

O/o Sr. GM (CIT)

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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

BSNLCO-COMN/12(19)/4/2020-CIT-Part(1)

Dated:- 20.03.2024

To,
All Chief General Managers,
BSNL Circles

Subject: Entry of all Desktop/Laptop data in SAP-ERP system- reg.

Reference: Minutes of meeting of HOCC held on 21-22 Nov 2023 issued vide letter
No. BSNL CO-COMN/14(12)/2/2022-NWO-BBIN Dated 27.11.2023

Kindly refer the Minutes of meeting of HOCC held on 21-22 Nov 2023, wherein it was desired that 100% data of desktops/ laptops of the circles should be captured in ERP-SAP and a certificate to this effect should be submitted to Corporate Office. On receiving the certificate, the case shall be considered circle wise for implementation of Laptop reimbursement policy.

The data shall be entered in ERP in the info type 9002 (user manual enclosed) in the respective PA/PSA (Personal Area/ Personal sub Area). The certificate of completion of all such entries for the entire circle must be communicated to CIT Section BSNLCO New Delhi.

Therefore, it is requested to complete this exercise at the earliest.

This is issued with the approval of the Competent Authority.

AGM (CIT)
BSNLCO New Delhi

Copy To:

1. Director (CFA), BSNL Board, New Delhi for kind information please.