

No.E-file/BGT/OPEX General Corr

Dated : 21.09.2021

To,
All BA
Heads/IFAsMH
Telecom Circle

Subject: Delay in Vendor payment due to non-updation of necessary fields in ERP-SAP-Reg

Ref. : 1. F/BGT/Opex Gen Corr/20-21 dated 14.08.2020
: 2. F/BGT/Opex Gen Corr/20-21/7 dated 09.10.2020
: 3. F/BGT/Intranet BSNL.co.in/Circulars/19-20/45 dated 02.01.2020
: 4. F/BGT/OPEX GEN CORR/2019-20/VOL VIII/27 dated 18.11.2019
: 5. F/BGT/OPEX GEN CORR/2020-21 dated 01.03.2021
: 6. F/BGT/OPEX GEN CORR/2020-21 dated 11.05.2021
: 7. F/BGT/OPEX GEN CORR/2020-21/83 dated 02.07.2021

Vide above cited letters, this office has intimated that non updation of correct assignment codes, R Block, recovery documents, payment method, bank details and other details properly in SAP liability document nos. may result in delay in payments. It has categorically been instructed from time to time to adhere to guidelines issued by this office. However it is regretted to intimate that there has not been any improvement in this regard.

Since the vendor payment data is directly extracted from ERP-SAP on the basis of assignment code, it becomes essential to update all parameters correctly in order to process correct & timely payment to the vendors. List of Cases where assignment code is missing and R block cases is enclosed herewith. It is requested to submit following in belowmentioned format after review of list attached:-

BA	User Id	Whether Assignment code required in entry	Reason for non updation of Assignment code/	Reason for non-removal of R block

It is also requested to immediately update assignment code as **“Not Required”** in all cases where assignment code is missing due to reasons such as not to be paid/adjustment entry/ HR Third Party entries etc. Also whenever in future these documents are payable it is the responsibility of concerned unit to ensure updation of correct assignment code and to ensure that there is no delay in payment due to non updation of assignment code. In instance of any delay in payments due to wrong/non updation of assignment code, the erring officer will be held responsible.




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It is also brought to notice of this office by CFA/CM Planning section of Circle office that while processing R&M related documents, assignment codes are being changed by BAs without knowledge of CFA/CM Planning section. Such practice must be immediately stopped and it must be ensured that assignment code is not changed by another BA without knowledge of originating BA.

The above activity should be completed within 15 days. VC will be held in this regard to review the progress weekly.

This may be treated as **MOST URGENT**.


(Ramakant Sharma)
Chief General Manager