



Corporate Office  
Establishment  
Branch

5TH Floor, Bharat Sanchar Bhawan,  
Jan path, New Delhi- 110001  
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BSNLCO-A/16(27)/7/2023-ESTAB

Dated:23.09.2024

To,

All Heads of Telecom Circles,  
Bharat Sanchar Nigam Limited.

Sub: - Entry/updation of "Parent Circle" field in ERP for JTO(T) and JE(T) cadre employees.

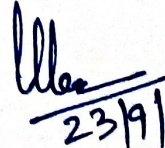
Territorial/Parent Circle wise working strength in respect of JTO(T) & JE(T) cadres are required frequently for calculation of vacancy etc. The 'Parent circle' field is available in employee data in ERP, however, this field is not updated correctly due to which reports are to be called from Circles every time. This time consuming exercise may be avoided if the 'Parent circle' field is updated in ERP System properly.

2. It has been observed that some of the entered 'Parent Circle' data are incorrect as there are many employees showing Non-territorial circle viz. CNTX - Circles, erstwhile NTR, NTP etc. as their parent circle in placed of 29 territorial/parent circle. Further, there are 152 JTOs and 319 JEs whose 'Parent circle' field is not updated in the ERP employee database. Also, many employees who have got transferred to other Circles under Rule-8 of BSNL Transfer policy, their 'Parent circle' field in ERP have also not been updated/changed. A list of JTO(T)/JE(T) along with their Parent circles as available in ERP employee data is enclosed for reference.

3. It is requested to arrange to **update/enter the 'Parent Circle' field** i.r.o. of all JTO(T) and JE(T) Cadre employees working in your Circle so that a correct information may be obtained from ERP employee database.

4. A compliance report may be sent to this office **within 15 days**.

Encl-As above.

  
23/9/2024

(M.Manitombi)  
Assistant General Manager (Estt.IV)  
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