

महाराष्ट्र दूरसंचार परिमंडल,
छठवी मंजिल ए विंग, प्रशासनिक भवन,
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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

No. MHCB-STFb/12(11)/11/2020 Date : 22nd June 2021

To

1. All SSA Heads in MH Circle
2. PGM (CFA) & All GMs in Circle Office
3. C.E. (C) & C.E. (E) MH Circle

It has been observed that proper mapping in ERP is not done in respect of few DGMs including L/A DGMs & SSA Heads in MH Circle. Due to which the leave cases of these officers are not coming to CGM for approval, which is not proper. For Earned leave, two levels should be maintained in ERP.

It is hereby instructed that all PGMs/GMs should ensure proper mapping of all the staff under them by maintaining two levels as per Corp. Office guidelines. The controlling officer may ensure that leave to the subordinate officer is sanctioned/approved after making suitable look after arrangement.

These instructions may be followed and any deviation in future will be viewed seriously.


22/06/21

(S.V. Nakhale)

General Manager (HR/Admn)