



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL BRANCH)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No.: BSNLCO-PER1/20(11)/26/2020-PERS1

Date : 17-09-2020

To,
All Heads of Territorial and Non-Territorial Circles/ Regions
Bharat Sanchar Nigam Limited

Subject : Discrepancies found in SAP/ERP data of the employees in respect to "Emp Grp", "Emp Subgroup", "Designation", "Present Grade", "Substantive Grade", "Stream", "Career History" etc. and its correction thereof.

Ref. : This office letter No.: 412-09/2019-Pers.I Dated: 11-03-2020 regarding correction in SAP/ERP data i.r.t. Cadre Details, Career History and Longest Stay data.

Vide Letter No. 412-09/2019-Pers.I Dated: 11-03-2020 (Letter available on Intranet), 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" was 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 the data of many employees has still not been updated completely.

Further, while processing cases for Promotions, Transfer & Posting and Tenure Transfer on Longest Stay basis, Conduct of DPCs etc. data through T-Codes "ZHR_PROMO_INFO", "ZHR_EMP_DOT_INFO", "ZHR_EMP_SEARCH", "ZHR_LONGEST_STAY" etc. is fetched and this office has observed that there are discrepancies in the data maintained in SAP/ERP in respect of following categories :

"Emp Grp"	"Emp Subgroup"	"Designation"
"Present Grade"	"Substantive Grade"	"Stream"
"Rectt. Year"	"Non-Functional Upgradation"	"EPP Grade"
"DoJ in Subs Grade"	"NFP Date"	"EPP UPG Date"
"DoJ"	"DoA"	"Confirm Status"
"Confirm Date"	Particulars in "Career History Details"	

Note: All of the above fields are the basic and crucial data related to Employees' Cadre Details and these are displayed in ESS Portal of the Employee's Login and he/she can self check these details through
Employee Self-Service → Personnel Information → Personnel Information Display

Following are the examples of the discrepancies which have been observed by this office:

1. "Emp Subgroup" of some executives is maintained in Group C or Group D which is to be maintained in Group A or Group B.
2. "Designation" of many of the executives is not maintained properly.
3. "Stream" e.g. Telecom Service, Finance, Electrical, Civil, etc. of some executives is not maintained properly.

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4. "Present Grade" and "Substantive Grade" of many executives are not maintained properly.
5. Particulars in the "Career History" on the basis of which stay of executives at Circle/Station is counted are not maintained properly.
6. In addition to above examples there are discrepancies in the data in One or more categories.

BSNL Management has also decided that Transfer and Posting will also be done through the applications received through the "ONLINE TRANSFER APPLICATON Module" from ESS Portal which is under development and the authenticity of the data maintained in SAP/ERP will play crucial role in fair and unprejudiced decision.

Moreover, a meeting with The CMD was held for approx. two and half hour on date 26-08-2020 in which the data fetched from the SAP/ERP was presented before the worthy CMD for discussion on the Promotion related issues and later it was found that the data presented to The CMD was having a lot of discrepancies pertaining to the issues as already elaborated in the paras above. This resulted in waste of all the discussion held for two and half hour and was cause of great anguish for the team which prepared the data so hard for finalization of long pending issues related to Promotions etc.

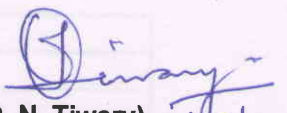
The necessary updation / correction in the SAP data may be done by the concerned HR Administrator/ ERP Administrator of the Circle/Unit through different sets of Infotype of T-Codes "PA40" and "PA30" e.g. -"IT0000- Action", "IT0001-Organisation Assignment", "IT9030-Career History", "IT9016- Maintain Seniority", "IT9007 – Cadre Details" or as the case may be.

In view of above, it is once again requested that all executives shall check their data in their self login in ESS portal and get the data updated/corrected through their HR/ERP Administrators if found to be incorrect.

All Circle Heads/Unit heads are also requested to pay their kind attention to get the data of the executives of their unit updated/corrected well in time.

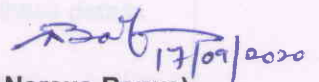
Above referred data fields may be updated/corrected in SAP within 15 days of issue of this letter and compliance report regarding updated data in SAP/ERP may be sent at the email ID : dm4pers1@gmail.com by 03-10-2020. After the end of compliance date i.e. 03-10-2020, concerned GM(HR)/Unit Head of Circle/SSA will be responsible for the erroneous decision caused due to erroneous / incorrect data in SAP/ERP.

This is issued with the approval of the competent authority.


 (O. N. Tiwary)
 DGM (Pers-SM)
 BSNL CO New Delhi

Copy to:

1. PS to DIR(HR) for kind information pl.
2. PGM(ERP) ALTTC Ghaziabad for kind information pl.
3. Intranet portal.


 (Nereus Barwa)
 Astt. General Manager (Pers-I)
 BSNL CO New Delhi