

Personnel Section
BSNL Corporate Office,
4th Floor, Bharat Sanchar Bhawan,
Janpath New Delhi - 110001.
Ph:011-23711034



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

IMPORTANT

No: BSNLCO-PER1/20(11)/3/2020-PERS1

Dated: 01.11.2023

To,

All Telecom Heads of Territorial and Non-Territorial Telecom circles / Metro Districts & other Administrative Units.
Bharat Sanchar Nigam Limited.

Subject:- Purification of stay particulars of the working executives-reg.

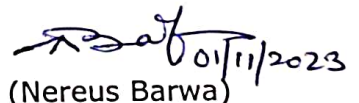
Ref.:-
1. BSNLCO-PER1/20(11)/26/2020-PERS1 dtd 17.09.2020
2. BSNLCO-PER1/20(11)/3/2020-PERS1 dtd 05.02.2021

Kind attention is invited to this office letters of even no. dtd 17.09.2020 & 05.02.2021, wherein it was requested to update the career history / stay particulars of the executives working under your circle/unit. However, it is noticed that career history / stay particulars of several executives are not updated in ERP. Incorrect stay particulars maintained in ERP system often leads to issuance of wrong transfer orders. After issuance of long stay transfer orders, this office is in receipt of several representations for cancellation/modification of transfer orders on the ground of rectification in ERP-stay data which creates inconvenience during the process of long stay transfers. This has been viewed adversely by the Management.

In view of above, it is requested that respective CGMs may kindly include this item as BA review agenda and ensure that stay particulars are properly updated in ERP of all those executives under your jurisdiction whose circle stay is >18 years in first phase.

This activity may please be completed latest by 15.11.2023 and a compliance report may be submitted by 16.11.2023

This issues with the approval of competent authority


(Nereus Barwa)

Asst. General Manager(Pers.I)

Copy to:

1. The PPS Dir(HR), BSNL Board for kind information pl.
2. Intranet Portal.



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL BRANCH)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No.: BSNLCO-PER1/20(11)/26/2020-PERS1

Date : 17-09-2020

To,
All Heads of Territorial and Non-Territorial Circles/ Regions
Bharat Sanchar Nigam Limited

Subject : Discrepancies found in SAP/ERP data of the employees in respect to "Emp Grp", "Emp Subgroup", "Designation", "Present Grade", "Substantive Grade", "Stream", "Career History" etc. and its correction thereof.

Ref. : This office letter No.: 412-09/2019-Pers.I Dated: 11-03-2020 regarding correction in SAP/ERP data i.r.t. Cadre Details, Career History and Longest Stay data.

Vide Letter No. 412-09/2019-Pers.I Dated: 11-03-2020 (Letter available on Intranet), this office had earlier requested All Heads of Territorial and Non-territorial Circles/ Regions to update the SAP/ERP data in respect of "Cadre Details", "Career History", "Longest Stay Report" and in every aspect for the executives, as erroneous report through T-Code "ZHR_LONGEST_STAY" was generated. It was also mentioned in the aforesaid letter that any anomaly arising out of non updating of data in ERP will be responsibility of the circle concerned. But the data of many employees has still not been updated completely.

Further, while processing cases for Promotions, Transfer & Posting and Tenure Transfer on Longest Stay basis, Conduct of DPCs etc. data through T-Codes "ZHR_PROMO_INFO", "ZHR_EMP_DOT_INFO", "ZHR_EMP_SEARCH", "ZHR_LONGEST_STAY" etc. is fetched and this office has observed that there are discrepancies in the data maintained in SAP/ERP in respect of following categories :

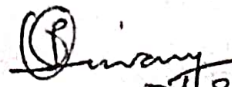
| | | |
|---------------------|---|------------------|
| "Emp Grp" | "Emp Subgroup" | "Designation" |
| "Present Grade" | "Substantive Grade" | "Stream" |
| "Rectt. Year" | "Non-Functional Upgradation" | "EPP Grade" |
| "DoJ in Subs Grade" | "NFP Date" | "EPP UPG Date" |
| "DoJ" | "DoA" | "Confirm Status" |
| "Confirm Date" | Particulars in "Career History Details" | |

Note: All of the above fields are the basic and crucial data related to Employees' Cadre Details and these are displayed in ESS Portal of the Employee's Login and he/she can self check these details through

Employee Self-Service → Personnel Information → Personnel Information Display

Following are the examples of the discrepancies which have been observed by this office:

1. "Emp Subgroup" of some executives is maintained in Group C or Group D which is to be maintained in Group A or Group B.
2. "Designation" of many of the executives is not maintained properly.
3. "Stream" e.g. Telecom Service, Finance, Electrical, Civil, etc. of some executives is not maintained properly.


17/09/20

4. "Present Grade" and "Substantive Grade" of many executives are not maintained properly.
5. Particulars in the "Career History" on the basis of which stay of executives at Circle/Station is counted are not maintained properly.
6. In addition to above examples there are discrepancies in the data in One or more categories.

BSNL Management has also decided that Transfer and Posting will also be done through the applications received through the "ONLINE TRANSFER APPLICATION Module" from ESS Portal which is under development and the authenticity of the data maintained in SAP/ERP will play crucial role in fair and unprejudiced decision.

