

BHARAT SANCHI NIGAM LIMITED
CORPORATE OFFICE
(Personnel Branch)
4th Floor, Bharat Sanchar Bhawan, Janpath New Delhi - 110001.

No. BSNLCO-PER1/20(11)/16/2021-PERS1

Dated : 02-08-2021

To,
All Heads of Telecom Circles/Metro Districts & Other Administrative Units.
Bharat Sanchar Nigam Limited.

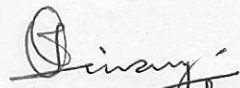
Subject:- Verification of personal data of executives in ERP/SAP from original records of employees -regarding.

- Ref : 1. 412-09/2019-Pers.I dated: 11.03.2020
2. BSNLCO-PER1/20(11)/26/2020-Pers1 dated: 17.09.2020
3. BSNLCO-PER1/20(11)/3/2020-Pers1 dated: 05.02.2021
4. BSNLCO-PER1/20(11)/3/2020-Pers1 dated: 01.03.2021
5. BSNLCO-PER1/20(11)/3/2020-Pers1 dated: 09.03.2021

Kindly take reference of above referred letters issued from time to time from this office regarding updation as well as verification of personnel data in every aspect as per the data available in the service book of the executives.

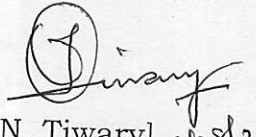
However, as per the information received from the Vigilance Cell of BSNL CO ND, it has been observed that the stay period and Service/Cadre of several officers is not updated properly in ERP and due to incorrect stay period details, Service/Cadre details, incomplete Vigilance Profile are sent by the Vigilance Office to DOT/CVC. Vigilance Cell BSNL CO ND has emphasized that Admin Data relating to stay particulars and Name of Service/Cadre of all the officers in ERP may be updated and the data of GM and above officers may be completed on priority.

In this regards, it is hereby reiterated that the personnel data in every aspect e.g. in respect of Stay Period, Career History, Emp Subgroup, Designation, Stream, Present Grade, Substantive Grade, etc. shall be updated and verified in the ERP/SAP records from service book/records. The custodian of the service book (respective SDE & AGM/DGM or AO & CAO/DGM as the case may be) will be personally responsible for any error/incorrect entry in the ERP/SAP. Respective AGM /CAO or DGM (custodian of the service book) should personally check for correctness at least 10% of the entries. Certificate regarding verification of data from service book /records in ERP/SAP may be taken from respective SDE/AGM or AO/CAO and consolidated certificate signed by GM(HR)/DGM(HR) for the complete circle may sent to this office by 15.08.2021.


02/08/21

Scanned copy, followed by the hard copy, of above referred Certificate may be sent at e-mail ID – dm4pers1@gmail.com (with same subject as above) positively by 15.08.2021.

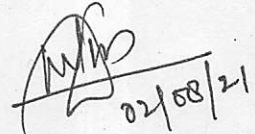
This issues with the approval of the competent authority.



[O. N. Tiwary] 02/08/21
Jt. GM (Pers-SM)

Copy to: -

1. PPS to the CMD BSNL.
2. PPS to the DIR(CFA)/DIR(HR)/DIR(CM)/DIR(ENT)/DIR(F) BSNL Board.
3. The CVO, BSNLCO /the PGM(Pers) BSNLCO
4. The PGMs/GMs of BSNLCO ND
5. The PGM(ERP) ALTTC Ghaziabad.
6. Intranet Portal
7. Order Bundle/ Spare copy



[Nitin Kumar Dinker]
DM-IV (Pers-I)