



File No. BSNLCO-COMN/17(11)/10/2025-ESTT FIN

Dated 12.08.2025

To

All BSNL Circle Heads/IFAs.

Sub: Updation of Leave Encashment data in ERP-SAP i.r.o absorbed employees of BSNL.

Ref:- This office letter no. E-2473 BSNLCO-CA/15(11)/1/2020-CA-FICO Part (1) dated 18.08.2023, 16.10.2023, 22.01.2024, 07.11.2024, CMD DO letter dated 11.03.2025 & 10.07.2025 (available on intranet)

With reference to the above mentioned subject, it is hereby informed that a special drive has already been initiated for updating the leave encashment data of BSNL absorbed employees in ERP-SAP. This task involves bifurcation of leave encashment paid to such employee into

1. Leave balance available at the time of absorption in BSNL
2. Leave earned subsequent to their absorption in BSNL.

It has been observed that progress in some circles has been very slow, primarily due to issue such as:

- a. Duplicable PERNER numbers assigned to the same employee.
- b. Non-availability of Service Books.

In this regard, it is requested to furnish employee-wise details along with reasons where updation is not feasible due to factors beyond your control, as already requested vide this office letter dated 10.07.2025.

For employees where requisite information is available, the data updation process may please be expedited. A work completion certificate may also be issued at the earliest upon completion.

P.G.M. (EF)