No. 412-09/2019-Pers.I   Dated :   11-03-2020

To,

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

Subject:- Generation of long stay list [SDE(T)/AGM(T)/DGM(T)] from ERP SAP in r/o Executives for inter-circle transfers.

It has been observed that the long stay list of Executives [SDEs(T)/DEs(T)/DGMs(T)] is not being generated through T-code- "ZHR_LONGEST_STAY" in ERP SAP, due to incomplete career history in r/o any working executive in the circle. Moreover, it is also observed that the long stay list is erroneously generated if the cadre detail of the executive is not updated.

This issue has been perused and the following has been decided w.r.t. generation of long stay list from ERP SAP in r/o SDEs(T)/DEs(T)/DGMs(T) for inter-circle transfers:

1. Circles Heads are requested to ensure that ERP SAP data, particularly the Cadre details, Career history and longest stay data etc. in r/o the executives working in the circles are properly checked and updated in every aspect latest by 31.03.2020.

2. All executives may also check their "present grade"/ "present substantive grade" and "career history" details in ERP ESS and accordingly pursue to their concerned admin in-charge for updating of the relevant records in ERP, in case of any mismatch/incomplete details.

It is intimated that, from 01.04.2020, the long stay list of the executives in the cadre of SDEs(T)/DEs(T)/DGMs(T) will be generated from ERP SAP for inter-circle transfers. Any anomaly arising out of non updating of data in ERP will be responsibility of the circle concerned.

This is issued with the approval of the competent authority.

(Satish Kumar)
Assistant General Manager (Pers-I)

REMINDER-I
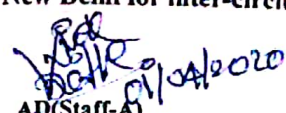
Endorsement No. A/STA/AE-23/GENL CORR/2020	Dated 01/04/2020

To,
All BA Heads/SSA Heads
All Unit Heads in MH Telecom Circle.

In continuation to this office endorsement on dated 19/03/2020, it is requested to direct the concern to update/Maintain the SAP data such as Cadre Details, Career History, Long Stay data etc. in ERP SAP i/r/o SDEs (T) /DEs (T)/ DGMs (T) for generation of long stay list by BSNL CO New Delhi for inter-circle transfers latest by 07/04/2020.

Copy to :
1. AO(SB) MH Circle, Mumbai for necessary action please.
2. Guard file.

AD(Staff-A)
O/o CGMT MH CO Mumbai.

Procedure in SAP/ERP: To be carried by ADMN/STAFF/ACCOUNTS officer those are custodian of Service Book and having the authority of PA30/PA40:

1. Cadre Details:

T-Code: PA30 Infotype 9007 Subtype 001
Create: If Cadre details not maintained at all.
Fill all the details by F4 one by one and Save the data.

OR

Change: If wrong Cadre details are maintained and to be corrected.
After Change, Fill/Correct all the details by F4 one by one and Save the data.

Note: Delete the multiple records of same period in

PA30 PERNER
IT9007 SUBTYPE 0001
Overview
and Select duplicate /multiple record and Delete.

2. Career History:

T-Code: PA30 Infotype 9030
Overview
Pl check the period from Date of Appointment (DOA) to Current Period, one by one record.
If there is a gap of single day in career history records then wrong long stay will be generated.
Hence there should be a continuous period without a gap of a day.
Example:

Start Date	End Date	Remark		
02.08.2008 to	31.12.9999	Current period		
02.01.2003 to	01.08.2008			There is gap of one day wef
01.10.2000 to	31.12.2002	First Record from DOA (e.g. 01.10.2000)		31.12.2020(End date of first record) and 02.01.2003 (Start Date of 2nd record)

If there is gap of one or more days in the two consecutive records i.e. from DOA to Present posting, then
Select the line for which record to be corrected in dates then
Change
Correct the Start date or End Date whichever is applicable so as to make period continuous.
Save.
Note: Delete the multiple records of same period. Select duplicate /multiple records line and Delete.

3. Appointment Data:

T-Code:PA30 Infotype 9016 Overview

No record found then
Create: If Appointment details not maintained at all.
Fill all the details by filling the correct record /F4 one by one and Save the data.

OR

If records available then check for correctness otherwise
Change: If wrong Appointment details are maintained and to be corrected.
After Change, Fill/Correct all the details by F4 one by one and Save the data.

Note: Delete the multiple records of same period in:

PA30 PERNER
IT9016
Overview
and Select duplicate /multiple record and Delete.