs so that they can check the text files as generated from HRMS are found to be intact.

2.1.5 Will provide incremental master data of transfer in and out employees in excel format for manual updation in CCA package.

2.1.6 Will provide list of change in HRMS number due to modification of appointment date for manual updation in CCA package.

2.1.7 Will provide master data of BSNL staff who are on deputation outside BSNL, for manual updation in CCA package.

2.2 BSNL Field Units

2.2.1 They will make live use of HRMS Package and avoid manual / offline transactions to the extent possible.

2.2.2 All the GPF related transaction like advance, withdrawal of GPF, ACG-67 refund, subscription recovery, recovery of advance etc. should be performed in HRMS only. Disbursal of GPF adv/withdrawal should be allowed only if the sanction memo is issued from HRMS.

2.2.3 All the supplementary billing should be drawn from HRMS only.

2.2.4 They can download employees master data in excel format at circle level from HRMS. Same will be converted into requisite text format by HRMS. They can download master data of transferred in and transferred out employees in excel format from the HRMS.

2.2.5 They shall download Debit and Credit GPF schedules of employees in text format as well as excel format on monthly basis.

2.2.6 The field units shall verify the above data in excel format before submitting to CCA. The Text file as generated from HRMS should not be disturbed.

2.2.7 Details regarding GPF transaction of employees on deputation to other organization shall be submitted directly to CCA for manual updation.

2.2.8 For TSM cadre, there is no entry in HRMS therefore their GPF related transaction detail shall be given directly by Field units to CCA for manual updation .

2.3 DOT / CCA

2.3.1 DOT has issued necessary instructions to its CCA units for accounting of GPF especially in cases of supplementary pay billing where shortfall of GPF subscription is recovered.

2.3.2 For the FY- 2011-12 (starting with data for March 2011), CCAs will accept only HRMS generated gpf data files except the cases where manual updation is required.

2.3.3 CCAs will check the authenticity of the text files before uploading in the NIC package.

3. GM (Finance) ITPC is the designate co ordinator as approved by competent authority regarding interface with HRMS. Adherence to prescribed procedure is to be ensured by Circle IFAs. Submission of authenticated GPF schedules on regular basis is to be continued till further orders on the subject.



(K. R. Tiwari)

GM (TP/RA)

& team lead (ERP – FICO)

- Copy to:
1. Executive Director (Finance) / CGM (ITPC) for kind information please.
 2. GM (Finance) ITPC for kind necessary action please
 3. Director (IA/TA-I), for kind information please
 4. Sr GM (Estt) team lead (ERP – HCM) w.r.t. reporting requirement of HCM module on ERP.

1. Subscribers General Information (Once required for all GPF Subscribers or while new subscriber joins in BSNL Circle)

Using this form, the user can capture the general information details of the subscriber through the text file received from the BSNL electronically.

Validations

- Duplicate account no cannot be allotted to any subscriber, hence HR numbers can be taken as GPF numbers.
- Total share percentage should be equal to 100.
- If the Date of joining Govt. Service, Date of Birth and Date of Superannuation are not null then the Date of joining Govt. Service cannot be < Date of Birth and Date of Superannuation cannot be < Date of joining Govt. Service. Date of joining Govt. Service and Date of Birth should be < system date.
- None of the fields except Nomination Letter No., Date, and Nominee details on the form should be left blank.
- Only 6 fields cannot be left blank on the form. These fields are DDO Code, Account No., Subscriber Type (Insider / Deputationist / Outsider / Gone on Foreign Services), Subscriber Name, Employee Type (Group "D" or Others) and Basic Pay.
- The combination of Ledger No. and Folio No. is unique for a subscriber.

