

Personnel Section
BSNL Corporate Office
4th Floor, Bharat Sanchar Bhawan
Janpath New Delhi -110001
Ph. 011-23718070



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)


No: BSNLCO/27/2023-PERS1

Dated: 7.11.2023

Office Memorandum

Subject: Leave request application and Leave approval through FIORI

Leave request application and leave approval now available through FIORI "fiori.bsnl.co.in"
The employees may access this by using their ERP SAP credentials. For user information and details, user manual is attached as ready reference.


AGM (Pers-ERP)
O/o PGM (Pers)
BSNL CO New Delhi.

To,

All Heads of Telecom Circles &
All Heads of other Administration Units
Bharat Sanchar Nigam Limited

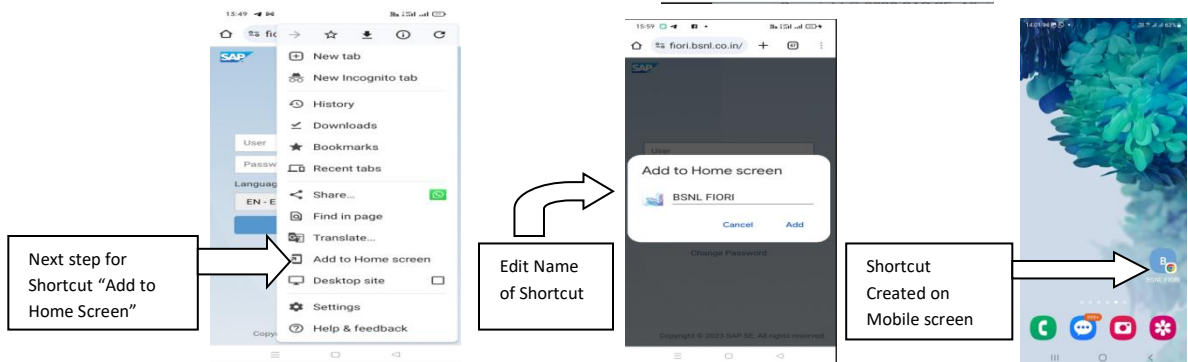
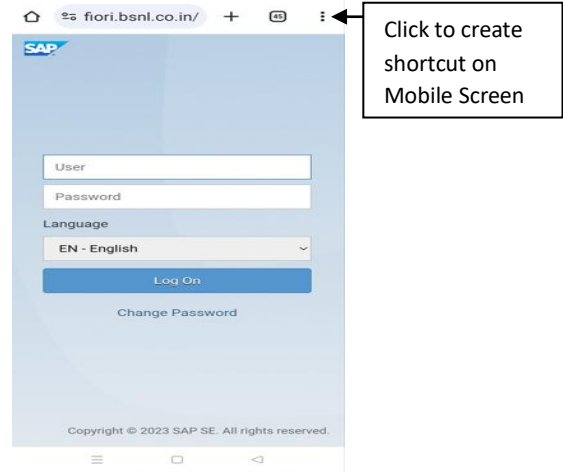
Copy to-

1. PPS to CMD, BSNL New Delhi
 2. PPS to all Directors BSNL Board
 3. PGM (Pers)/PGM (Estt)/Sr GM (CIT)
 4. BSNL Intranet
-

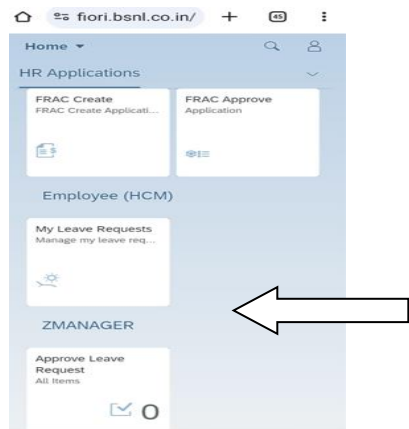
USER MANUAL FOR FIORI LEAVE APPLICATION

FIORI Application is developed for applying and approve Leave through browser and can be used through Desktop/Mobile.

- URL **"fiori.bsnl.co.in"**
- **Use Login Credentials of SAP ERP.**
- **While using through mobile, a shortcut/Icon can be created using browser feature "Add to Home Screen".**

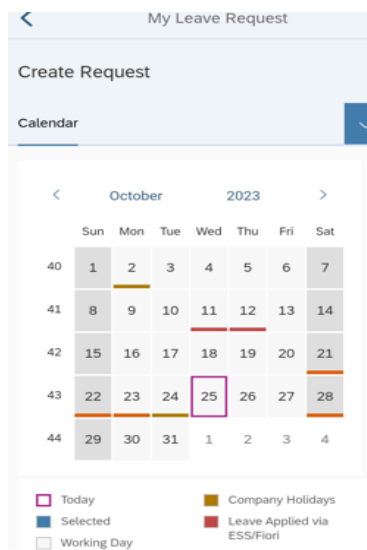


After login, the tiles will appear on screen. Please select **"My Leave Requests"** tile for leave application.



