

The new process of GPF advance and withdrawal payments to BSNL employees (To be followed by those Circles where CCAs have agreed to switch to new procedure).

The current process of payment of GPF advance and withdrawal by creating the wage types in IT 0267 and running the off-cycle is no longer to be used.

Now onwards the payment of GPF advance and withdrawal will be done through new process which is as follows:-

- BSNL will not make payment of GPF Advance/Withdrawal to its employees rather CCAs will make payments directly to employee in his/her bank account.
- Creation of entry in IT 0267 for GPF Advance/ Withdrawal is not required. The employees will apply for GPF Advance/Withdrawal through ESS.
- After the sanction of the GPF Claim in ESS DDOs will generate a txt file (called Electronic Bill File) containing employees list, amount of GPF Advance/ Withdrawal sanctioned, Bank details of the employees etc. through a program (TCode) in SAP HCM.
- The Electronic Bill File will be digitally signed by BSNL's DDO. This file will be converted into a 'CABINET FILE' ((the procedure of digitally signing the Electronic Bill File and converting it into 'CABINET FILE' is provided in the annexure) and e-mailed to the concerned CCA for making the payments.
- The CCA will process the digitally signed Electronic Bill File (converted in 'CABINET' Format) in Compact software and make payments of GPF Advance/Withdrawal directly into the employee's/member's bank account.
- After making the payment CCA's will generate a txt file (called Response Text File) containing the particulars of the payments made.
- The Response Text File will be e-mailed by the CCA to the concerned DDO of BSNL.
- BSNL's DDOs will upload the Response Text File into SAP HCM through a program (TCode).
- Uploading of Response Text File will update the background tables related to GPF. After the month end payroll the GPF Ledgers will be updated by TCode ZFI094.
- In Response Text file the details of rejected/erroneous claims will also be available. On uploading the Response text file into SAP HCM by BSNL DDO the GPF Balances in ledger of the employees whose claim has been rejected will get restored (increased) when month end payroll is run.
- The schedule and list of desired Circles for implementation may be provided by DOT.

PROCEDURE IN DETAIL

- The employees have to apply through ESS for GPF Advance/Withdrawal. For the employees not applying through ESS, proper sanction has to be taken in hardcopy and than the data in Fund Approver Table has to be uploaded by the DDO using below mentioned TCode-

ZHR_GPF_MANUAL_ENTRY

On execution of Tcode the below shown screen will appear. The manual entries are to be uploaded through a xlsx file.

Uploading GPF advance and withdrawal data manually

Upload the File

File Name

The format of xlsx file to be uploaded is as below.

A	B	C	D	E	F	G
Personnel number	GPF Transaction Type	GPF Reason Code	GPF Amount Requested	Number of Installments	Approved Date	Approved Amount
99403536	WD	04	25000		20160622	25000
98201024	AD	51	10000	36	20160622	10000

Important Points

- Heading in the file has to be maintained as it is. The spelling of the Headings has to be exactly the same as are shown in snap shot.
- The File must be xlsx file.
- The GPF transaction type must be – ‘WD’ for withdrawal or ‘AD’ for advance
- For GPF reason code refer below tables:-

GPF Reason Code For Withdrawal	GPF Reason Text For Withdrawal
01	HIGHER EDUCATION (ABROAD) (RULE 15.1A(A)I)
02	HIGHER EDUCATION (INDIA) (RULE 15.1(A)A(II))
03	PURCHASING CONSUMER DURABLES (RULE 15.1A(D))
04	COST OF MEDICAL TREATMENT (RULE 15.1A(C))
05	EXPENSES IN CONNECTION BETROTHAL / MARRIAGE (RULE 15.1A(B))
06	COST OF BUILDING (RULE 15.1B(A))
07	TO BUILD A HOUSE (RULE 15.1B(F))
08	COST OF RECONSTRUCTION OF HOUSE (RULE 15.1B(D))
09	REFUND OF HOUSE SITE ADVANCE BALANCE (RULE 15.1B(C))
10	PURCHASE / ACQUIRING A HOUSE SITE (RULE 15.1B(C))
11	RENOVATING ANCESTRAL HOUSE (RULE 15.1B(E))
12	REFUND OF BALANCE OF HOUSE BUILDING ADVANCE (RULE 15.1B(B))
13	EXTENSIVE REPAIRS / OVERHAULING OF MOTOR CAR (RULE 15.GID 2)
14	PURCHASE OF MOTOR CAR OR FOR REPAYING GOVT LOAN ALREADY TAKEN (RULE 15.GID 1)
15	PURCHASE OF MOTOR CYCLE OR FOR REPAYING GOVT LOAN ALREADY TAKEN (RULE 15.GID 1)