General Information Incorporation:

Text file name: GPF_GENINF_XXXXXX_XX.TXT
 (24 character)

(6 digit DDOCODE) (2 digit file no. If only one text file per DDO then keep it 01)

| | | | |
|------------------------------------|-----------|-------------|--------------------|
| DDO Code | 1 - 6 | (6 Char) | (999999) |
| Account Number | 7 - 18 | (12 Char) | (XXXXXXXXXXXXXXXX) |
| Account Name | 19 - 68 | (50 Char) | (XXXXXX.....XXXXX) |
| Subscriber Type | 69 | (1 Char) | (X) |
| Designation | 70 - 99 | (30 Char) | (XXXXX.....XXX) |
| Father/Husband Name | 100 - 149 | (50 Char) | (XXXXX.....XXX) |
| Employee Type | 150 | (1 Char) | (X) |
| (Basic+DP) as on 31st March | 151 - 156 | (6 Char) | (999999) |
| File Number | 157 - 181 | (25 Char) | (XXXXX.....XXX) |
| Date of Birth | 182 - 189 | (8 Char) | (YYYYMMDD) |
| Date of Joining Govt. Service | 190 - 197 | (8 Char) | (YYYYMMDD) |
| Date of Superannuation | 198 - 205 | (8 Char) | (YYYYMMDD) |
| Commencement of Subscription Year | 206 - 209 | (4 Char) | (YYYY) |
| Commencement of Subscription Month | 210 - 211 | (2 Char) | (MM) |
| Nomination Letter Number | 212 - 236 | (25 Char) | (XXXXX.....XXX) |
| Nomination Date | 237 - 244 | (8 Char) | (YYYYMMDD) |
| Date of Change of Subscription | 245 - 252 | (8 Char) | (YYYYMMDD) |

| | | | |
|------------------------------------|-----------|-------------|------------------|
| Current Subscription Amount | 253 – 258 | (8 Char) | (99999999) |
| Nominee Serial No. | 259 | (1 Char) | (9) |
| Nominee Name | 260 – 309 | (50 Char) | (XXXXXX.....XXX) |
| Nominee’s Relation With Subscriber | 310 – 339 | (30 Char) | (XXXXXX.....XXX) |
| Nominee Address | 340 – 389 | (50 Char) | (XXXXXX.....XXX) |
| Share Type | 390 | (1 Char) | (9) |
| Nominee Amount | 391 – 398 | (8 Char) | (99999999) |
| Nominee Percent | 399 – 404 | (6 Char) | (999.99) |

Total Record size: 404 Chars

Note: The nominee data of any subscriber must be printed from next line onwards in the text file. The first line of a subscriber’s record must contain the master data only and all the nominee fields must be left blank, e.g. If as particular subscriber has three nominees, the data of this subscriber is printed in 4 lines in the text file. The first line contains master data from columns 1 to 258 and from 259 to 404 columns there are spaces. In the 2nd, 3rd and 4th lines, the nominee data is printed having data in columns 1 to 18, spaces from 19th to 258 and then again data from column 259 onwards.

Valid Values of:

Subscriber Type: ‘D’ for all BSNL Employees.

Employee Type: ‘O’

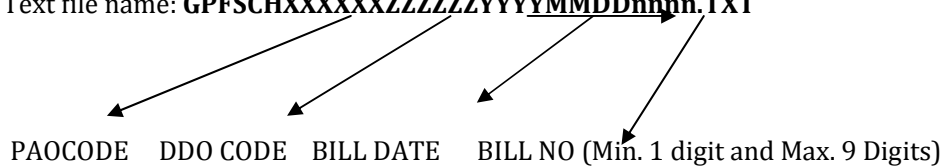
Share Type: ‘0’ (zero) for amount, ‘1’ for percentage, ‘2’ for equal

2. Monthly Credit Schedules (Submitted every month along with the Cheque as per prescribed date): The schedule amount and Cheque amount should be tallied.

Consolidation at the level of Circle level is needed.

