

HCM-HR CELL

O/o the Chief General Manager,
West Bengal Telecom Circle,
8, Red Cross Place, Kolkata-1.
Ph.: (033) 2210-9424.

**भारत संचार निगम लिमिटेड**

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

No. WBTC/HCM-HR/Personnel Data Verification/2021

Date: 18.03.2021.

To

The BA/OA/Unit Heads under W. B. Telecom Circle.
The CE(Civil)/CE(Electrical), W. B. Zone, Kolkata.

Sub: Verification of personnel data of Executive employees in ERP-SAP from Service Book for implementation of e-DPC/CPC – regarding.

Ref: Letter of Jt. GM (Pers-SM), C.O., New Delhi, vide no. BSNLCO-PERB/19(21)/1/2020-Pers1 dated 08.02.2021 along with Annexure-1 (copy enclosed).

On the above mentioned subject, I am hereby directed to request you to furnish the data for the executives in the grades of SDE and JTO under your jurisdiction as per attached "Annexure-DPC" and submit the same to the AGM(HR/Admin), C.O., O/o the CGMT, W. B. Circle, Kolkata within 20.03.2021 for further necessary action at this end.

The following points may be taken into consideration while filling up the data in "Annexure-DPC" (stream-wise segregated list of employees in the cadre of SDE & JTO):

- (i) Data to be filled in "Annexure-DPC" as per guidelines of Annexure-1 under reference in the blank columns only appearing in red colour. No formatting in "Annexure-DPC" sheet is required to be done except entering the data.
- (ii) Due care should be taken regarding correctness of data. Service Book of the concerned employee may be reconciled thoroughly for the purpose.
- (iii) Filled-up data in MS-Excel format along with its copy of approval regarding correctness of data from the Unit Head may be sent to E-Mail amhrbsnl@gmail.com.
- (iv) On receiving the data, ERP-SAP entry in this regard will be completed by the Circle Office HCMHR_L2/L1 team. All HCMHR_L1s are requested to do not make any entry in ERP-SAP in this regard.
- (v) Any discrepancy, if found, i.r.o. data already available in "Annexure-DPC", may be intimated accordingly with supporting documents for rectification of the same.

This is issued with the approval of the Competent Authority.

- Encl.: 1. BSNLCO-PERB/19(21)/1/2020-Pers1
dated 08.02.2021 along with Annexure-1.
2. "Annexure-DPC".

(Kaushik Das Gupta)
AGM (HR/Admin)

Copy for kind information to:

1. The PA to CGMT, BSNL, WBTC, Kolkata.
2. The GM(HR/Admn.), O/o the CGMT, BSNL, WBTC, Kolkata.
3. The AO(Cash), Circle Office, WBTC, Kolkata.
4. Sancharika Portal.