17	MAKING DEPOSIT TO BOOK A MOTOR CAR (RULE 15.GID 3)
18	MAKING DEPOSIT TO BOOK A MOTOR CAR
19	SUBSCRIPTION PAID FOR THE GROUP INSURANCE SCHEME. (RULE 15.1(D))
20	WITHDRAWL WITHIN 12 MONTHS BEFORE SUPERANNUATION RULE 15 (1) (C)

GPF Reason Code For Advance	GPF Reason Text For Advance
51	MEDICAL TREATMENT (RULE 12.1(A))
52	HIGHER EDUCATION (ABROAD) (RULE 12.1(B)(I))
53	HIGHER EDUCATION (INDIA) (RULE 12.1 (B)(II))
54	OBLIGATORY EXP.(BETROTHAL/MARRIAGE/FUNERALS ETC. (RULE 12.1 (C))
55	LEGAL PROCEEDINGS COST (RULE 12.1 (D))
56	TO ENGAGE LEGAL PRACTITIONER (RULE 12.1 (E))
57	PURCHASE OF CONSUMER DURABLES(TV/VCR/COMPUTER ETC.) (RULE 12.1 (F))
58	PRESIDENT'S SANCTION – SPL. CASE (RULE 12.(1)(1-A))
59	FOR PILGRIMAGE & VISITING PLACES. (RULE 12, GID (15))

- e) The GPF Reason code must be two digits i.e. 01, 02 etc.
- f) The number of installments is mandatory for GPF Transaction Type Advance and it cannot exceed 36.
- g) The approved date has to be in format 'YYYYMMDD'

After executing this Tcode the entries will be created/ uploaded in same fund approver table where the GPF Applications through ESS are also stored. The manual entries will not hit any infotype at this stage of process.

2. The Procedure of verifying and sanctioning the GPF applications in ESS will remain as is now. After the sanctioning of application in ESS it gets stored in fund approver table. So both the manual applications as well as ESS applications after sanctioning are stored in fund approver table.
3. Now the text file as is required by CCA will be generated by using the Tcode

ZHR_GPF_APPR_BULK

Here it should be noted that the old Tcode 'ZHR_GPF_FUND_APPR' is not to be used at all.
After running the Tcode the screen as below will appear.

HCM: GPF Fund Approver Process

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number
 Employment status
 Company Code
 Personnel area 7400
 Personnel subarea
 Employee group
 Employee subgroup
 Business area

GPF Claim Type and S.No

GPF Transaction Type
 GPF Serial No
 File Serial Number 01
 File Path C:\Users\DM ERP REM\Desktop

- ◆ Click on up to today/or select the other period—enter data selection period
- ◆ Enter personnel area
- ◆ File serial no will be 01 if it is first time in the current month that the activity is being done. For subsequent activity in same month it will be 02, 03 and so on.
- ◆ Enter the path where the files are required to be saved.

