

No.: BSNLCO-PER1/20(11)/16/2024-PERS1

Dated: 03.10.2026

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

Subject:- Urgent Time-Bound Directions for Completion and Updation of Employees' Data in SAP-ERP

This office has been issuing instructions from time to time regarding updation of employee data in SAP-ERP. It has, however, been observed with serious concern by the Management that critical service data pertaining to BSNL employees—including Stay Particulars in a circle/post, Educational Qualification, Career History, Cadre and Personal Details, Sensitive Post, disciplinary action if any etc. remains incomplete, incorrect or entirely unrecorded in the SAP-ERP system. The matter has been viewed very seriously at the highest level.

2. Accordingly, I am directed to convey that all Heads of Circles / Metro Districts / Administrative Units shall immediately expedite and ensure 100% data entry, verification and updation of the service particulars of all working BSNL employees, strictly in accordance with their Service Book records, in SAP-ERP. Furthermore, all Heads must ensure that the Object Characteristics relating to Sensitive Posts are accurately mapped and updated against the respective Position IDs without fail.

3. The complete data entry, updation and verification i.r.o. all working employees must be completed positively by **20.10.2026**. A formal Completion Certificate signed by the **GM (Admn / HR) or the Head of the Unit concerned** must be submitted to this office on or before the target date.

4. Simultaneously, Circles / Units shall direct every employee to get verified his or her own particulars in SAP/ERP and to report any discrepancy, with documentary support, to the Circle / Unit HR within the above period. It shall be the personal responsibility of every employee to ensure that his or her particulars are correctly and completely reflected in SAP-ERP, and Circles / Units shall dispose of every discrepancy so reported within the same period.

5. With effect from **21.10.2026**, this office will rely solely on SAP-ERP data for all HR and cadre administration, including but not limited to cadre management and cadre review, fixation of seniority, DPCs, promotions and confirmations, transfers, postings and relieving, rotation of officers on Sensitive Posts, deputation and foreign service, retirement and pension processing, training nominations, and vigilance / NOC clearances; and no parallel record will be entertained for any purpose. In the event of any discrepancy, omission or shortcoming being observed thereafter in the HR data of any employee, executive or non-executive, the direct responsibility will rest entirely with the Circle / Unit concerned. No representation on account of any particular not reflected in SAP-ERP shall be entertained thereafter, every employee having been afforded the opportunity under para 4 above to verify his or her own record and to report any discrepancy.

This issues with the approval of the Competent Authority.



[Nereus Barwa]
AGM(Pers.I)

Copy for information and necessary action to:

1. PPS to All Directors BSNL Board, New Delhi.
2. All Cadre Controlling Authorities, BSNL Corporate Office, New Delhi.
3. GM (Admn/HR), all Telecom Circles / Metro Districts for strict compliance.
4. Guard File / Office Copy.