



BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

PERSONNEL DPC BRANCH

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 451-31/2015-Pers(DPC)/ 13

Dated: 13.06.2018

To

All Heads of Telecom Circles
Metro Districts/Maintenance Regions/Projects/Stores/
BRBRAITT/ALTTC
All Other Administrative Units
Bharat Sanchar Nigam Limited.

Sub: **Preparatory work for promotion to different grades / streams – Updation of data in ERP – Clarification to queries regarding.**

Ref:- This office letter number 451-31/2015-Pers(DPC)/10 10 dt. 08.06.2018

This office vide letter referred above has asked Circles/executives for updation of their data in ERP for smooth processing of e-VC/CPCs.

In this regard, following is clarified w.r.t. queries received from individual executives:

1. **Query** - Date of Joining in Substantive Grade (whether date of promotion order or actual date of joining in substantive grade is to be filled up?)

Reply : It is clarified that executives are to fill their actual date of joining in the substantive grade, as per their service book entry and this has nothing to do with their date of order of promotion.

2. **Query** - Present Circle (for updation by JTOs)

Reply: This column is meant only for the executives in JTO/Equivalent grade where gradation list is maintained at present as per Rules. The officers must enter their present Circle as per the one in which his name in gradation list is included

3. **Query** - How to correct the data entered wrongly:

Reply: Executives may contact their respective ERP Administrators/Cadre Controlling Sections/Respective SSAs.

4. **Query** - No HRMS Number allotted to executives:

Reply: Executives who are not allotted HRMS Number may prefix 2 with their PERNR Number.

5. **Query** – What if no Staff Number is allotted:

Reply: Executive to whom staff number has not been allotted (e.g. executives recently promoted to SDE grade through LDCE) may fill their HRMS Number in the Staff Number. After allotment of Staff Number, in future, they themselves can update their staff number in ESS Module (provision already available).

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6. **Query** – What is the Employee Group (Gr A/B) of Executives working as AGM(Adhoc)/Equivalent.

Reply: For executives working as AGM(Adhoc)/Equivalent, provision has been made as Group-A in the ERP for Administrative convenience however their substantive grade shall remain as SDE/Equivalent.

7. **Query** – Executives are unable to view their personnel information after updation.

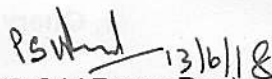
Reply: ERP Section has been requested to provide arrangement to personal to view the details of the executives by themselves after the updation of data. The process is being carried out by ERP Team. It may be available by next week end.

NOTE

In view of above, executive may be requested to contact their respective ERP Administrators initially to correct their errors in data entered by them (They may avoid calling DPC Section).

A general SMS was given to all executives for updation of their data. The message may be ignored, if data was updated already.

This issues with approval of competent authority.


(P S V Rama Rao)
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