GPF Credit Schedule Incorporation from Text File

Text file name: **GPFSCHXXXXXXXXZZZZZZYYYYMMDDnnnn.TXT**



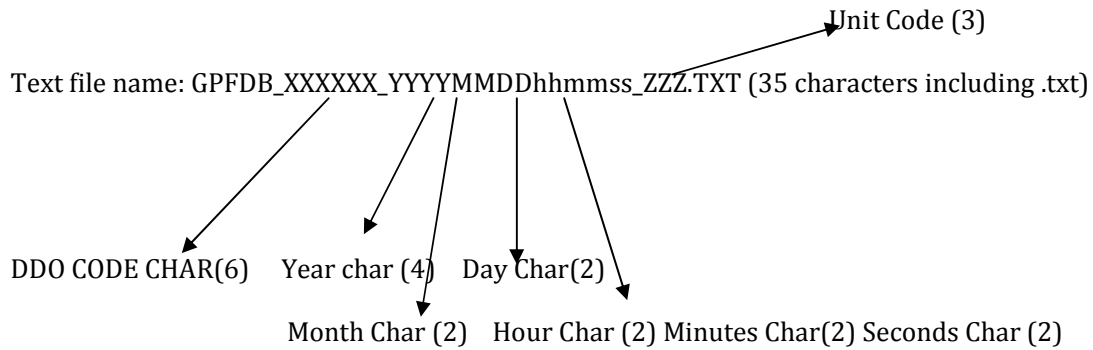
(6 Digits) (6 Digits) Text File name should be in the above format

| | | |
|---------------------|---------|--|
| DDO Code | 1 – 6 | (6 Char) |
| Account Number | 7 – 18 | (12 Char) |
| Subscription year | 19 – 22 | (4 Char) |
| Subscription month | 23 – 24 | (2 Char) |
| Subscription Amount | 25 – 34 | (10 Char) (Padded with spaces on left) |
| Refund Amount | 35 - 44 | (10 Char)(Padded with spaces on left) |
| Others Amount | 45 – 54 | (10 Char)(Padded with spaces on left) |

Total Record size: 54 Char

Advance and Withdrawal Details to be submitted every month: Cheque will be issued as per these details on prescribed dates.

GPF Debit File Incorporation



Title Width Columns Description

| | | |
|-----------------------------|---------|---|
| DDO Code (6 Char) | 1 - 6 | 6 Digit DDO Code |
| Account Number (12 Char) | 7 - 18 | Left Aligned, with spaces padded on right |
| Debit Type (1 Char) | 19 - 19 | ('A' Or 'W') |
| Sanction Number (30 Char) | 20 - 49 | Right Padded With Spaces e.g GPF/ADV/08-09/334 |
| Sanction Date (8 Char) | 50 - 57 | (DDMMYYYY) |
| Sanction Amount (7 Char) | 58 - 64 | Numeric Value, Left Padded with spaces |

| | | |
|---|---------|---|
| Release Year (4 Char) | 65 - 68 | (YYYY) e.g 2008 |
| Release Month (2 Char) | 69 - 70 | (MM) e.g 04 |
| Reason Of Adv/With (3 Char) | 71 - 73 | Code of Reason For Advance e.g 001, 002, 003 |
| Previous Outstanding Bal Bal (7 Char) | 74 – 80 | Numeric Value, 0 if no Amt |
| Total No. Of Installments (2 Char) | 81 – 83 | Numeric Value, Left Padded with spaces (max 36) |
| Monthly Installment Amount (6 Char) | 84 – 89 | Numeric Value, Left Padded with Spaces |
| Recov Starting PaidIn Year (4 Char) | 90 – 93 | (YYYY) e.g 2008 |
| Recov Starting PaidIn Month (2 Char) | 94 - 95 | (MM) e.g 09 |

Note :

1. Each records should be of fixed length i.e 95 characters
2. **Mandatory columns are :** DDO Code, Account Number, Debit Type, Sanction Number, Sanction Date, Sanction Amount, Release Year, Release Month, Reason Of Adv/With.
3. For Withdrawal Records put spaces from 74 to 95 columns as there are no instalment details for withdrawal.
4. For Advance Records, all columns from 74 to 95 are mandatory. If there is no previous outstanding balance to me merged in current advance, put 0 in column range 74- 80 padded with spaces on left.
5. Recovery Starting Paid in Year and Month means when the first instalment of the recovery will be posted in ledger card. It should be 1 month more than the salary month from which the 1st instalment is recovered.

