

ब्रिज एण्ड रूफ कंपनी (इण्डिया) लिमिटेड
BRIDGE AND ROOF CO. (INDIA) LTD.

A Government Of India Enterprise / भारत सरकार का एक उद्यम
कोलकाता /Kolkata- 700071.

ज्ञापन/ Memo

From : GM(IT)
KOLKATA OFFICE

To : All<EMPLOYEE>

Ref : B And R/IT/EIS/153

Date : 17/04/2024

Sub: Due compliance of Transfer Orders

Please refer office order reference no: BANDR/ED(CS)/OFCO/2022-23 dated: 08/04/2022 wherein it had requested to all HODs to ensure that the employees who are supposed to report to them by virtue of relevant Transfer orders, join their new place of posting within 07 (seven) days of issue of the Transfer Orders.

Now it has been observed that, yet some employees are not used to joining in their new places of posting in time in compliance with Transfers Orders issued to them as per approval of Competent Authority.

Since such irregularities are affecting business activities of the Company at various levels. Hence, it has been directed by competent authority that the transferred employee who already failed to join the new place of posing within 15 (fifteen) days of issue of the Transfer Orders, not only will be deemed to be on **unauthorised leave** at the new place of posting but also will face **stop of his/her salary**.

This is for information and needful compliance please.

This is issued as per approval of Competent Authority.



(Barun Kanti Das)

Encl: Last office order

CC : CMD

CC : D(F)

CC : D(PM)

CC : ALL EDs/GGMs/SBUs/GMs/HODs.

CC : GM(HR) – Please share the list for needful activity by Payroll team.

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC : All Sites

- For your kind information please

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
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Ref BANDR/ED(CS)/OFCO/2022-23

08.04.2022

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- II. Since such irregularities are affecting business activities of the Company at various levels, all HODs are requested to ensure that the employees who are supposed to report to them by virtue of relevant Transfer Orders, join their new place of posting within 7 (seven) days of issue of the Transfer Orders. In case any transferred employee fails to join the new place of posting within 7 (seven) days of issue of the Transfer Orders, he or she would be deemed to be on 'unauthorised leave' at the new place of posting and may be subjected to appropriate disciplinary proceeding as per rules

This is issued as per approval of Competent Authority.



(S.CHATTOPADHYAY)
EXECUTIVE DIRECTOR (CORPORATE SERVICES)

CC: CMD
CC: D (F)
CC: D (PM)
CC: CVO
CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs
CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Guwahati/Prayagraj

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(भारत सरकार का एक उद्यम / A Government of India Enterprise)
2/1, रसलस्ट्रीट कंकड़िया सेंटर, / Russel Street "Kankaria Centre"
कोलकता / Kolkata – 700071

ज्ञाप/MEMO

प्रेषक/From :	GM (IT) Kolkata Office	सेवा में/To :	DGM(F), GM(HR) Kolkata Office
संदर्भ/Ref. :	B AND R/IT/ERP_PAYROLL/ 139	दिनांक/Date :	16-03-2024

Sub: Payroll run of Temporary and Departmental Categories Employee from ERP System

Please refer our communications (Ref.:BANDR/IT/ERP_Payroll/11 dated **01.09.2023** and reminder dated **06.09.2023**) wherein we had requested to All SBU Head/GGM to provide us the additional data set comprising of earning and deduction details of temporary and departmental employees for preparation of their payroll. Accordingly, we have received 391 nos. of additional data covering earning and deduction details. The total master employee data received was 418. 63 nos. of employee out of 391 are not included in the master list.

However, we have designed a payroll module in the ERP system for temporary and departmental working personnel engaged in respective project sites as directed towards the computation of payroll from the IT Department. Accordingly, a test run was done as on Dec-2023 with available earning and deduction elements of 328 nos. of such employee and was forwarded to salary section for onward scrutiny.


The same was communicated to both the Finance and HR Department with a request to regularize the payroll on monthly basis like other categories employees. (Please refer to the email communications dated on 06-01-2024 and 17-02-2024)

Now, to make live operation of temporary and department payroll on and from April 2024. We need the following support: -

- a) Complete and confirm master data with details of earning and deduction elements.
- b) Need confirmation from HR Department on proper approval of the concerned working personnel.
- c) Need nodal personnel from HR Department to provide time to time all the transaction data like other category.
- d) Ownership of salary section to process the payroll by IT and arrange the payment to bank and other onward distribution of post payroll documents.
- e) Feedback from Salary section on test payroll run for further enhancements/modification/correction (if any).

Kindly do the needful as earliest.

Regards,



(Barun Kanti Das)

GM(IT)

CC : CMD : }
D(F) : } For your information please

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कोलकता / Kolkata – 700071

ज्ञाप/MEMO

प्रेषक/From :	CITO, Kolkata Office	सेवा में/To :	<All SBU Heads / GGMs>
संदर्भ/Ref. :	BANDR/IT/ERP_Payroll/11 Dated: 01.09.2023	दिनांक/Date :	06.09.2023

REMINDER

SUB: Requirement of Additional Data Set for Temporary and Departmental Employee.

It has been directed that Payroll for Temporary and Departmental Employee engaged in our organization need to be computed from IT Department. Accordingly for preparation of Payroll of such category employee through ERP system, we need different data set on individual basis.

Initially, we have received some master data having field like Name, UAN, DOB, DOJ, Job No., Site Name, Category, Designation and Controlling SBU. In addition to that for Payroll processing, we also need all the data against the earning elements like Basic, Other Pay, Hardship & etc and statutory deduction elements like PF, ESI, P-tax & etc. with base of calculation on individual basis.

As the Payroll need to be design and develop in the system on urgent basis as per the directive of the management, it is therefore requested to all please advise the concerned persons to share the **Statutory and Payroll Processing Data** inline with attached format, via mail to (pandit.mohan@bridgeroof.co.in) within 7th September,2023.

Kindly do the needful as earliest.

Regards,



(Barun Kanti Das)

Encl.: Annexure (Format).

N.B: Who already submitted may please ignore.

CC : D(F) : For Your Information Please.

GM(HR) : As Discussed.

DGM(F) : As Discussed.

N.B: All documents forwarded digitally through email.