

एच आर कार्यक्षेत्र (प्रशासन अनुभाग)
कार्यालय मुख्य महाप्रबंधक दूरसंचार,
पंजाब परिमंडल, प्लाट नं 02, संचार सदन,
सेक्टर-34, चंडीगढ़-160022

HR VERTICAL (Admin Section)
O/o Chief General Manager Telecom,
Punjab Circle, Plot No. 02, Sanchar Sadan,
Sector 34-A Chandigarh-160022



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No: PBCO-11/12(12)/1/2022-HR ADMIN

Dated 09.07.2026

To

All BA/Vertical/Unit Heads
Punjab Telecom Circle.


Sub:- Verification and Updating of Mobile Numbers in Attendance Portal and ERP – Reg.

It has been observed that, in some cases, mobile numbers recorded in the Attendance Portal are different from that mentioned in the ERP. Also in ERP, the mobile number should invariably be the BSNL service connection numbers allotted to employees.

All BA/Vertical/Unit Heads are therefore requested to advise their Nodal Officers to immediately verify the mobile numbers of all employees under their jurisdiction and make sure that only BSNL service connection mobile numbers which have been issued to respective employees are recorded in both the Attendance Portal and ERP.

This verification process must be completed within 3 days from the date of issue of this letter. After expiry of the stipulated period, the concerned Nodal Officer shall be held responsible for any discrepancies.

This issues with the approval of Competent Authority.


Ram Dass Bharti
AGM (Admn)
Mob no. 94651-41300

Copy to:

All Vertical Heads, Circle Office, Chandigarh, with the request to circulate these instructions among all officers/officials working under their control and advise them to verify their mobile numbers recorded in the Attendance Portal and ERP. Discrepancy, if any, may be brought immediately to the notice of the Circle Attendance Nodal (AGM, Admn) for necessary correction, please.