


**MOST URGENT**

<p><b>IndiaBroadband</b><sup>2007</sup> <i>Linking India</i> &gt;&gt;&gt; <b>CORPORATE OFFICE</b> Establishment – III Section 5<sup>th</sup> Floor Bharat Sanchar Bhawan</p>		<p><b>भारत संचार निगम लिमिटेड</b> (भारत सरकार का उपक्रम) <b>BHARAT SANCHAR NIGAM LIMITED</b> (A Govt. of India Enterprise)</p>
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Harish Chandra Mathur Lane, New Delhi -110001.

**No.3-1/2013-Estt.III**

**Dated: 24.04. 2015**

To

All Heads of Telecom Circles/Administrative Units wherever ERP implemented viz. ALTTC, Andhra Pradesh, BRBRAITT, Broadband Network, Chhatisgarh, Chennai Metro District, Gujarat, Inspection, ITPC, Karnataka, Kerala, Maharashtra, Madhya Pradesh, NATFM, NCNGN, NTP, Punjab, QA, Rajasthan, STP,STR, Tamilnadu, TF Mumbai, Telecom Stores, UP(E), UP(W), WTP, WTR and Corporate office.

Bharat Sanchar Nigam Limited.

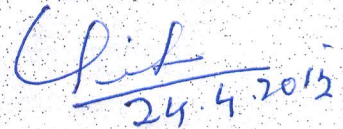
**Sub: - Updation of BSNL employees details viz. Designation, Category, Office/ Residential Addresses in ERP.**

Sir,

Kindly refer to this office letter of even number dated 27.03.2015 on the subject mentioned above (Copy enclosed) wherein all ERP Circles /units were requested to update the fields i.e. **Designation, Category, Office/ Residential Addresses**. The information in respect of these fields, including categories of employees (SC/ST/OBC/GE) is to be furnished to outside departments such as DOT, SC/ST/OBC Commission, DPE etc., and accordingly, should represent the correct information to be used for statutory requirements.

As such, you are requested to complete the above exercise by 30.04.2015 positively by all means.

Yours sincerely,



(V. K. Sinha)

Asstt. General Manager (Estt.III)


011-23037182

Copy to:

1. GM (ERP), ALTTC Ghaziabad.



**MOST URGENT**

<b>IndiaBroadband</b> <i>Linking India</i> <b>CORPORATE OFFICE</b> Establishment – III Section 5 <sup>th</sup> Floor Bharat Sanchar Bhawan	 <b>भारत संचार निगम लिमिटेड</b> (भारत सरकार का उपक्रम) <b>BHARAT SANCHAR NIGAM LIMITED</b> (A Govt. of India Enterprise)
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Harish Chandra Mathur Lane, New Delhi -110001.

**No.3-1/2013-Estt.III**

**Dated:27.03. 2015**

To

All Heads of Telecom Circles/Administrative Units(wherever ERP implemented) viz. ALTTTC, Andhra Pradesh, BRBRAITT, Broadband Network, Chhatisgarh, Chennai Metro District, Gujarat, Inspection, ITPC, Karnataka, Kerala, Maharashtra, Madhya Pradesh, NATFM, NCONGN, NTP, Punjab, QA, Rajasthan, STP,STR, Tamilnadu, TF Mumbai, Telecom Stores, UP(E), UP(W), WTP, WTR and Corporate office.  
Bharat Sanchar Nigam Limited.

**Sub: - Updation of ERP system of BSNL employees.**

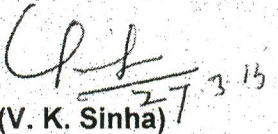
**Sir,**

The following entries are required to be updated /added /corrected in ERP system:

1. In some cases, "the designation" field of the employee is blank/ empty and in some of the cases, it has been wrongly filled e.g. some Non-executives like TTA, TM are shown as Executives Group 'B'.
2. In case of some employees "category" field is empty, It may be assigned the proper category out of these categories viz. GE/OBC/SC/ST.
3. Some of the new fields like City, District, Municipality, Block, Tehsil etc. have been created in ERP system under Present Residential Address & Office Address and these fields are also required to be filled up by the concerned Circle /unit in ERP.

You are requested to complete the above exercise by 30.04.2015 positively.

Yours sincerely,

  
(V. K. Sinha)

Asstt. General Manager (Estt.III)  
011-23037182

Copy to:

1. GM (ERP), ALTTTC Ghaziabad.