

SNEA/CHQ/GM(SR)/2015-18/07

Dated 17th January, 2017.

To

**Shri A. M. Gupta,
GM(SR), BSNLCO.**

Sub: Creation of vendor code and account details for deduction of monthly subscription from the salary of the members from the month of January, 2017 reg:

**Ref: 1. BSNL order No: BSNL/5-1/SR/2016 dated 13.12.2016.
2. BSNL order No. BSNL/31-8/SR/2016 Dated, the 22nd December, 2016.**

Kindly refer the Notification under reference 2 above by which Sanchar Nigam Executives Association (SNEA) were granted the facility of deduction of monthly subscription from the salary of the members from the month of January, 2017.

As per the Govt orders, PAN card is mandatory for operating bank accounts. SNEA being a single legal entity, registered under Society act, single PAN card will be issued for SNEA. Same PAN card number has to be utilized by the Circles and SSAs for operating the SNEA accounts at Circle and SSAs as separate PAN card will not be issued to the Circles as well as the SSAs. Further as per IT Act, SNEA CHQ has to submit the ITR every year, for the consolidated accounts of CHQ, Circle and SSAs.

To facilitate this and as per the provisions of IT Act, SNEA has decided to remit the full quota/subscription of Rs 70/- (Rs 40/- is CHQ Quota, Rs 15/- is Circle quota and Rs 15/- is SSA/Division quota) to a single account of SNEA CHQ with a **Single Vendor code and Single Payee key linked in ERP** so that subscription for all the SNEA members throughout the country can be deducted from the salary and remitted to CHQ account only through ERP.

The CHQ Bank Accounts particulars are furnished below:

Name of Bank : **STATE BANK OF INDIA**

SB A/C No : **10332931596**

Name of A/C holder : **SANCHAR NIGAM EXECUTIVES ASSOCIATION/CHQ (SNEA/CHQ)**

IFSC Code : **SBIN0001515**

MICR Code : **600002041**

Bank Address : **271, PURASAWALKAM HIGH ROAD, CHENNAI, PIN-600 007.**

Since the full quota remitted at CHQ level need to be further distributed to Circle and SSA level for functioning of SNEA Circle body and District body, a Monthly statement showing subscription deduction (Circle schedule with SSA breakup) with details like PERNR, Name, Designation, Month of deduction, Circle name, SSA name, Association name, etc is required. It may be mailed to the CHQ in the email id: sneachq@yahoo.com and to the email ids of the Secretaries of respective Circle and SSAs every month. The email ids of Circle Secretary and SSA Secretary will be intimated by the Circle Secretaries to the respective Circles.

In this regard, it is requested to direct the ERP-HCM Payroll team to provide the Circle schedule with SSA breakup every month to Circle Secretaries and District secretaries of SNEA.

Sincerely Yours,

(K. Sebastin)

**Copy to: 1. Smt. Sujata T Ray, DIR(HR), BSNL for information please.
2. Sri. Manish Garg, GM(CIT), BSNLCO for creating the vendor code.**