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BSNLCO-COMN/17(11)/13/2023-ESTT FIN

Dated: 10.07.2025

To,

Head of Circles and IFAs.  
TLGN, AP, J&K, NE-1, NE-II,  
HR, RJ, KRL, UKD, H.P, CGRH,  
Sikkim, A&N, ITPC, ALTTC,  
BBNW & Inspection,  
CNTx-East, CNTx-South  
CNTx-NER Circles.

Sub: Updation of Leave Encashment data in ERP-SAP i.r.o absorbed employees of BSNL.

Ref: This office letter no. E-2473 BSNLCO-CA/15(11)/1/2020-CA-ERP-FICOPart (1) dated 18.08.2023, 16.10.2023, 22.01.2024, 07.11.2024 & CMD DO letter dated 11.03.2025 (available on Intranet)

With reference to the above-mentioned subject, it is hereby informed that a special drive has already been initiated for updating the leave encashment data of BSNL absorbed employees in ERP-SAP. This involves bifurcation of leave encashment paid to BSNL absorbed employees, for leave balance available at the time of absorption and leave earned subsequent to their absorption in BSNL.

The leave encashment data updation work has slowed down significantly, primarily due to issues such as duplicate PERNER numbers assigned to the same employees and unavailability of service books. In this regard, it is requested that employee-wise details, along with reasons for which updation is not feasible due to factors beyond their control, may kindly be shared. The data updation process for other employees, where information is available, may kindly be expedited and a work completion certificate may be issued at the earliest.

P.G.M (EF)