

Corporate Office,
CA Cell, 1st Floor,
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

E File No. 219522/BSNLCO-CA/NGIP-2022

Dated: 27th January, 2023

To,

All Chief General Managers/IFAs,
BSNL Telecom Territorial Circles/Non-Territorial Circles/Metro Districts,
GM (EF) BSNL Corporate Office.

Sub: Procedure for BSNL New Group Insurance policy, 2022 for BSNL Employees who joined after 31.07.2014

BSNL CO has taken a centralized GIP policy from LIC of India with effect from 01.09.2022 and all circles/Field units of BSNL were communicated for the same, vide BSNL CO CA section letter no –E FILE No. 219522/BSNLCO-CA/NGIP-2022 Dated 20th October 2022). The payment of monthly contribution from August and onwards to LIC has been done on the basis of actual salary drawn in SAP.

The competent authority has decided that from January 2023 and onwards, the payment of premium of New Group Insurance policy 2022 (NGIP 2022) for all the eligible beneficiaries will be made centrally by central settlement Cell of R&P section of BSNL CO, as per ERP data (list of eligible employees for the month will be taken on 10th of the subsequent month from ERP) in order to avoid lapse of policy for any eligible beneficiary. The recovery of the contribution needs to be ensured by the circles at time of preparation of salary. The adjustment and reconciliation of the amount paid centrally will be done by the circle following the ATD sent by the R&P-BSNLCO.

Accordingly, the following procedure has been laid for the payment and reconciliation of NGIP contribution.

In this respect following procedure has to be followed:-

Sl.No.	Activity to be undertaken	Action By
1.	Circle team needs to ensure the NGIP related data is correctly maintained in ERP for all eligible employees. This needs to be ensured timely so that the deduction is made in the salary as well as the name appears on the list taken out centrally by CA Section on 10 th of the following month. Relevant fields for NGIP are INFOTYPE '0057' and SUBTYPE 'NGIP'.	Circle Payroll DDO
2.	BSNL CO CA Section will take out the report of all eligible employees for NGIP from ERP (TXN Code: ZHRTC NGIP MSTR LIST) on 10 th of the subsequent	CA section and R&P section

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Corporate Identity Number (CIN): U74899DL2000GOI107739 Website: www.bsnl.co.in

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	month. Basis the same, BSNL CO CA section will provide the Sanction alongwith employee wise list of contribution to the BSNL CO R&P section. The circle will be decided on the basis of "Payroll Area" mentioned in the ERP.	BSNL CO.
3.	Based on the Sanction received from BSNL CO CA section, R&P/ CSC section of BSNL CO will make payment of NGIP premium to the insurer (LIC of India) by passing JVs as below: (i) Debit: Remittance G/L of Circles Credit: NGIP Vendor (LIC) 100086100 (ii) Debit: NGIP Vendor (LIC) 100086100 Credit: Bank	
3.	After payment, R&P will send the AT along with the list of employees to all the Circles.	R&P section, BSNL CO.
4.	The circles on receipt of AT from Corporate Office will have to make following entries latest by 20 th of the month: Debit: Employee Vendor – Amount yet to be deducted from salary Debit: NGIP Vendor (LIC) 100086100 Amount already deducted from salary Debit: Remittance GL of Circles- i.r.o Employees transferred to other circle and salary to be drawn at that circle Credit: Remittance G/L of Corporate Office-Total amount of ATD The circle needs to ensure deduction of contribution when Salary is prepared for all pending cases. In case the employee has been transferred to other circle, the ATD may be raised on the concerned circle where the Salary of the employee will be drawn.	Circle pay roll/FICO team.
5.	When the amount of pending recovery is realized through salary, the following entry may be passed to offset the	Circle pay roll/FICO

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	debit in Employee Vendor: Debit: GIP Advance GL 2620409 – Arrear amount of NGIP recovered from Salary Credit: Employee Vendor – Arrear amount of NGIP recovered from Salary Debit: NGIP Vendor(LIC) 100086100 – Arrear amount of NGIP recovered from Salary Credit: GIP Advance GL 2620409 – Arrear amount of NGIP recovered from Salary	team
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This has been issued with the approval of competent authority.

Enclosure: Master List of eligible BSNL employees covered under GIP 2022

Jagdeep Singh
23/11/23
Jagdeep Singh
DGM (CA)

Copy for kind information:-

1. Director (F)/Director (HR), BSNL CO New Delhi.
2. PGM (Estt.)/ PGM (SR), BSNL CO New Delhi.
3. PGM (CBB), BSNL CO New Delhi