ANNEXURE-II**Reason for Advance and withdrawal**

| Type | Code | Details |
|-------------|-------------|---|
| Advance | 001 | medical treatment |
| Advance | 002 | Medical treatment of the subscriber or his dependent. |
| Advance | 003 | Higher education of subscriber or dependant in specified academic*, medical, engineering, technical or scientific process. |
| Advance | 004 | Marriages, funerals or other ceremonies. |
| Advance | 005 | Legal action faced by the subscriber or dependants except where the subscriber has initiated legal proceedings against Government challenging conditions of service, penalty etc. |
| Advance | 006 | Legal action faced by the subscriber or dependants except where the subscriber has initiateLegal fee for defending himself against official enquiry for alleged official misconduct.nalty etc. |
| Advance | 007 | Purchase of consumer durable like TV, VCR, Computer, etc. |
| Withdrawal | 008 | Medical treatment of the subscriber or his dependent |
| Withdrawal | 009 | Higher education in specified academic*, Higher education in specified academic*, medical, engineering, technical or scientific courses of the subscriber or his dependent endent |
| Withdrawal | 010 | Betrothal or marriage of children or any other dependent female relative |
| Withdrawal | 012 | Payment of an installment (other than monthly installment) to a Housing Board/Society towards cost of a house/flat subject to the limit specified in Rule 15 B and production of approved plan; |
| Withdrawal | 013 | Acquisition of farm land and/or business premises before six months from the date of retirement; |
| Withdrawal | 014 | Purchase of consumer durable such as TV, VCR, Computer etc. |
| Withdrawal | 015 | Purchase of a motor car or repayment of loan taken for that purpose. (Rule 15 (A) (1)) |

ANNEXURE-III**List of PAO/CCA Offices and DDO**

| | PAO CODE | NAME OF CCA OFFICE | DDO CODE | DESIG |
|----|-----------------|---|-----------------|--------------|
| 1 | 077110 | CONTROLLER OF COMMUNICATION ACCOUNTS, ASSAM | 201534 | PAO |
| 2 | 077133 | CONTROLLER OF COMMUNICATION ACCOUNTS, KOLKATA PHONES | 201592 | PAO |
| 3 | 077141 | CONTROLLER OF COMMUNICATION ACCOUNTS, ANDHRA PRADESH | | PAO |
| 4 | 077142 | CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR | 201536 | PAO |
| 5 | 077143 | CONTROLLER OF COMMUNICATION ACCOUNTS, GUJRAT | 201541 | PAO |
| 6 | 077144 | CONTROLLER OF COMMUNICATION ACCOUNTS, JAMMU & KASHMIR | 201550 | PAO |
| 7 | 077145 | CONTROLLER OF COMMUNICATION ACCOUNTS, KARNATAKA | 201557 | PAO |
| 8 | 077146 | CONTROLLER OF COMMUNICATION ACCOUNTS, KERALA | 201554 | PAO |
| 9 | 077147 | CONTROLLER OF COMMUNICATION ACCOUNTS, MADHYA PRADESH | 201564 | PAO |
| 10 | 077148 | CONTROLLER OF COMMUNICATION ACCOUNTS, MAHARASHTRA | 201562 | PAO |
| 11 | 077149 | CONTROLLER OF COMMUNICATION ACCOUNTS, N.E. 1 | 201567 | PAO |
| 12 | 077150 | CONTROLLER OF COMMUNICATION ACCOUNTS, PUNJAB | 201574 | PAO |
| 13 | 077151 | CONTROLLER OF COMMUNICATION ACCOUNTS, ORISSA | 201572 | PAO |
| 14 | 077152 | CONTROLLER OF COMMUNICATION ACCOUNTS, RAJASTHAN | 201576 | PAO |
| 15 | 077153 | CONTROLLER OF COMMUNICATION ACCOUNTS, TAMIL NADU | 201579 | PAO |
| 16 | 077154 | CONTROLLER OF COMMUNICATION ACCOUNTS, U.P. EAST | 201581 | PAO |
| 17 | 077155 | CONTROLLER OF COMMUNICATION ACCOUNTS, WEST BENGAL | 201589 | PAO |
| 18 | 077156 | CONTROLLER OF COMMUNICATION ACCOUNTS, HARYANA | 201545 | PAO |
| 19 | 077157 | CONTROLLER OF COMMUNICATION ACCOUNTS, HIMACHAL PRADESH | 201547 | PAO |
| 20 | 077158 | CONTROLLER OF COMMUNICATION ACCOUNTS, U.P. WEST | 201585 | PAO |
| 21 | 077177 | CONTROLLER OF COMMUNICATION ACCOUNTS, NEW DELHI | 201540 | PAO |
| 22 | 077184 | CONTROLLER OF COMMUNICATION ACCOUNTS, TEC, NEW DELHI | 201594 | PAO |
| 23 | 077188 | CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER | 200006 | PAO |
| 24 | 077193 | CONTROLLER OF COMMUNICATION ACCOUNTS, ANDAMAN & NICOBAR | 201532 | PAO |
| 25 | 077195 | CONTROLLER OF COMMUNICATION ACCOUNTS, N.E. II | 201570 | PAO |
| 26 | 077196 | CONTROLLER OF COMMUNICATION ACCOUNTS, CHATTISGARH | 201538 | PAO |
| 27 | 077197 | CONTROLLER OF COMMUNICATION ACCOUNTS, UTTARANCHAL | 201587 | PAO |
| 28 | 077198 | CONTROLLER OF COMMUNICATION ACCOUNTS, JHARKHAND | 201552 | PAO |

