

BSNLCO-SEA/23/19/2023-SEA

Dated 22.12.2023

To

All CGMs  
Bharat Sanchar Nigam Limited

Sub : Preparation of e-roster through ERP for year 2023 onwards - reg.

With reference to the above mentioned subject, the undersigned is directed to inform that the ERP team under Pers. Branch has developed a program for e-rosters. In this regard, as per the direction of Hon'ble CMD BSNL, henceforth the e-rosters are to be generated from SAP for all cadres including the circle level cadres for year 2023 onwards.

2. The rosters for Accounts Officer and above level, which have previously been prepared manually at Corporate Office by concerned cadre branch, are now to be generated through SAP for year 2023 onwards. Similarly, for Junior Accounts Officer cadre, rosters should also be prepared & generated by the concerned circle through SAP for year 2023 onwards at their end.

3. For preparing e-roster, it is mandatory that the relevant data/information in respect of the cadre should be correct and maintained properly in three info-types i.e. 9007, 9016, 9019.

4. In this regard, the Circle may ensure correctness of data updation in respect of all Finance and Accounts employees working in the Circles. The target for generating e-roster for the year 2023 is fixed as 31.01.2024 including data updation by 31.12.2023. In case of any assistance, Core team L3, HR Wing of ERP BSNL Corporate Office may be consulted. The matter may be treated as MOST URGENT please.

This issues with the approval of the competent authority.

  
( Tomy K.I. )  
Assistant General Manager (SEA)

Copy to : The IFA, BSNL Circles - For necessary action, please.