

No. 451-31/2014-Pers (DPC)/Pt. II / 35

dt. 12-08-2016


To  
 All heads of Telecom Circles /  
 Metro districts / Maintenance Regions / Projects / Stores / BRBRAITT / ALTTC  
 All Other Administrative Units  
 Bharat Sanchar Nigam Limited

Sub:- Preparatory work for ensuing CPC for promotion from SDE(T)s / Adhoc DEs to AGM/DE(T) on adhoc / regular basis – updating of APARs and tabulation sheet - Reg.

Ref: - This office letter dt. **16-06-2016**

With reference to above cited letter, all circles were requested to forward the details (**s.no. 1 to 14**) of all SDEs, AGM/DE(T) adhoc, whose names are appearing in seniority list no. 5, 6 & 7 by verifying entire seniority list but **no information** is received from **many circles** except TN, OR; KRL, NE-I and CHTD circles.

- a) Hence, it is once again requested to forward the details of executives including retired, expired, VR etc w.r.t. S.NO. 1 to 14 of the letter dt. 16-06-2016 on or before 12-08-2015. The excel sheet shall be mailed to [dpcagm@gmail.com](mailto:dpcagm@gmail.com)
- b) Circles are also requested to enter the staff no (SDE staff no) in ERP also. ERP section was requested to give the provision for updation of staff no. by individual executive himself / herself. Individual executives also may be instructed to update their staff no. immediately as mentioned below.
- c) As per ERP team, the link developed on ESS as (Open ESS -> Employee self service -> personal information -> Update personal information -> personal IDs details)

  
 (Manish Kumar)  
 Jt. GM (Pers)

DPC section no.-011-23037657, FAX - 23326546  
 Mail - [dpcagm@gmail.com](mailto:dpcagm@gmail.com)

Copy to

1. GM(ERP) for arranging to provide the above option for updation of staff number by individual executives in ERP