

Corporate I T Cell
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Janpath, New Delhi-110001



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

K.RAMCHAND
Sr. GM (Corporate IT)

No. CIT/8-2/2015/ERP/Roll out

Dated 26th June, 2015

To

All CGMs

Sub :- Sending Pay slip on E-mail of employees

This is to bring to your kind notice that ERP now has a facility to send the pay slip every month through mail to all the employees. All employees are requested to register the e-mail ID on the ESS portal. The e-mail ID can be personal email ID of an employee and not necessarily the official ID of bsnl.co.in. The detailed procedure on how to execute this is provided in an attachment. The procedure is available on the help desk of ERP portal. The job should be executed once the pay roll has been completed successfully for respective pay roll area. This shall be done by circle pay roll team member.

For those employees who do not have access to computer or e-mail or are IT illiterate, it is suggested that the e-mail ID of the supervisor may be given for such employees. Another suggestion is to give a common e-mail ID for all those employees and one officer who is the owner of that e-mail account shall take the print out of the salary slips of those employees to be handed over to them.

This will be effective from June salary.

You are requested to instruct all employees and the accounts officer in charge of pay roll process to ensure e-mail ID registration of all the employees in ERP.

Feedback may please be provided to Sh. V.N. Rai, DGM (ERP) on <dgmerphcm1@gmail.com>.


(K. Ramchand)

Copy to : -

1. CMD, BSNL C.O.
2. All Functional Directors on BSNL Board
3. All EDs
4. PGMS/Sr. GMs/GMs of BSNL