Leave Application

This is leave application page user can see the Holiday Calendar with current month.



My Leave Request

Create Request

Leave Type Selection

Leave Type Selection

Days

0.0

Leave Data

General Data

More than 1 day

One day or less

Start Date

Please select Leave type

Casual Leave

Casual Leave

Restricted Holiday

Earned Leave

Half Pay Leave

Child Care Leave

Child Care Leave 80% Pay (RCCL)

Commuted Leave

Station Leave (HQ)

Special Casual Leave

Leave Type Selection

Casual Leave

Days

7.5

Leave Data

General Data

More than 1 day One day or less

Start Date

Oct 25, 2023

End Date

Oct 25, 2023

First Half/Second Half/COML Reason

Personal Work

Approver

Reason for Leave *

Leave Text

Fill all details then submit.

Radio button for number of day's selection.

"More than 1 day" for multiple days e.g. EL, HPL, COML...

"One day or less" for application of CL,RH..

Leave Type Selection

Casual Leave

Days

7.5

Leave Data

General Data

More than 1 day One day or less

Start Date

Oct 25, 2023

End Date

Oct 25, 2023

First Half/Second Half/COML Reason

Personal Work

Approver

SHASHANK SHEKHAR(00202566)-AGM HCM/ERP CENTRE-ALT-Reporting Manager(1)

Reason for Leave *

Personal Work

Submit

Confirmation Message will appear after Leave Submitted

Confirmation

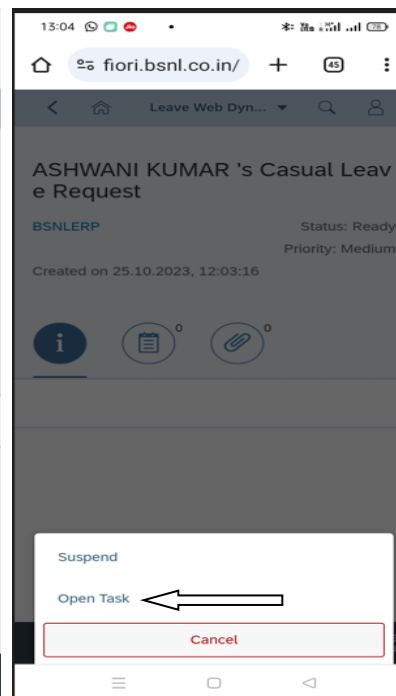
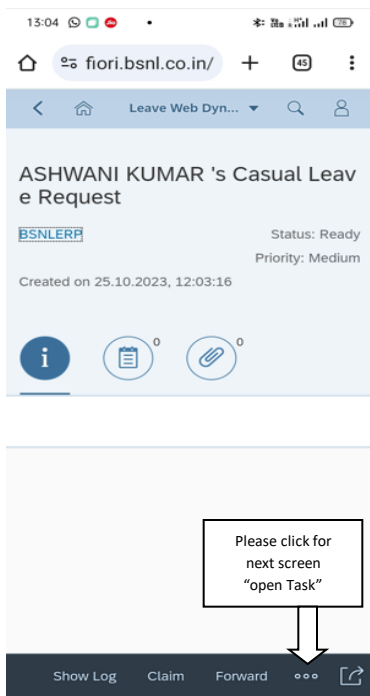
Leave Submitted

OK Cancel

Leave Approval

Reporting Manager / Reviewer will login through SAP ERP Login Credentials.

Click on "Approve Leave Request" tile under ZMANAGER.



Final Screen for Leave approval/Reject for taking necessary action.

Application for Leave

Employee Details

Name of Applicant ASHWANI KUMAR (00901083)
Post Held DM HCM-III ERP BSNLCO
Designation, Deputy Manager Telephone No. 7827897851

Leave Details

Nature of Leave Start Date End Date
Leave Balance as of date Fore Noon Afternoon
Leave Days
Station Leave From To
(Permission to Leave Headquarter)

Reason for Leave Approver SHASHANK SHEKHAR(00202556)-AGM HCM-I ERP CENTRE ALT-Reporting Manager(//)

Return from Last Leave
Weektyoff Prefix:
Weektyoff Suffix:
Looking after By:

Comments Previous Comments

The leave flow takes place according to the leave type after approval of the leave