

File No. BSNLCO-A/16(12)/1/2024-ESTAB

Date: 06.03.2024

To

The Chief General Manager,
All Telecom Circles (Territorial Circles), BSNL.

Subject: Preparation of e-roster through ERP for year 2023 onwards - regarding.

Kindly find enclosed herewith the Pers Branch letter no. BSNLCO-PERS/13(44)/1/2023-DPC dated 15.12.2023 where in the procedure for preparing/generation of e-roster has been elucidated.

In this regard, all heads of Circles are requested to take appropriate action for e-roster generation for all Circle/BA/OA Cadres in accordance with Pers Branch letter cited above and to complete the whole process by 31st March, 2024 under intimation to this office.

Enclosure: as stated above.


6/3/2024
(M. Maniombi)
Assistant General Manager (Estt.-IV)
Tel: 011-23734152

निगम कार्यालय, कार्गिक शाखा
चौथा तल, भारत संचार भवन,
जनपथ, नई दिल्ली- 110001
Corporate Office, Personnel Branch
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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

No. BSNLCO-PERS/13(44)/1/2023-DPC

dated: 15.12.2023

Subject: Preparation of e-roster through ERP for year 2023 onwards - regarding

The ERP team under Pers. Branch has developed a program for e-rosters. In this regard various letters have been issued by Pers. Branch for data updation/correction for preparing the e-roster in SDE(T) cadre which are available on BSNL intranet.

2. As per the direction of CMD BSNL, henceforth the e-rosters are to be generated from SAP for all cadres including the Circle level cadres for year 2023 onwards. Hence the rosters' for SDE and above level which have previously been prepared manually at Corporate Office by concerned cadre branch are now to be generated through SAP for year 2023 onwards. Similarly, the circle level rosters should also be prepared & generated by the concerned circle through SAP for year 2023 onwards at their end.

3. For preparing e-roster, it is mandatory that the relevant data/information in respect of the cadre should be correct and maintained properly in three info-types i.e. 9007, 9016, 9019. The concerned Circle / Cadre Branch, BSNLCO may ensure correctness of data updation in respect of all the employees working in the cadre.

4. The target for generating e-roster for the year 2023 is fixed as 31.01.2024 including data updation by 31.12.2023. In case of any assistance, Core team L3, HR wing of ERP BSNL Corporate Office may be consulted.

This is issued with the approval of the competent authority.

R. R. Kumar
15/12/2023
(आर. रंजितकुमार/ R Ranjit Kumar)
सहा.म.प्र. (कार्मिकडी.पी.सी.-जे.एम.)
AGM (Pers.DPC-JM)

Copy to:

1. PPS to Director (HR) BSNL.
2. The CGM(BW) / CGM(EW) / CGM(Arch) / PGM(Estt.) / PGM(EF) / PGM(TF) / DGM(Pers.Legal) BSNLCO for information and necessary action w.r.t. e-roster for year 2023 and issue necessary instructions in respect of Circle level cadres like JTO/JAO/PA/PS etc.
3. The GM & CLO(SCT) for information.
4. The DGM(ERP), O/o PGM(Pers.) BSNLCO for information and necessary action.