

GM (ERP)
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

To,
The CGM
All Circles, BSNL

No.: GM/ERP-GZB/ALTTC/Admin/Corr./105

Dated 07.12.2016

Sub: Payment of Indoor Medical Advance/claim (bill) to employees (Serving & Retired) & hospitals through ERP.

Process for Indoor Medical Advance/Indoor Medical claims/bills to employees (Serving & Retired) & hospitals has been developed in ERP and is ready for use. Details of complete process are available in User manuals on ERP helpdesk Portal. Brief of Indoor Medical is as below.

Payment of Indoor Medical Advance/Claim to Serving Employees:

A. Payment of Indoor Medical Advance/Claim to employee

- Employees may apply through ESS (Employee Claim) and will submit the hard copy of application along with supporting documents to claim officer.
- After submission of claim in ERP, it will go to the Claim officer SAP Inbox, where claim officer will process the Advance/ Claim of Employees subject to availability of Fund.
- Advance will be paid through Off cycle (IT0267) process and Claims will be paid through regular payroll process i.e. along with Salary.

B. Payment of Indoor Medical Advance to Hospital

- Employees may submit the Advance request in hard copy with supporting documents to concerned claim officer.
- Claim officer will process the Advance out of ERP-SAP and get it approved by competent authority.
- The Advance for Indoor Medical can be paid to Hospitals through IT9010, sub type 0003 subject to availability of funds. The payment to hospital is made on behalf of Employee and would be adjusted from employee.

C. Payment of Indoor Medical Claim to Hospital

- Hospital may submit the Claim request in hard copy with supporting documents to concerned claim officer.
- Claim officer will process the Claim out of ERP-SAP and get it approved by competent authority.
- The Indoor Medical bill can be paid to Hospitals through IT9010, sub type 0002 subject to availability of funds.

D. Adjustment of Outstanding Indoor Medical Advance.

- To view the Outstanding Indoor Medical advances, a report (T-code 'ZHR_IND_ADV_REPORT') is available.
- For adjustment T-code 'zhr_adv_settlement' is to be run by concerned Account personnel.

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Payment of Indoor Medical Claim to Retired Employees:

- Retired Employees may submit the Claim request in hard copy with supporting documents to concerned claim officer.
- Claim officer will process the Claim out of ERP-SAP and get it approved by competent authority.
- The Indoor Medical bills can be paid to Retired Employees through IT9012, sub type 0004 subject to availability of funds.

The Indoor Medical process manuals have been uploaded on ERP help desk Portal website – <http://10.197.216.213/> --> Module ---> HCM --->PROCESS WISE MANUALS (“Indoor Medical Claim_User Manual” and “Indoor Medical Advance/Bills payment to hospital vendor”).

May I request you to kindly instruct your concerned team to start using Indoor Medical Process in ERP with immediate effect and in case of any issue, requested to raise PIS issue on ERP helpdesk Portal.


(Sanjeev Singhal)
GM (ERP)

Copy to:

1. CGM ITPC, Pune – for kind information.
2. Sr. GM (CA-ERP), BSNL CO, New Delhi - for kind information.
3. GM (CIT), BSNL CO, New Delhi – for kind information.
4. Intranet Portal