



BHARAT SANCHAR NIGAM LTD.

BHARAT SANCHAR NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

SR Cell, Corporate Office
8th Floor, Bharat Sanchar Bhawan,
Harish Chander Mathur Lane,
Janpath, New Delhi-110 001

No. BSNL/20-4/SR/2022

Date: 30 .01.2023

To

1. All CGMs, BSNL.
2. GM (Pers), BSNL Corporate Office.

Sub: Facility of immunity from transfer to recognized unions/associations and support association – data entry in SAP Portal.

Kindly refer to this office letter of even number dated 14-10-2022, vide which instructions were issued regarding facility of immunity from transfer to recognized and support associations, clause (d) of which is reproduced below:

“The office bearer claiming immunity should have been a paid member of that association for at least one year and should have occupied that post for at least for period of six months. The same shall be determined in accordance to the letter issued by the circle/BA circulating the names of the office-bearers and as per details entered in ERP portal (currently under development), wherein data of office bearers may be entered with the approval of BA head within one month after election/occupancy of post. Regarding entry of data beyond one month after election date but less than three months, case will be sent to circle head for approval and beyond three months after election date, the case will be sent to SR cell, BSNL CO for approval by competent authority.”

It is informed that the ERP portal is **now operational** and the L1/L2 HR SPOCS at Circle/BA level may maintain the details of office bearers of **recognized** unions/associations and support association **prospectively** by using the following T_code (user manual enclosed):-


T_Code	Purpose
ZHR_ASSOCIATION_IMM	To maintain association/union office bearers' data in ERP System by HR L1/L2 (BA/CIRCLE level) in respect of immunity from transfer

Please note that there shall be no time restriction up to 15.03.2023 for entry of data and the data of all current office bearers may be entered. After 15.03.2023, time restriction as specified in clause (d) reproduced above, shall apply. The following nodals in SR cell may be contacted telephonically or by email (agmsr2016@gmail.com) for any assistance/queries.

1. Shri Santosh Kumar, DGM(SR) 8178375634
2. Shri Krishna Murari Ruhela, AGM(SR) 9868227475

This letter has been issued with the approval of the competent authority.

Encl: as above


30-01-2023
(Krishna Murari Ruhela)
Assistant General Manager (SR)

Copy for kind information to:

1. PS to CMD BSNL
2. PS to Dir HR, BSNL Board
3. GS of Recognized Unions/Associations and Support Association.

User Manual

Overview of Immunity Information update process in ERP-SAP R3

Path	SAP LOGON through ERP – SAP R3
Purpose	To Maintain Association / Union Office Bearer's Immunity Data in ERP System

Process :

- A: Immunity of OBs at CHQ Level**
- B: Immunity of OBs at CIRCLE Level**
- C: Immunity of OBs at BA Level**

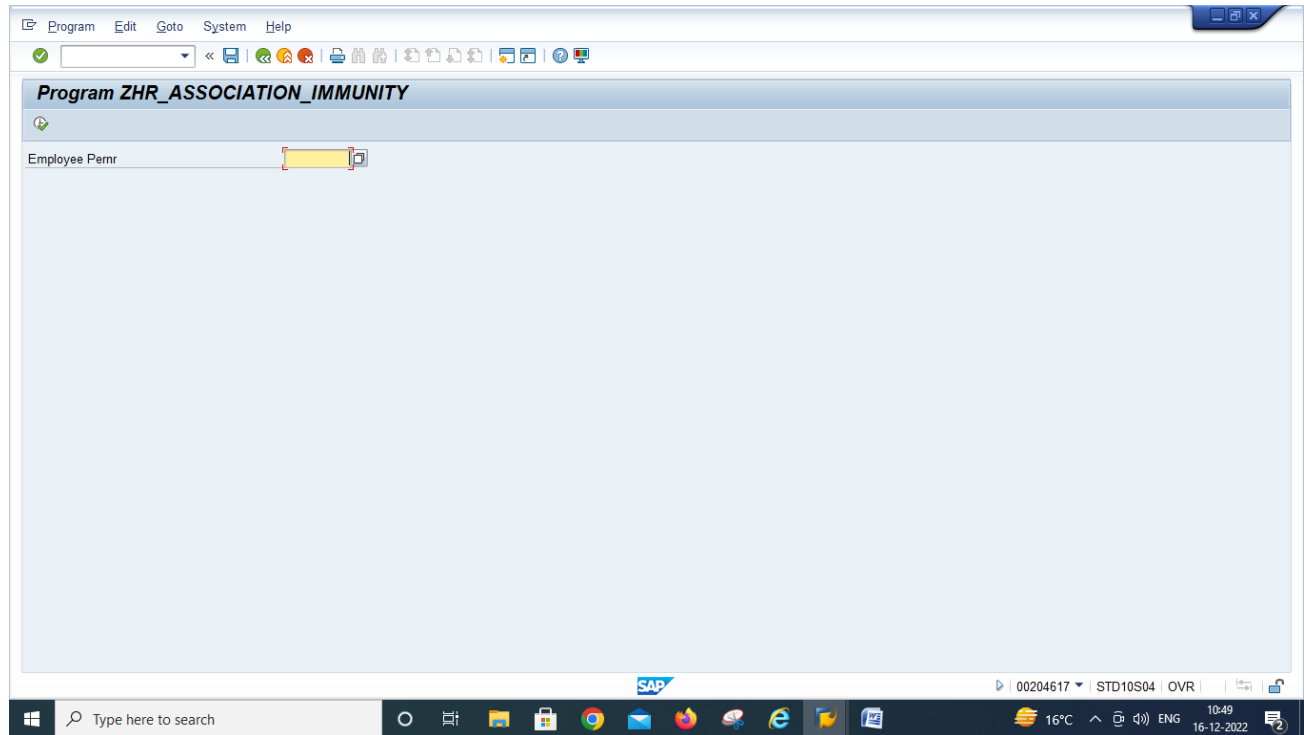
Detailed Process steps are given below



After login in SAP, Use T-Code: ZHR_ASSOCIATION_IMM:



The below screen will open. Input the PERNR for Appropriate Level of OB in **Employee PERNR** Field as shown below and Click on **Execute Button**.



