



[ERP Project]

No: 8-7/2009-CIT/ERP/Vol-IV/22

Dated: 25th Aug 2011

Sub:- Maintenance of Service book after ERP Go Live

In the meeting held on 10th Aug to 12th Aug'11 with STR in BSNL, CO, it was decided that service book will continue to be maintained in physical form as per the prevailing instructions.

However, for the recurring transactions viz leave quota credit and debit, leave salary contribution/ pension contribution and Group Insurance, report in standard format will be generated from ERP. Report generated from the ERP may be pasted in the service book and the same shall be authenticated by the service book keeping officer.

The report in ERP will be available on from date to date basis. The periodicity for leave report i.e. generation, pasting and authentication shall happen every six months or on transfer of employee whichever is earlier while the periodicity for leave salary contribution, pension contribution and Group Insurance shall happen on annual basis or on transfer of employee whichever is earlier.

This issues with the approval of the competent authority

Raman Aggarwal
Addl GM (CIT)

To

The Chief General Manager
Karnataka/ Maharashtra Telecom Circle
Western Telecom Project, Southern Telecom Region, ALTTC Ghaziabad
Telecom Factory Mumbai.

Copy to

7. Office Copy.
8. All Team Heads, ERP Project, for kind information please.
9. All Core team DGMs, ERP Project, for kind information and necessary action.