



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
O/o Principal General Manager (Pers)
4th Floor, Bharat Sanchar Bhawan, Janpath,
New Delhi-110001

No. 500-51/2016/ERP/Pers.-I

Dated 24.03.2017

To

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

Sub: Leave data observation- correction in ERP System -regarding

There are many issues reported regarding leave data in ERP system. On examination of leave data reports in ERP system following observations have been made in some of the users:

- Leave quota not uploaded for 2017.
- Approved but IT 2001 [Absence Quota] not updated.
- Leaves are pending for Recommendation / Sanction.
- Pending for joining approval.

There may be issues as LTC cannot be applied if leave is not sanctioned, EL quota is not updated in case of pending EL etc. It is also seen that in some cases quota has been updated wrongly and the balance EL at credit of some of the employees are shown beyond 315. There may be instances where quota is updated wrongly but the balance at credit is below 315. Similarly balance in case of HPL cannot be checked through ERP system for correctness of balance.


All the concerned recommending / sanctioning authorities are advised to take immediate necessary action.

HR Administrators / Wings under your jurisdiction may be directed to take immediate remedial action. Leave balances towards EL & HPL in ERP may be validated w.r.t. Service book. Any anomaly may be immediately corrected. They may be further advised to be careful so that users are not put to unnecessary trouble.

Leave data can be checked through T Code **ZHR_LEAVE_REPORTS** for which all the HR administrators are authorized.

Kindly treat this as **most urgent**.

This issues with the approval of the competent authority.


(Manish Kumar)
24.3.17
Jt. General Manager (Personnel)
BSNL CO, New Delhi