

महाप्रबन्धक (भर्ती)

कमराक्रमांक २२५, ईस्ट

नईदिल्ली- ११०००१

दूरभाष : ०११-२३७१७

GM (Recruitment)

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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

File No.BSNLCO-11/11(11)/17/2020-O/o GM(RECTT)

Dated: - 23.09.2020

To

All Chief General Managers,
BSNL.

Subject: - "Implementation of eOffice" in BSNL.

eOffice application has been implemented in BSNL CO and Maharashtra Circle Office. PAN INDIA implementation of eOffice application is in progress at BSNL. In this respect, a few points are being listed down for a smooth path to eOffice Go Live in your respective Circle

1. The prerequisite for eOffice was creation of email ids which has now been done for most of the Circles.
2. Nodal officers have been formed at Circle level and BSNL CO level for a smooth Go Live of eOffice.
3. Trainings (User Level and Local Admin Level) have been imparted to most of the Circle Office Nodal Officers/Staff/Local Admins. For remaining Circles, training sessions will follow.
4. "Employee Master Detail" data and "File Head" data is being collected from Circle Offices and vetting is in progress. After vetting by BSNL CO designated nodal, the same will be created by respective Circle Office Local Admins in eOffice application
5. "IMPLEMENTATION HANDBOOK" document and "Standard Operating Process (SOP)" document on eOffice are prepared and available on Intranet Portal. Activities/Instructions contained in these documents will facilitate the Staff/Circles, in smooth implementation of eOffice application in the Circle Offices/SSAs etc.
6. Once the Circle goes Live on eOffice, Circles should note that the purpose of eOffice is to build institution history and for that, it is imperative that section heads identify the files that are required in their sections in a judicious manner. They should ensure that cases are put up only in those relevant files. Creation of new files should be done only when required and section heads should monitor this. Also Part file in the system should be used only when it is a

पंजीकृत एवं निगमित कार्यालय: भारत संचार भवन, हरीश चन्द्र माथुर लेन, जनपथ, नईदिल्ली -110001

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necessity ie main file is in movement and there is an urgent need to put up the file.

Circle CGMS may kindly take note of above points and ensure that a quick and smooth Go Live takes place in their respective Circles.

This is issued with the approval of DIR (HR).

Samita Luthra
GM (Recruitment)

Copy to : CMD, BSNL for kind information pls