After execution below shown screen will appear—

HCM: GPF Fund Approver Process

Select	Person	Empl	GPF Type	GPF Reason	GPF Serial No	Amount Requested	No. of Installments	Approved Date	Approved Amount	Status Indicator	Bill Number	Bill Date	Manual Entry
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2412	5,400.00		27.05.2016	5,400.00	A	000025631	27.05.2016	
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2415	25,000.00		30.05.2016	23,001.00	P	0000256304	30.05.2016	
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2421	7,600.00	05	28.05.2016	6,500.00	A	0000256303	28.05.2016	M
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2422	50,000.00	04	30.05.2016	40,000.00	A	0000256304	30.05.2016	M
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2438	30,001.00		30.05.2016	29,003.00	A	0000256305	30.05.2016	
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	2439	10,000.00	05	30.05.2016	5,000.00	A	0000256306	30.05.2016	M
<input type="checkbox"/>	2563	h test	Withdrawl	HIGHER EDUCATION (ABROAD...	7654	6,579.00	20	28.05.2016	6,700.00	A	0000256302	28.05.2016	M

4. Four New fields will appear in this table as compared to earlier.

1. Status Indicator

Details

Blank

Records approved through ESS or manually processed are stored firstly with Blank status.

A

Once the record is selected and executed by clicking on the execute button, the status is changed to A which indicates “file is generated to send to DOT for payment approval.

P After the Response Text File sent by DOT gets uploaded in SAP the system updates info type 0015 and simultaneously changes the status from A to P. Particular line item is vanished from this t-code at visibility level.

2. **Bill number:** It will come blank until the records are selected and executed for text file generation. It is a 10 Digit number, Employee No. with running series up to 99.
3. **Bill Date:** It will come blank until the records are selected and executed for text file generation. According to the date on which the T-code is run i.e. system date.

4. Manual Entry

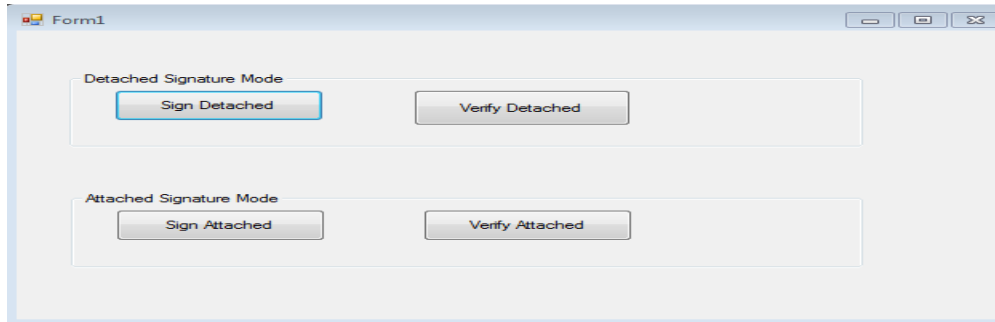
Blank	Denotes through ESS
M	Denotes manual input

- Now select the records which need to be processed for payments and click on execute button. System will generate the text file (Called Electronic Bill file) in format as required by the CCA. Do not change the name of the file. Along with the txt file an Excel file also gets created. This excel file can be used for providing the Bill details in hard copy if required by the CCA.

5. **Procedure of Digitally signing the txt file and converting it into the CABINET FILE.-** The procedure of digitally signing the Electronic Bill Text file is different from the procedure of digitally signing the PDF file, hence due care may be taken while doing this activity.