The Following screen will open. Input Date of Election, Select the Level of OB from Drop Down, Input Duration of Term Upto, Select Immunity already availed from Drop Down (Yes/ No).

Note : Level of Body will appear automatically according to level of posting place of pnmr (Please check its correctness before submit).



ASSOCIATION/UNION OFFICE BEARER'S INFORMATION

Personnel no.	204183		
Employee Name	ANANDKUMAR		
Designation	Deputy Manager		
Place of Duty	CO,New Delhi		
Existing Association/Union	A1GET0A		
Date of MV	01.08.2020	Date of Next MV	31.07.2023
Level of Body	CHQ		
Level of O.B.	G.S. A.G.S. F.S.		
Date of Election			
Duration of term upto			
Immunity Already available		AVAILED IN YEAR	0
Immunity valid upto			

Submit

Level of OB at CHQ Body

After Selecting Yes from Drop Down Menu “IMMUNITY ALREADY AVAILED” The New field “ AVAILED VIDE LETTER NO” will open.



ASSOCIATION/UNION OFFICE BEARER'S INFORMATION

Personnel no. 204183

Employee Name ANANDKUMAR

Designation Deputy Manager

Place of Duty CO, New Delhi

Existing Association/Union AIGETOA

Date of MV 01.08.2020 Date of Next MV 31.07.2023

Level of Body CHQ

Level of O.B. []

Date of Election []

Duration of term upto []

Immunity Already availed YES AVAILED IN YEAR []

Availed vide Letter no. []

Immunity valid upto []

Submit

SAP DEV (1) 200 STG10509 INS

**Availed
Vide
Letter
No.**

**Select Yes, if
You availed
already
immunity And
type Letter No.**

- For Example: Pernnr - XXXXXXXX (posted at BSNL CO)
Level of Body – CHQ (will appear automatically according to level of posting place of pernr)
Level of OB - GS (To be selected from drop down)
Date of Election - 01.07.2022 (To be input as per actual date of election of body)
Duration of Term Upto - 30.06.2025 (To be input as per actual date of election of body))
Immunity already availed - Yes/ No (To be selected from drop down)
If Yes, Please input availed in year as per actual data.



SUBMIT

After filling / Selecting the Required field, Click on Submit Button.

Note: please use T- Code “zhr_association_rep” for report

**Similar Process can be executed for Circle Level Body at Circle office.
List of Drop Down in Level of OB will appear as per Circle Level.**



System Help

ASOCIATION/UNION OFFICE BEARER'S INFORMATION

Personnel no.	97702022		
Employee Name	JATINDER KOHLI		
Designation	Junior Telecom Officer (Regular)		
Place of Duty	CO, New Delhi		
Existing Association/Union	AIGET0A		
Date of MV	01.08.2020	Date of Next MV	31.07.2023
Level of Body	CIRCLE		
Level of O.B.	<ul style="list-style-type: none">C.S.A.C.S.CIRCLE F.S		
Date of Election			
Duration of term upto			
Immunity Already availed		AVAILED IN YEAR	0
Immunity valid upto		<input type="button" value="Submit"/>	

SAP | 200204183 | STG10S09 | OVR | 15:21 | 17-01-2023

Similar Process can be executed for BA Level Body at BA. List of Drop Down in Level of OB will appear as per BA Level.



ASSOCIATION/UNION OFFICE BEARER'S INFORMATION

Personnel no.	322		
Employee Name	Test_3		
Designation	Asst. General Manager (Regular)		
Place of Duty	Ahmednagar TD		
Existing Association/Union	AIGETOA		
Date of MV	01.08.2020	Date of Next MV	31.07.2023
Level of Body	BA		
Level of O.B.	D.S.		
Date of Election	01.02.2020		
Duration of term upto	01.07.2023		
Immunity Already availed	YES	AVAILED IN YEAR	
Availed vide Letter no.			
Immunity valid upto	01.07.2023	<input type="button" value="Submit"/>	

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After click on Submit Button, The Following screen with Pop-up Windows “ SUCCESSFULLY SUBMITTED” will open.



The screenshot shows a SAP HR transaction window titled "ASSOCIATION/UNION OFFICE BEARER'S INFORMATION". The form contains the following data:

Personnel no.	322		
Employee Name	Test_3		
Designation	Asst. General Manager (Regular)		
Place of Duty	Ahmednagar TD		
Existing Association/Union	AIGET0A		
Date of MV	01.08.2020	Date of Next MV	31.07.2023
Duration of term upto	31.07.2022		
Immunity Already availed	YES	AVAILED IN YEAR	2020
Immunity valid upto	31.07.2022		

An "Information" dialog box is overlaid on the form, displaying the message "Successfully submitted" with a green checkmark icon. A "Submit" button is visible at the bottom right of the form.

The SAP status bar at the bottom shows: 200204183 | SP08RD01 | OVR | 17:28 | 17-01-2023

*****END*****