



BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
(PERSONNEL - I SECTION)

4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi 11 0001

No 400-125/2011-Pers.I (Pt)

Dated: 29<sup>th</sup> Feb, 2016

To

All Heads of Telecom Circles  
/Administrative Units  
Bharat Sanchar Nigam Limited

**Sub: Relieving Guidelines & Clearance from ERP System -regarding**

ERP rollout is completed all across BSNL. All the Officers / Officials are enrolled in ERP System. All the staff related actions pertaining to Joining or relieving are to be performed through system.

It is seen that there is a gap between actual physical relieving / joining of any user and relieving / joining action in the ERP system. This is undesirable. There has to be coordination between actual physical relieving & relieving action in ERP system.

All the system HR administrators under your jurisdiction may be advised accordingly to avoid any mismatch between actual and system data pertaining to career history, built in the system based on activities performed by HR administrators.

Further, it is also observed that some of the users are relieved upon transfer / deputation **with pending work flow items** without clearing, the same get stuck up. This unnecessarily creates problems. All personnel related work flow e.g. Leaves, GPF, Medical Claims, Tour & Travel, personal reimbursement claims etc. are done in system. Similarly all **job related works flow e.g. Sanction & Settlement of Temporary Advance, PO Sanction etc.** are also done in the system. There can be very serious implications in cases where user leaves the department e.g. in case of Superannuation, VRS or Deputation to other organizations without blocking / delimiting privileges in the system, which may be misused.

It is therefore advised that clearance from ERP system may also be started to avoid any inconvenience or otherwise. BSNL CO has developed a format incorporating "Clearance" from ERP system also (Copy attached for guidance and may be modified as per specific requirement). It may be ensured that ESS / SAP Logon validity is delimited, User Group / Type is proper, Pendency of work flow in UWL (ESS) & SAP (SBWP) is cleared / diverted. Further all the liabilities for the user e.g. Leaves, Temporary Advance, Claims etc. are cleared / settled.

This issues with the approval of the Competent Authority.

Encls: As above.

  
(Om Prakash)  
29.02.16

Asstt.General Manager (Pers.-I)

Copy to:

1. PGM(CIT), BSL CO.
2. PGM(Arch/BW/Elec.)/GM(Estt)/GM(Pers)/Jt.GM(Pers).
3. AGMs(Pers.I/II/CSS), BSNL CO, New Delhi.



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

2<sup>nd</sup> Floor, Bharat Sanchar Bhawan, H C Mathur Lane, Janpath, New Delhi – 110 001

**PAY BILL SECTION**

PERNER No. \_\_\_\_\_ / Emp No. \_\_\_\_\_

**Subject: Clearance Certificate**

Shri/Smt./Kum. \_\_\_\_\_ Designation \_\_\_\_\_ has  
Tech.resigned/Resigned/Vol. retired/is retiring on superannuation from Government  
Service/has been transferred/repatriated to DOT/deputed to \_\_\_\_\_  
\_\_\_\_\_ w.e.f. \_\_\_\_\_ vide No. \_\_\_\_\_ Dated \_\_\_\_\_.

AGM Admn.-I/Admn-II/L&A /Librarian/CIT/ERP BSNL CO are requested to kindly indicate  
below if any Amount / Article / Identity Card / CGHS / Medical Card etc. are outstanding against the officer /  
official to enable us to issue the **Last Pay Certificate**.

**DM (Pay Bill)**

- a) HBA
- b) Car / Scooter advance
- c) Transfer TA
- d) TA Advance
- e) LTC Advance
- f) Pay Advance
- g) Festival Advance
- h) BSNL MRS Amount reimbursed during FY

**2<sup>nd</sup> Floor (South Side) DM / AGM (L&A)**

- a) Identity Card:
  - i) Blocked in Access Control System  
(Ground Floor Electrical Control Room)
  - ii) Deposited in Admn. Section
- b) Brief Case
- c) Mobile Handset
- d) Calculator
- e) Furniture
- f) Air Conditioner
- g) BSNL MRS Card
- h) CGHS Card

**1st Floor (South Side) DM / AGM Admn-I / AGM Admn-II**

**Librarian – Regarding Library Cards / Books etc.**

6th Floor (South Side) Librarian

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**PHA Section – Regarding RSTC / Broadband / Mobile Connection**

1st Floor (South Side) DM / AGM PHA

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**ERP – ESS / SAP Logon Validity, User Group, User Type [Dialog/Communication],  
UWL/SBWP, Employee Vendor**

WS 5107 & WS 5097 DM / AGM ERP

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**Laptop / Computer / IT Equipment**

7th Floor (South Side) DM / AGM – CIT

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**Whether occupying Government Accommodation**

**YES / NO**

**If YES, kindly attach NOC from Estate Office**

**In case of Estate Pool Quarter**

**Admn. Section BSNL CO / NOIDA / ALTTC Ghaziabad**

**In case of BSNL Pool OR MTNL in case of MTNL Pool**

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**Address of Office where LPC is to be sent:**