Guidelines for data accuracy

Annexure IV

1. As per the extant rules minimum subscriptions to be deducted @6% of Basic Pay as on 31st March of the previous financial year. Any subsequent increase during the year as well as increase of the March basic pay should not affect the minimum amount of contribution .
2. There can be maximum of 2 times increase and one time decrease in the subscription amount as per rules.
3. The advance/withdrawal cannot be sanctioned without the requisite balance in the subscribers account.
4. As the HR number has been taken as GPF account number for the purpose of maintaining GPF broadsheet, these HR numbers are not to be re-allotted. Even in case the officer, who has been allotted the HR number, gets posted back to DOT and then back to BSNL , the same HR number has to be continued.
5. Care should be taken to ensure that cases of minus balances should not be included in the debit claims .
6. The opening balances as on 1.4.2011 should be given , duly certified by Circle IFA to each CCA office.
7. The cheques issued /received from/to BSNL should match with the schedule (both hard and soft copy).
8. The refund amount should be shown against the refund column only in the schedule text files sent.
9. The supplementary bills if any processed should be included in the schedule showing the amount of contribution/refund under the column 'Others' only and total schedule amount including subscription , refund and any supplementary should match with the cheque amount issued to CCA office.
10. In a credit text file, for a subscriber several number of records can exists for different months, but only one record for a month. The schedule can contain only the following amounts:-
 - 10.1 Subscription, Recovery of advance and any other supplementary recovery amount for the current month.
 - 10.2 Subscription, Recovery of advance and any other supplementary recovery amount of the previous month of the same financial year.
11. All changes in the subscription amount to be given in a separate excel file supported by a hard copy.
12. The information with respect of persons who are on Foreign Service/deputation should be given to CCA office. A separate cheque along with the schedule should be sent to CCA office concerned where the GPF account of the officers on deputation is maintained.
13. The details regarding transfer in/transfer out cases should be intimated every month in a separate schedule accompanying the GPF cheques/demand raised. A copy of LPC should also be sent.

14. The credit/debit schedules are based on the data of HR package hence the same should be verified by the circles before sending the same on a monthly basis along with cheque amount issued/raised.
15. Unutilised amount of refund/advance should be sent in a separate excel file with details and individual cheques for each subscriber has to be sent.
16. Format for statement showing details of refund of withdrawal

| | | | | | |
|--------|------|-------|-------------------------|---------------|-------------|
| HR No. | Year | Month | Withdrawal sanction No. | Sanction Amt. | Refund Amt. |
|--------|------|-------|-------------------------|---------------|-------------|

Format for Statement showing details of refund of advance

| | | | | | |
|--------|---------------|-------------------|-----------------|---------------|-------------|
| HR No. | Sanction Amt. | Consolidated Amt. | No. of install. | Recovery amt. | outst. Bal. |
|--------|---------------|-------------------|-----------------|---------------|-------------|
17. If subscription is not recovered for the month then the same needs to be separately indicated in an excel file.
18. BSNL field units are not expected to use manual processing of GPF related issues and only HR package generated details will be accepted in CCA offices along with the cheque/demand raised.
19. Maintenance of broadsheet and ledger in the SSAs to continue as earlier as some Opening balance related issues needs to be sorted out at CCA level.
20. In case the CCA office is maintaining the GPF no. then IT circle should map the HR number as a onetime exercise for CCA office to update the same.