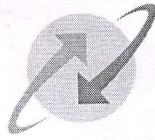


MOST URGENT

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CORPORATE OFFICE
Establishment – III Section
5th Floor Bharat Sanchar Bhawan



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Harish Chandra Mathur Lane, New Delhi -110001.

No.3-1/2013-Estt.III

Dated: 21.01. 2016

To

All Heads of Telecom Circles/
Administrative Units
Bharat Sanchar Nigam Limited.

Sub:-Updation of BSNL employees details viz. Designation, pay scale, Category (SC/ST/OBC/GE), Category of Physically Handicapped etc. in ERP.

Sir,

Kindly refer to this office letters of even number dated 27.03.2015, 24.04.2015, 05.06.2015, 28.07.2015 and 24.11.2015 on the subject mentioned above wherein all Circles /units were requested to update the employee details viz. Designation, Category, Pay scale, Office/ Residential Addresses etc. in ERP. On examining the employee database as on December 2015, there are still lots of discrepancies/ blanks in the system viz. 251 employees without pay scale, 9900 employees without category, 264 Physically Handicapped employees without type of Handicapped, 134 Executives drawing Non-executive pay scales and 1470 Non-executes drawing Executive pay scales.

2. The L1, L2 administrators of HCM module may identify the discrepancies and their corrective measures at the earliest. The following T-codes may help in identifying the above discrepancies:

- ZHR_EMP_CATEGORY - Employee Category wise report
- ZHR_EMP_DOT_INFO - HR DETAILS, (discrepancy / Blank list of employees are enclosed).

3. All Circles Heads are, therefore, requested to arrange to update the staff information at the earliest as these information are statutory requirement for providing staff information to outside departments such as DOT, SC/ ST/ OBC Commission , DPE etc. by 31.01.2016.

Yours sincerely,

(Sheo Shankar Prasad)

Dy. General Manager (Estt.)

011-23755155

Copy to: DGM (HCM), ALTT
Ghaziabad - for n/a.

Regd. & Corporate Office: Bharat Sanchar Bhawan, H.C. Mathur Lane, Janpath, New Delhi -110001

Corporate Identity Number (CIN): U74899DL2000G01107739

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