



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
SR Cell, Corporate Office
8th Floor, Bharat Sanchar Bhawan,
Harish Chander Mathur Lane,
Janpath, New Delhi-110 001

No. BSNL/39-1/SR/2020

Dated: 26.02.2021

To

1. All Chief General Manager
Bharat Sanchar Nigam Limited.
2. PGM(Personnel), BSNL C.O.

Subject:- Grant of Special Casual Leave to CEC members for attending CEC Meeting of BSNLEU- reg.

Ref: General Secretary, BSNLEU letter No. BSNL/101(CEC) dated 11.02.2021.

Approval of the Competent Authority is hereby conveyed for grant of Special Casual Leave, on request to CEC Members of BSNLEU from 07.03.2021 to 09.03.2021 for attending their Central Executive Meeting to be held at Chennai. The Special Casual Leave shall be granted for the days of meeting and the actual time taken in the journey. The instructions contained in this office letter No. BSNL/20-14/SR/2018 dated 7th July, 2020 shall be complied with.

2. The above approval is subject to the condition that the total number of Special Casual Leave to an employee shall not exceed 20 days in a year.

Encls: As above.


26.02.2021
(Pardeep Kumar)
Asstt.Genl.Manager(SR)

Copy for information to :

Shri P. Abhimanyu, General Secretary, BSNLEU.



BHARAT SANCHAR NIGAM LTD.

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No. BSNL/20-14/SR/2018

Dated the 7th, July, 2020

To

The PGM (ERP)
ALTTC, Ghaziabad

Subject: Entry of Special Casual Leave in ERP module.

Sir,

I am directed to refer to the subject mentioned above and to say that the Special Casual Leave (Spl.C.L.) is granted to the employees in BSNL for different purposes. Till now the entry of Spl. C.L. was not being made in leave module of ERP. Now, it has been initiated on trial basis in Corporate Office and Karnataka Circle. Following Executives have been assigned the work to make entry in leave module of ERP, in these two Circles. Their details are given below:-

S. No.	Name of the Officers(S/Shri)	HRMS NO	Concerned Circle	Cell No
1.	Satish Kumar, DGM	99001611	Corporate Office	9868533400
2.	Basheer Ali Seikh, JTO	201801062	Karnataka Circle	9482232984

The above two officials will act as an administrator for generating Spl. C.L in ERP on the basis of leave sanctioned by the competent authority. It is, therefore, requested to issue suitable guidelines, in this regard, to both the circles at the earliest.

At the same time, suitable action may be initiated so that the process is implemented on Pan India preferably w.e.f.01.08.2020.


7/7/2020
(Sunita Arora)

Asstt. General Manager(SR)

Copy to :- All CGMs, BSNL Following is enclosed for guidance:

(a) Copy of detailed procedure, duly approved by Director(HR), to maintain Spl.C.L in ERP. Circles may go through the attached procedure carefully and complete the preparedness by 31.07.2020 so that the process of making entry of Spl. CL in ERP starts w.e.f. 01.08.2020.

Contd...2/-



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(b) FAQ released by SR Cell on Spl.C.L vide No. BSNL/20-14/SR/2018 dtd 04.02.2020 .On implementation of Spl.C.L in ERP, register for maintaining Spl.C.L as per **Q- U9, U10 and A4** shall be dispensed with.

(c) Copy of e-mail forwarded therewith the instructions by ERP on marking / maintaining Spl.C.L entry in leave module of ERP.

It may be ensured that after 01.08.2020 no physical application from the beneficiary is entertained at any level. In view of above, suitable instructions may be issued to all beneficiaries of Spl.C.L., that they have to get their leave sanctioned and forwarded to the concerned System Administrator for making entry.


7/7/2020
(Sunita Arora)
Asstt. General Manager(SR)