



BHARAT SANCHAR NIGAM LIMITED  
(A Government of India Enterprise)  
CORPORATE OFFICE  
Establishment Finance Branch, SEA Section  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

BSNLCO-PSEA/11(11)/5/2022-SEA-Part (1)

Dated: 18.05.2023

To,

All Heads of Telecom Circles/Metro Districts and Other Administrative Units.  
Bharat Sanchar Nigam Limited.

**Sub: Data Updation of finance executives in ERP pertaining to stay particulars, chronic disease/disability of self or dependent family member etc.– reg.**

With reference to the above cited subject, while processing cases of inter circle transfer of finance executives on longest stay basis/request transfer cases, it is observed that the details regarding stay particulars of the executives, chronic disease/disability of self or dependent family member is not updated in ERP. Subsequently after issue of transfer order on the basis of the data obtained from ERP, some of the circles forward the request of executives seeking cancellation of transfer on the grounds of incorrect stay particulars in ERP, on medical/disability grounds not updated in ERP.

2. In order to alleviate the process of transfers of finance executives and avoid duplication of work in this regard, it is requested to update the ERP records of the finance executives by the concerned circles in the following areas:

**i) Updation of career history in ERP:** The career history of the finance executives should be updated in all respects. Date of joining of the finance executives in circle /executive grade, posting in soft tenure/hard tenure etc. should be correctly entered. **The longest stay list of the circles as per ERP data should be accurate and updated.**

**ii) Updation of grounds of immunity from transfer:** Finance executives seeking immunity from transfer on grounds of chronic disease/ Person with disability (PWD) category of self/ dependent family member should be updated in the ERP after thorough examination and verification of the documents/medical certificate from the appropriate Authority specified in the BSNL Transfer Policy.

3. The updation of data in ERP on the above cited points (i) and (ii) of Para 2 may be intimated to this office on email id: persseaco@gmail.com. The above exercise may be completed by 31.05.2023. Thereafter, if any of the finance executive is transferred on longest stay basis/administrative basis, his/her transfer cancellation request on the above mentioned grounds will not be entertained.

4. The contents of this letter may be given wide publicity to all units under your control/all finance executives. The circles shall commence the above exercise forthwith and report compliance at the earliest, not later than 31.05.2023.

This issues with the approval of Competent Authority.

  
(Mukesh Kumar)  
Deputy General Manager (SEA)

Copy to:

- 1.PPS to Director (HR)/Director (Finance), BSNL Board.
2. Circle IFAs, BSNL.
3. PS to PGM (EF)/GM(Pers), BSNLCO.
4. All Finance Executives.
5. Office Copy/Intranet Portal.