

Urgent / Time Bound

Personnel Branch
Corporate Office,
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-PER1/20(11)/3/2020-PERS1

Dated: 17/03/2021

To,
All Heads of Telecom Circles/Metro Districts & Other Administrative Units
Bharat Sanchar Nigam Limited.

Subject:- Verification of personal data of executives in SAP Portal from original records of employees in Online transfer application module (OTAM)-Regarding.

In continuation of this office letter of even No. dated 05.02.2021 and instructions contained therein, it may be noted that provisions i.r.o. 'Medical condition', 'Disabilities', 'Special achievements' and 'Spouse working status' have been made in the SAP/ERP system by the ERP Core Team for updating the data required for smooth implementation of the proposed Online transfer application module (OTAM) under ERP.

Following are the T-Codes available to update the apropos/relevant data of Employee's / Employee's Dependent in SAP/ERP system.

S.No	Fields in SAP	T-Codes/ Info Type in SAP
1	Chronic Disease (already available)	PA30 - IT 9010
2	Critical medical condition of dependent family members (10 specific diseases)	PA30 - IT 0021
3	Working spouse details - Present posted station	PA30 - IT 0021
4	Special Achievement/awards received in the field of sports & culture	PA30 - IT 9032
5	Special awards received e.g. Sanchar seva padak, Sanchar Shree etc.	PA30 - IT 9033

Accordingly, it is requested to ensure compliance of instructions already issued vide aforesaid referred letter No. dated 05.02.2021 with reference to updation as well as verification of personnel data under your control in every aspect in ERP, **positively by 15.03.2021.**

This issues with the approval of the competent authority.

[O. N. Tiwary]
Jt. GM (Pers SMI)
BSNL CO, New Delhi

Copy to :

1. All PGMs/GMs of BSNL CO New Delhi.
2. The PGM(ERP) for information and n/a pl.

[Neretus Barwa]
Jt. GM (Pers SMI)

AM (Estt-4)/2
Swakha

17/3/21