

No: BSNLCO-PETS/13(12)/3/2021-PERS1

Dated: 22.12.2025

To,
All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All The PGMs/Sr. GMs/GMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject:- Discrepancies found in SAP/ERP data of the employees in respect of "Present Grade", "Substantive Grade", "Career history", "Employees sub group" etc and its correction thereof.

Vide letter No. BSNLCO-PER1/20(11)/26/2020-PERS1 dtd 17.09.2022, this office had earlier requested All Heads of Territorial and Non-territorial circles/ Regions to update the SAP/ERP data in respect of "Cadre Details", "Career History", "Longest Stay Report" and in every aspect for the executives, as erroneous report through T-Code "ZHR_LONGEST_STAY" were generated. It was also mentioned in the aforesaid letter that any anomaly arising out of non updating of data in ERP will be responsibility of the circle concerned. But, it has been observed that HR-data of many executives are still incomplete / incorrect.

The concerned HR Administrator of the Circle/Unit are hereby again requested to update / correct the SAP data by using following different sets of Info types:

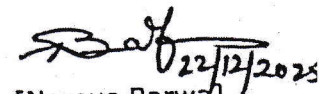
- "PA40" and "PA-30"- For correction /updtation of data
- "IT9030 - For maintaining Career History",
- "IT-9016 - For Maintaining Seniority",
- "IT-9007 - for Cadre sub-type - 001 details or as the case may be".
- "ZHR_LONGEST_STAY - For long stay report" i.r.o. all executives along with error details & data missing if any in "IT9030-Career History", "IT-9016-Maintain Substantive Grade", "IT-9007, sub-type-0001-Cadre details" or as the case may be.

Further, for executive served in HARD/SOFT/SEMI tenure area, SDCA data also needs to be maintained in "IT9030-Career History" from available drop-down values against respective SSA.

After updating data, Circles are requested to execute the T-Code ZHR_Longest_stay, extract the data and re-verify the same i.r.o the executives of their circles.

This activity should be completed within a week period and compliance report may be sent at the email agmpers1@bsnl.co.in to avoid any erroneous transfer/posting or any other administrative actions.

This issues with the approval of the competent authority.


[Nereus Barwa]
AGM(Pers.I)

Copy to:

1. PPS to Dir(HR), BSNLCO, ND.
2. DGM(Pers.ERP), BSNLCO, ND.
3. Intranet Portal, Office copy.