

**Office of Principal General Manager
(CA/ERP-FICO/C-CSC)**

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Efile No: BSNLCO-CA/11/8/2021-CA-ERP-FICO-Part(2)/1158301

Dated: 13.02.2025

To,

The Chief General Managers/General Manager(HR)
All Territorial/Non-Territorial Circles
Bharat Sanchar Nigam Limited.

Sub : New Process in ERP – SAP for capturing leave details of currently working absorbed employees as on the date of their absorption in BSNL – Reg.

This has reference to the above mentioned subject. A new process has been developed in ERP-SAP to capture the DOT Period leave details of all the currently working absorbed employees as on the date of their absorption in BSNL. The process requires the inclusion of both **Earned Leave (EL)** and **Half-Pay Leave (HPL)** details in ERP-SAP. The Circles are instructed to ensure the completion of this activity by 28.02.2025 as Top management will be closely monitoring the progress. The detailed procedure for updating the data in ERP-SAP is annexed to this letter for reference.

Please ensure strict adherence to the timeline and guidelines provided.

Encl. : As above.

(Rajeev Singh)

Pr. General Manager (CA/ERP-FICO/C-CSC)

Copy to :

1. Director (Finance)/Director (HR). BSNL Corporate Office, New Delhi for kind information please.
2. CGM (BW)/CGM (Electrical)/PGM(EF)/PGM(Pers)/PGM(Estt), BSNL Corporate Office, New Delhi for kind information and necessary action please.