

**MOST IMPORTANT  
URGENT**



**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
CORPORATE OFFICE  
PERSONNEL DPC BRANCH

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 451-31/2015-Pers(DPC)/10

Dated: 08..06.2018

To  
All Heads of Telecom Circles  
Metro Districts/Maintenance Regions/Projects/Stores/  
BRBRAITT/ALTTC  
All Other Administrative Units  
Bharat Sanchar Nigam Limited.

Sub: Preparatory work for promotion to different grades / streams – **Immediate Updation of data in ERP regarding.**

Ref:- This office letter dt. 20.04.2018

While processing for e-VC in the process of DPCs, it has been observed that there is lot of data (such as designation / grade etc) mismatch with actual. Such erroneous data cause unnecessary correspondence and loss of precious time & efforts.

Hence, ERP Team has been requested to make provision for a POP UP in the ERP Portal (ESS Module) for updation of data mentioned in table below by individual employee himself, in the first phase. ERP Team has agreed to make provision for the POP UP shortly. **POP UP is made available now to all individual executives.** Hence, all executives are requested for updation of their data immediately, as per the table below. Without updation of following data, they could not go to ESS module.

It is the responsibility of each individual executives / officers to enter correct data. **The same data will be updated in ERP. Hence, responsibility lies with each individual executives / officers please.**

Sl. No.	Field of Updation to be Done by Executive
1	HRMS Number
2	Gender (Male /Female)
3	Present Employee Group (Gr. A/B)
4	Stream
5	Designation (L/A, Adhoc/Entrustment TDM/DGM/AGM etc)
6	Present Grade Type (All India/Circle Cadre)
7	Present Grade (JTO/SDE/AGM/DGM/GM/PGM) (Adhoc/Regular)
8	Present Substantive Grade [e.g. AGM(Adhoc)/AGM(L/A)/SDE(Regular) shall be SDE & DGM(Adhoc)/DGM(L/A)DGM(Entrustment/DE(Regular) shall be DE]
9	DOJ in Substantive Grade (Date of joining in present substantive grade)
10	Staff Number
11	Present Circle (For updation by JTOs - Recruitment Circle as JTO)

This issues with approval of competent authority.

  
(P S V Rama Rao)

AGM(DPC)

Phone: 011-23037657

Copy to:

1. CGM(BW)/CGM(EW)/CGM(Arch.), BSNL CO, New Delhi for kind information and necessary action.
2. Sr.GM(FP)/ GM(Pers)/GM(Estt)/GM & CLO(SCT)/ GM(TF), BSNL CO, New Delhi for kind information and necessary action.