Moreover, a meeting with The CMD was held for approx. two and half hour on date 26-08-2020 in which the data fetched from the SAP/ERP was presented before the worthy CMD for discussion on the Promotion related issues and later it was found that the data presented to The CMD was having a lot of discrepancies pertaining to the issues as already elaborated in the paras above. This resulted in waste of all the discussion held for two and half hour and was cause of great anguish for the team which prepared the data so hard for finalization of long pending issues related to Promotions etc.

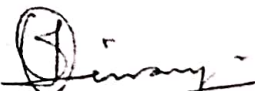
The necessary updation / correction in the SAP data may be done by the concerned HR Administrator/ ERP Administrator of the Circle/Unit through different sets of Infotype of T-Codes "PA40" and "PA30" e.g. -"IT0000- Action", "IT0001-Organisation Assignment", "IT9030-Career History", "IT9016- Maintain Seniority", "IT9007 - Cadre Details" or as the case may be.

In view of above, it is once again requested that all executives shall check their data in their self login in ESS portal and get the data updated/corrected through their HR/ERP Administrators if found to be incorrect.

All Circle Heads/Unit heads are also requested to pay their kind attention to get the data of the executives of their unit updated/corrected well in time.

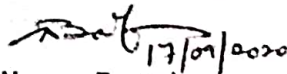
Above referred data fields may be updated/corrected in SAP within 15 days of issue of this letter and compliance report regarding updated data in SAP/ERP may be sent at the email ID : dm4pers1@gmail.com by 03-10-2020. After the end of compliance date i.e. 03-10-2020, concerned GM(HR)/Unit Head of Circle/SSA will be responsible for the erroneous decision caused due to erroneous / incorrect data in SAP/ERP.

This is issued with the approval of the competent authority.


(O. N. Tiwary)
DGM (Pers-SM) 17/09/20
BSNL CO New Delhi

Copy to:

1. PS to DIR(HR) for kind information pl.
2. PGM(ERP) ALTTC Ghaziabad for kind information pl.
3. Intranet portal.


(Nereus Barwa)
Asth. General Manager (Pers-I)
BSNL CO New Delhi

Urgent /Time Bound

Personnel Branch
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BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-PER1/20(11)/3/2020-PERS1

Dated : 05-02-2021

To,
All Heads of Telecom Circles/Metro Districts & Other Administrative Units.
All PGMs/GMs of BSNL CO New Delhi.
Bharat Sanchar Nigam Limited.

Subject:- Verification of personnel data of executives in SAP Portal from original records of employees in Online transfer application module (OTAM)-Regarding.

It has been decided with the approval of the competent authority to implement Online transfer application module (OTAM) on ESS/ERP portal w.e.f. 01.04.2021 for executives (SDE & above) having All-India transfer liability. For smooth implementation of the above modules, the following may be ensured by the concerned circles latest by **28.02.2021**.

1. As defined in BSNL Transfer Policy (amended from time to time) under clause 6(h), 6(i) and 6(j) the data of employee or the disabled child of the employee (caregiver) in r/o the 'disability' may be entered/updated by the HR In-charge of the concerned BA/Circle in ERP after due verification from the original records . In this regard, Medical certificate(s) issued by the competent authority & related documents may be updated in the service book & relevant fields in ERP system of the concerned employee.

As per clause 6(i) of BSNL Transfer Policy, "The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness (vii) multiple disabilities (viii) autism (ix) Thalassemia and (x) Haemophilia.

2. Any special achievement by the executive for which Bharat Sanchar Seva Padak, Vishisht Sanchar Seva Padak, Bharat Sanchar Krida Award, Sanchar Shree etc. has been given by Corporate office or Bronze/Silver/Gold medals has been won in BSNL Sports/Cultural Meets may be entered in relevant fields in ERP system after due verification.

Signature 05/02/21

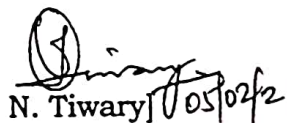
3. If the spouse of the executive is working, the service details of the spouse along with present place of posting may be entered in ERP system after due verification.
4. Additional Qualification/ Degrees possessed by the executives including those acquired after joining in BSNL may be entered in relevant fields in ERP system after due verification.
5. It has been noticed that Career History in r/o some executive(s) entered in ERP system is not correct. It may kindly be re-verified as per the service book & necessary correction(s) may be incorporated in the ERP system.

Further, for entering of data detailed at 1 & 2 above, provision is being developed in ERP.

The information detailed at 1, 2 & 3 should be checked for correction presently by AGM(HR) /DGM(HR) of the Circle/BA, as the case may be.

Accordingly, the Circle heads/ GM(HR) are requested to ensure that the aforesaid data in r/o the executives working in the Circles are properly checked and updated in every aspect in ERP after due verification, **latest by 28.02.2021.**

This issues with the approval of the competent authority.


[O. N. Tiwary] 05/02/21
Jt. GM (Pers-SM)
BSNL CO, New Delhi

Copy to :

The PGM(ERP) for information and n/a pl.


[Mool Chand] 05/02/2021
Assistant General Manager(Pers. Policy)