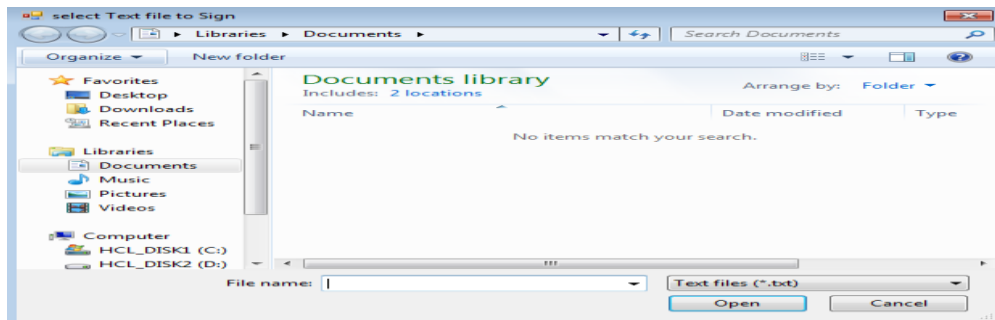
- a) Please find the folder name-GPFBillSign-at the end of the document in the zip format. This folder contains 3 programs/utilities which will facilitate the digital signing and cabinet file generation.
- b) Unzip the attachment and paste the folder GPFBillSign on 'C:' drive. Do not change the name of the folder.
- c) Copy the Electronic Bill text file (as generated in point no. 4) and paste it in the folder 'GPFBillSign' on 'C:' drive.
- d) Insert the digital signature dongle and wait for the installation of the digital signatures.
- e) Once the digital signatures are installed double click on the program/utility named '**DigitalSignature**' in GPFBillSign folder.

Following window will open



Click on "Sign Detached"

f) Following Window will open



Select the Electronic Bill text file which we have saved in 'GPFBillSign' on 'C:' Drive.

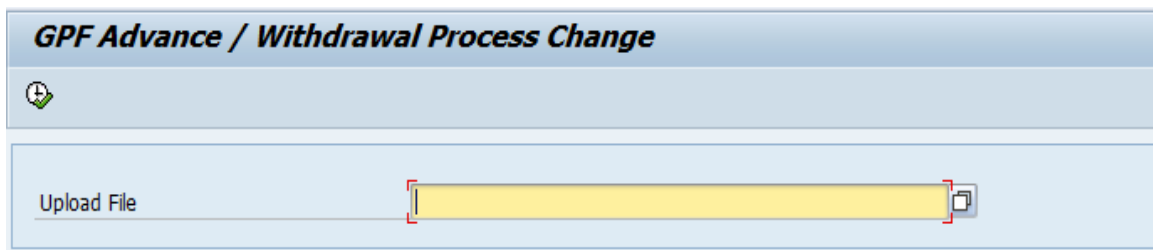
- g) This will create another file with same name as text file but extension as .sig in GPFBillSign Folder on 'C:' Drive. We have successfully digitally signed the Electronic Bill txt. Now we will convert it into the 'CABINET FILE' by following below mentioned steps
- h) Copy the name of the Electronic Bill txt File. (Only the name has to be copied without extension)
- i) Right click the program/Utility '**BillCabinet**' and select edit.
- j) Note pad will open containing a syntax.
In this replace the---- "PF_ADWD_BILL2034682016102802" text with the text file name copied in step h).

At three places in the syntax the name change is required.

Save & Close the file.

- k) After this double click on '**BillCabinet**' . This will create third file with extension '.CAB' in the GPFBillSign folder in 'C:' Drive. It is this CAB file which needs to be mailed to CCA.
 - l) Cut all the three files (.txt, .sig & .cab) file and save them in some other location for future reference and send the file with extension '.CAB' to concerned CCA for making the GPF Adv/ Withdrawal payments.
6. After making the payments the CCA will e-mail the Response Text file to the concerned DDO of BSNL. The DDOs will upload this file in SAP using the below stated Tcode.

ZGPF_ELECTRONIC_DOT



On uploading the file in system the entries gets created in IT 0015 with wage types 7DGW for GPF withdrawal and 7DGA for GPF Advance.

Here it should be noted that the records are not going to create in IT 0267 and we are not going to run off-cycle for GPF as payments are not being made by BSNL.

6. For GPF ledger updating the usual Tcode ZFI094 may be run after the processing of the month end payroll.

OTHER IMPORTANT POINTS TO BE REMEMBERED

1. When the above procedure have been done once than next time the procedure may be repeated for any of the previous cases (pernrns) only after the Response text file received from CCA for previous processed cases have been uploaded in SAP i.e. after performing the step 6 as stated above.
2. The GPF Advance and Withdrawal may be processed thrice a month on 4th ,11th and 18th of every month.
3. The GPFBillSign Utility folder is below.

