

No.:BSNLCO-PER1/20(11)/16/2024-PERS1

Dated:28.03.2025

To,

All Heads of Telecom Circles/Metro Districts& Other Administrative Units.
Bharat Sanchar Nigam Limited.

Subject: Entry/Updation of Data i.r.o BSNL Executives in SAP-ERP.

It has been observed that the data of executives w.r.t. education qualification, career history, cadre & sensitive posts etc are incomplete or missing in ERP-SAP. This has been viewed seriously at the highest level.

2. Accordingly, I am directed to request all Circle Heads to expedite the above data entry/updation of BSNL Executives as per service book records in SAP-ERP with the following InfoType(s) :

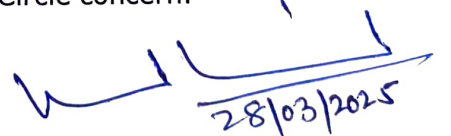
Sr. No	Data Type for	Info Type
1	Education-Qualification	IT0022
2	Career History	IT9030
3	Actions	IT 0000
4	Cadre	IT9007 Subtype 0001
5	Cadre Type	IT9016
6	Functional Promotion Type	IT9019

3. Further, it is also requested to update the object characteristics related to sensitive post on the concerned position IDs.

4. The aforesaid data of all working executives may be entered/updated/verified and a Certificate by the Concerned GM(Admn/HR) to this effect may be sent to this office positively by 07.04.2025.

5. With effect from 08.04.2025, this office will use/rely on ERP data for all HR activities and in case of any shortcomings/discrepancies observed in HR data of the executives, thereafter, the responsibility will rest with the Circle concern.

This is issued with the approval of Competent Authority.



28/03/2025

(Kuldeep Singh)
Assistant General Manager (Pers.I-STs)

Copy to:

1. PPS to Director(HR), BSNL, New Delhi.
2. All Cadre Controlling Authorities BSNLCO, New Delhi for necessary actions please.