

**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]

CORPORATE OFFICE

PERSONNEL (DPC) SECTION4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1.

No. 451-31/2014-Pers (DPC)/Pt. II / 09

dt. 03.03.2017

To

All heads of Telecom Circles /

Metro districts / Maintenance Regions / Projects / Stores / BRBRAITT / ALTTC

All Other Administrative Units

Bharat Sanchar Nigam Limited

Sub:- updation / entering of staff no (**SDE**) in ERP – **preparation for e-DPC**– Reg.Ref: - This office letter dt. 30.09.2016 & 6.12.2016, **20-02-2016 (e-APAR)**

With reference to above cited letters, circles and individual executives were requested to update the staff no in ERP.

Due to non availability of staff no of all AGMs(T) / SDEs(T) in ERP, we are unable identify the **place of working, HR no** etc. of individuals, while processing DPCs for promotion to DGM(T)(Adhoc)/ AGM(T)(adhoc/regular) etc.

ERP team has given a provision for updating / entering of staff no in ERP system to each individuals. Hence, all executives, working as SDE (T), DE(T), DGM(T) may be once again instructed to enter / update their staff No allotted in SDE grade in ERP by individual executives themselves.

The link developed in ESS is as under :-

(Open ESS → Employee self service → personal information → update personal information → personal IDs details)

All executives **working as SDE (T), DE(T), DGM(T)** may be once again instructed, **as a last chance**, to update their staff number **allotted in S.D.E grade** with out fail immediately. This may be given wide circulation among all executives by uploading in circle intranet / notice board etc.

May be treated as most urgent / important.

P.S.V. Rama Rao
03/03/2017
(P.S.V.RAMA RAO)
AGM-DPC

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Copy to :-

AGM (Pers-I) / AGM (Pers-II) / AGM (Estt) / notice board.