

BHARAT SANCHAR NIGAM LTD,
6TH FLOOR, D WING, O/O CHIEF GENERAL MANAGER,
MAHARASHTRA CIRCLE, MUMBAI-54

To,

All IFAs of MH Circle

No. F/TR/VRS/Handing over Charge/Corr/2019-20/1

Dated 13.01.2020


Sub: Smooth preparation and upto date work profile of Accounts Personnel for smooth handing over charge of post of VRS optees.

BSNL has introduced BSNL VRS-2019 scheme, in response to which majority of Accounts Executives have taken VRS. In order to avoid a confusing and problematic situation, and for ensuring a smooth and systematic transition, all VRS optees have to prepare a detailed work profile inculcating the following points:

1. Name, Design
2. Nature of work and the Input source.
3. Action taken or the process of work being done (Standard Operating Procedure)
4. Date by which the work has to be completed
5. Role and authorisations in SAP, ITPC portal for various CDR reports, BI Portal for Subledgers, Corporate Office Intranet and Maharashtra Intranet.
6. Sap entries of each activity
7. Audit Activities done
8. Correspondence/Data to be mailed to Circle Office/contact nos./Email ids
9. Circle Office Co-ordinators and their names, contact numbers

New Officials are being posted in place of VRS optees by the 15th of January, 2020 and it will be useful for smooth handing over.

This is issued with the approval of Competent Authority.


DY. GENERAL MANAGER (TR)
MAHARASHTRA CIRCLE,
MUMBAI-400054