

No.1-3/2016-Estt.III

Dated: 24.05.2017

To

All Heads of Telecom Circles/
Administrative Units
Bharat Sanchar Nigam Limited.

Sub: - On line submission of all types of leave applications – ERP reg.

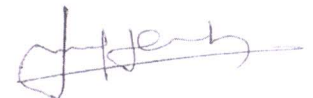
Sir,

This is regarding online submission of all types of leave through ESS Portal. It has been brought to the notice of this office that many officials are unable to submit their leave applications online, due to lack of access to computer terminals or on account of not being computer literate or lack of knowledge of English.

The matter has been examined. Such officials should be advised to avail the help of their colleagues or supervisors to apply leave online using their user ID on the ESS Portal. Further, all field units have to ensure that leave of every employee is entered and updated in the ERP portal. All employees have to invariably apply for leave through the ESS portal only and paper based processing of leave, if being practiced, should be stopped with immediate effect.

The above instructions may please be noted for strict compliance.

Yours sincerely,



(Zanal Zachariah)

Assistant General Manager (Estt.-III)

☎ 011- 23037182

Copy to:

1. PPS to CMD / BSNL Board, Functional Directors.
2. All PGMs /GMs – BSNL Corporate office.
3. All recognized Unions /Associations

No. A/PPE-4/BSNL-Order/2017/2017/MHTC/20

Dated:- 01/06/2017.

Sub:- On line submission of all types of leave applications – ERP reg.

Endorsed to All Business Heads/SSA Heads/Unit Heads:- For information and necessary action please.


Assistant General Manager (Estt.)
BSNL, MH Circle, Mumbai-54.