

Urgent /Time bound



**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
Personnel Branch**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No. 500-25/2018/ APAR / Pers-1

dated 15.01.2019

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

**Subject: - Verification of personnel data of Executives from service book-
regarding.**

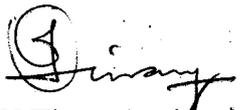
Reference: This office letter No: - 500-25/2018/ APAR / Pers-1 dated 27.12.2018

In reference to this office letter dated 27.12.2018, few queries have been received over phone in ERP centre Ghaziabad and also in this office from circles/ individuals.

Although all queries have been replied, but it is felt necessary that all fields mentioned in T code "**ZHR_PROMO_INFO**" for which data verification process is under way, should be elaborated in details for better understanding of whole process.

Therefore, all queries received so far have been compiled and action required for their updation /correction in ERP have also been worked out with the help of ERP team, same is enclosed as **Annexure-I** for information and compliance.

Further, it is once again requested to complete the verification process by due date i.e. **19th Jan 2019**, as progress is monitored at the highest level. Also, certificate duly signed by the GM (HR/Admin) of circle office regarding complete verification of personnel data of executives from service book may be submitted to this office latest by **21st Jan 2019** positively.


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

Copy to:-

The PGM (ERP) for information & n/a pl.

Enclosed: - Annexure-I

Annexure-I

The queries have been received from circles/ individuals regarding verification of Personnel data of executives from service book. The queries along with their clarification and ERP action required for their updation/corrections are as under.

DESIGNATION:- Current designation of executives needs to be maintained in ERP data. Care should be taken while feeding Regular/ Adhoc/ Look after/ Entrustment etc designation. [To be maintained in IT0001 using T-Code: PA30]

PARENT CIRCLE:- It is only to be maintained for the executives who have circle cadre, i.e. for JTO/JAO. For all India cadre it is kept blank. [To be maintained in IT9007 Sty0001 using T-Code: PA30]

CATEGORY:- Ethnic category of the executive is to be maintained. [To be maintained in IT0077 using T-Code: PA30]

PRESENT GRADE:- Present Grade such as SDE/AGM Adhoc/ AGM/DGM/DGM Adhoc/Addl.GM/Jt.GM/GM/PGM/CGM is to be maintained. For executive who is looking after higher post, the present grade is his/her substantive grade. Ex Present grade of AGM/DGM Look after are SDE/AGM respectively. [To be maintained in IT9007 Sty0001 using T-Code: PA30]

SUBSTANTIVE GRADE:- The substantive grade of executive is to be maintained. The table below will give more understanding of issue. [To be maintained in IT9016 using T-Code: PA30]

Present Grade	Substantive grade
SDE	SDE
SDE Look after	SDE
AGM Adhoc	SDE
AGM	AGM
DGM	DGM
Addl. GM	DGM
Jt. GM	DGM
GM (Entrustment)	DGM
GM	GM
PGM (Entrustment)	GM

STAFF NO:- The staff number which is issued at the time of recruitment/ promotion is to be maintained. If same is not issued, the field should be kept blank and HRMS number should not be entered in place of staff number. [To be maintained in IT0185 Sty16 using T-Code: PA30]

DOJ IN SUBS GRADE:-

It is DOJ in Substantive grade only. For e.g, if an employee is working as Divisional Engineer (Adhoc), then his DOJ in substantive Grade will be of SDE grade. **[To be maintained in IT9016 using T-Code: PA30]**

REC YEAR:-

It is the year when incumbent joins in executive grade on regular basis. For person recruited in non-executive grade and now promoted to executive grade, the recruitment year will be the date on which he/she joins as executive cadre on regular basis. The information can be captured in IT9016 in ERP system. **[To be maintained in IT9016 using T-Code: PA30]**

DATE OF APPOINTMENT:- This is initial date of joining in the department on regular basis.

Non-functional Upgradation: - The numbers of time an incumbent has been granted Non-functional Upgradation in executive grade till now has to be maintained. (I.e. the current NFU is 1st/ 2nd/ 3rd /4th or 5th). **["Non-Functional Promotion" action to executed with proper "Reason for Action" from due date using T-Code PA40]**

NFP-date:- The date from which the non-functional Upgradation promotion in present grade (pay scale i.e. in E1/E2/E3/E4/E5/E6/E7/E8) is granted to an incumbent, has to be maintained. **["Non-Functional Promotion" action to executed with proper "Reason for Action" from due date using T-Code PA40]**

*** In case if executive's current pay scale grade is changed due to his/her functional promotion, then functional promotion date is to be maintained in system by running "Functional Promotion" action with proper "Reason for Action" using T-Code PA40.

EPP grade: - Present pay scale in which an executive is currently placed, is to be maintained. **[To be maintained in IT0008 using T-Code: PA30]**

EPP UPG-date: - The date from which an executive has opted for Pay scale Upgradation due to either non-functional Upgradation/ functional promotion is to be maintained. **[To be maintained in IT0008 using T-Code: PA30]**