

**BHARAT SANCHAR NIGAM LIMITED**  
**(A Government of India Enterprise)**  
**CORPORATE OFFICE**  
**PERSONNEL BRANCH**  
**4<sup>th</sup> Floor, Bharat Sanchar Bhawan, H.C. Mathur Lane,**  
**Janpath, New Delhi-110 001**

**No. BSNLCO-PER1/20(11)/27/2022-PERS1**

**Dated 03.05.2024**

**Subject: Development of disciplinary cases monitoring mechanism in ERP – reg.**

The undersigned is directed to refer to this office letter issued from time to time available on intranet on the need to closely monitor and minimize pending disciplinary cases/proceedings of administrative nature. It was requested that all pending disciplinary cases/proceedings of administrative nature i.r.o., executives shall be closely monitored and cases pending for more than six months must be minimized.

In this context, as per direction of CMD BSNL, ERP HR Core Team BSNLCO has developed/configured a mechanism in SAP-ERP, ECC and in form of SAP-FIORI APP to effectively monitor the pendency of disciplinary cases/proceedings of administrative nature. This application/process shall be accessible to the authorized users at BSNL CO, Circles and BA levels through SAP-FIORI **url- FIORI.BSNL.CO.IN** on Mobile/PC on internet. The details of pending disciplinary cases/proceedings of administrative nature can be monitored upto respective SSA/PSA level with this mechanism.

The respective Circles/BA may kindly get authorization for accessing this newly developed disciplinary cases monitoring application/process by raising PIS/Mantis with the approval of circle head to ERP HR core team, BSNL CO. The User ID & password of SAP need to be used to access this monitoring application

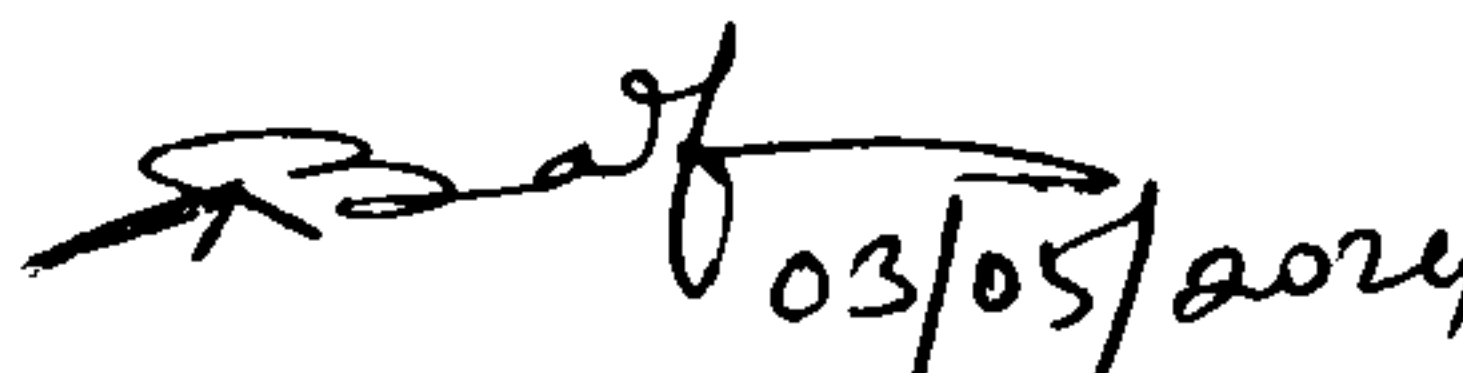
For effective monitoring through ERP, the circle admins should ensure that-

1. All admin charge sheets are issued through SAP only.
2. IO details are updated in the respective fields in concerned Admin charge sheets in ERP.
3. If Final Order (FO) is issued, then FO Number and FO Date must be entered in respective fields in concerned Admin charge sheet in ERP otherwise it will reflect as pending in this monitoring application/process in ERP as the Admin charge sheet shall be considered as complete only if FO date is found maintained in the ERP.

In this application, the circles have to set the target dates for the pending disciplinary cases/proceedings of administrative nature and ensure to clear cases pending more than one year by 31.05.2024 positively.

As the matter is being monitored directly by worthy CMD BSNL, Circle Heads are requested that the status of pending disciplinary cases/proceedings of administrative nature should be updated in ERP regularly and necessary action for their disposal should be taken accordingly as per the target date. A weekly progress report of circles extracted from this application shall be presented to the competent authority.

This issues with the approval of competent authority.

  
**(Nereus Barwa)**  
**AGM (Pers.I)**