

**Urgent /Time bound**



**BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE  
(Personnel Branch)**

**4<sup>th</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001**

**No: BSNLCO-PERB/19(12)/1/2020-PERS1**

**dated 02.02.2021**

**To,**

All Heads of Telecom Circles/Metro Districts & Other Administrative Units  
All GMs/PGMs of BSNL CO New Delhi  
Bharat Sanchar Nigam Limited.

**Subject: - Verification of personnel data of Executives in SAP Portal from service book for implementation of e-DPC/CPC through SAP Portal w.e.f 01.04.2021.**

It has been decided with the approval of the competent authority to implement e-DPC/CPC Module on ERP platform w.e.f 01.04.2021. All the DPCs/CPCs (EPP, Post based etc.) are planned to be conducted through SAP w.e.f 01.04.2021. For successful implementation of e-DPC/CPC Module, the following two works are to be completed on priority basis latest by 28.02.2021.

1. Verification of employee data in SAP Portal from service book.
2. Feeding of Manual APAR data into ERP system for the period from 2014-15 to 2016-17/2017-18.

For verification of personnel data, T Code "ZHR\_PROMO\_INFO" is being developed, under which all relevant fields required for promotion/Upgradation have been incorporated. The code has been designed to facilitate the personnel data updation at SSA/Circle/ BSNL CO Levels.

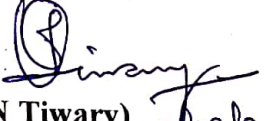
Further, for uploading of manual APAR data, T code "ZHR\_APAR\_Offline" is being developed in ERP. The past years Manual APAR from 2014-15 to 2015-16 for all executives and Manual APARs for period 2014-15 to 2016-17 in respect of PA/PS /Dual reporting structure are to be uploaded in the ERP portal through above mentioned T code. Online APAR system was introduced from 2016-17, however some executives have submitted manual Part period APAR for year 2016-17 and the same is also required to be uploaded in ERP. Both above mentioned T codes will be made operational w.e.f **08.02.2021**.

Further, scanned copy of these Manual APARs may be shown to the DPCs/CPCs at the time of holding of DPC/CPC. T- Code is being developed to upload these scanned APAR copy in ERP also.

Accordingly, the Circles Heads/GM (HR) are requested to ensure that above works are completed by **28.02.2021**.

Further, certificate duly signed by the GM (HR) of circle office regarding complete verification/updation of personnel data and past years manual APAR data may be submitted to this office latest by **5<sup>th</sup> March 2021** without fail.

This issue with the approval of competent authority.

  
(O.N Tiwary)  
Jt. GM (Pers-SM) 02/02/21  
BSNL CO, New Delhi

**Copy to:-**

The PGM (ERP) for information & n/a pl.