



# Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

Most Urgent  
Timebound

**Corporate Office  
Establishment Branch**

**5<sup>TH</sup> Floor  
Bharat Sanchar Bhawan  
Jan path, New Delhi-110001**

Lr.No.1-11/2016-PAT(BSNL)

Dated 18.11.2016

**To  
All the Heads of Circles**

**Subject: Deployment of Legal Modules in ERP-Provision of Master Data- reg.**

**Ref : This office even no. letter dated 24.10.2016 & its corrigendum dated 03.11.2016**

**Sir,**

Reference is invited to the letters cited above, vide which, it was requested to arrange for providing of Court Case Master Data in the new HCM04 template, available on the ERP Help Desk Portal.( **10.197.216.213 -- → Module --- → HCM-Blank Data Templates -- → HCM04**) by 15.11.2016. Now, it has been observed that all the circles have not yet submitted required court case master data on the ERP portal. The desired information has not been made available on ERP Help Desk Portal. In this regard, it is to intimate that the Director (HR) has desired to implement the legal procedures online through ERP portal at the earliest. The procedure to be followed for submitting data is enumerated in the Annexure-I.

All the circles heads are therefore requested to arrange for providing of the Court Case Master Data in new HCM04 template, available on ERP portal on priority basis, by 25.11.2016.

(Sheo Shankar Prasad)

**Deputy General Manager (Estt.)**  
Tel.No: 23715155 Fax No: 23734051

**Enclosure: A/a**

**Copy to: Shri V.N.Rai, DGM (ERP-HCM/SD/BASIS), ERP Centre, Ghaziabad, ITPC Circle**

Regd.&Corporate Office: Bharat Sanchar Bhawan, H.C.Mathur Lane, Janpath, New Delhi-110001

Corporate Identity Number (CIN):U74899DL2000GOI107739

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# Annexure-I

## Information for submitting the data online through ERP portal

1. Court Case Master Data to be provided in HCM04 Template. HCM Template is available on ERP Help Desk Portal.( **10.197.216.213 -- → Module --- → HCM-Blank Data Templates -- → HCM04**)
2. HCM04 Template format has been changed. So, **do not use any old HCM04 Template.**
3. Data to be compiled at Circle level and Complete Circle Master Data is to be provided in Single HCM04 Template.
4. Court Case Master Data, if provided earlier during ERP Roll Out, has been discarded. So, it is requested to provide complete data afresh.
5. Data to be provided is to be e-mailed to the following HCM Core team members at their e-mail addresses :
  - **Mr. Ashwani Kumar, AM,HCM Core Team** ( E-mail: [aki.erp2012@gmail.com](mailto:aki.erp2012@gmail.com) , LL No:0120-2755047)
  - **Mr.Sanjeev Gangoli, DM,HCM Core Team**(E-mail: [erp.gangoli@gmail.com](mailto:erp.gangoli@gmail.com) , Mobile No:09412220470)

