



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

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 dispended 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)



BHARAT SANCHAR NIGAM LTD.

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No BSNL/20-14/SR/2018

Dated the: 26.02.2020

To,
General Manager
CIT, Corporate office


Sub: Provision of special casual leave on ERP ESS module

Sir,

I am directed to enclose photocopy of note sheet of approval of Dir(HR) for Provision of special casual leave on ERP ESS module. Presently there is no provision in ERP ESS module for special casual leave. Special casual leaves are presently maintained in offline mode.

it is, requested to provide special casual leave on ERP ESS portal.

Encl:-As above.

Yours faithfully,

26.02.2020
(Vinod Bagadri)
AGM (SR), BSNLCO
Tel. No. 011-23766063
Fax No. 011-23734338

issued 27/02/2020

a/22

Sub :- Provision of special casual leave on ERP ESS module
Ref : Discussion with Dir(HR)-N/6 pre page

As per approval on N/6 -

- A. FAQ has been issued on 04.02.2020(F/A).
- B. Maintain Special Casual Leave in ERP ESS module. Process initiated as below.

2. Matter was further pursued with ERP team to incorporate Special Casual Leave in ERP ESS module. Based on discussion ERP cell has given the inputs(F/B) and detailed procedure to maintain Special Casual Leave in ERP, after detailed discussion with HCL team .

3. CIT, Corporate office has communicated the procedure for maintaining Special Casual Leave in ERP ESS module as follows:-

- i. The beneficiaries of Special Casual Leave (in the beginning of the year or any time during the year when the beneficiaries become eligible for Special Casual Leave) are required to apply their controlling officer for credit of Special Casual Leave in their leave account substantiated by the relevant rules.
- ii. Controlling officer after examining the eligibility of the beneficiary will recommend to HR administrator for assigning quota in ERP.
- iii. Option to apply special casual leave will be those perner only for which quota has been given in IT 2006 in ERP by concerned HR administrator. HR admn shall decide the eligibility and update the quota in ESS/ERP, then only the particular perner shall be able to apply special casual leave through ERP.
- iv. There will be a default ceiling of 20 days in calendar year for whatever purpose together, however the HR Administrator will credit Special Casual Leave quota based on the eligibility as case to case basis for e.g. 20, 10, 5 etc. In no case it can be more than 20 days.
- v. Approval of Special Casual Leave work flow shall be as per workflow approval for E/L.
- vi. Quota can be given in ERP any time in year though quota updation T code.
- vii. In the drop down menu of leave type there will one option of SCL apart from the kind of leave like EL and CL.
- viii. There will be another selection button menu for "purpose" of Special Casual Leave. In purpose employee may select Sports events, Cultural activities, Union/Association activities, Mountaineering/Trekking expeditions, Family planning, To Re-employed ex-serviceman, Natural calamities, Bandhs etc., and During elections.
- ix. On the above approval ERP team will make provision in ESS, draft procedure and circulate.

It is proposed to get the approval of Dir(HR) for the procedure at para "3" before the same is communicated to CIT cell for making provision of Special Casual Leave in ERP ESS module.



19.02.20
AGM (SR)

DGM(SR)

[Signature]
19/2/2020

GM(SR)

[Signature]
19/2/2020

Dir. (HR)

[Signature]

[Signature]
23/2

GM(SR)


[Signature]
24/2

[Handwritten signature]


[Handwritten signature]
24/2/2020

PROVISION OF SPECIAL CASUAL LEAVE (SCL) through ESS

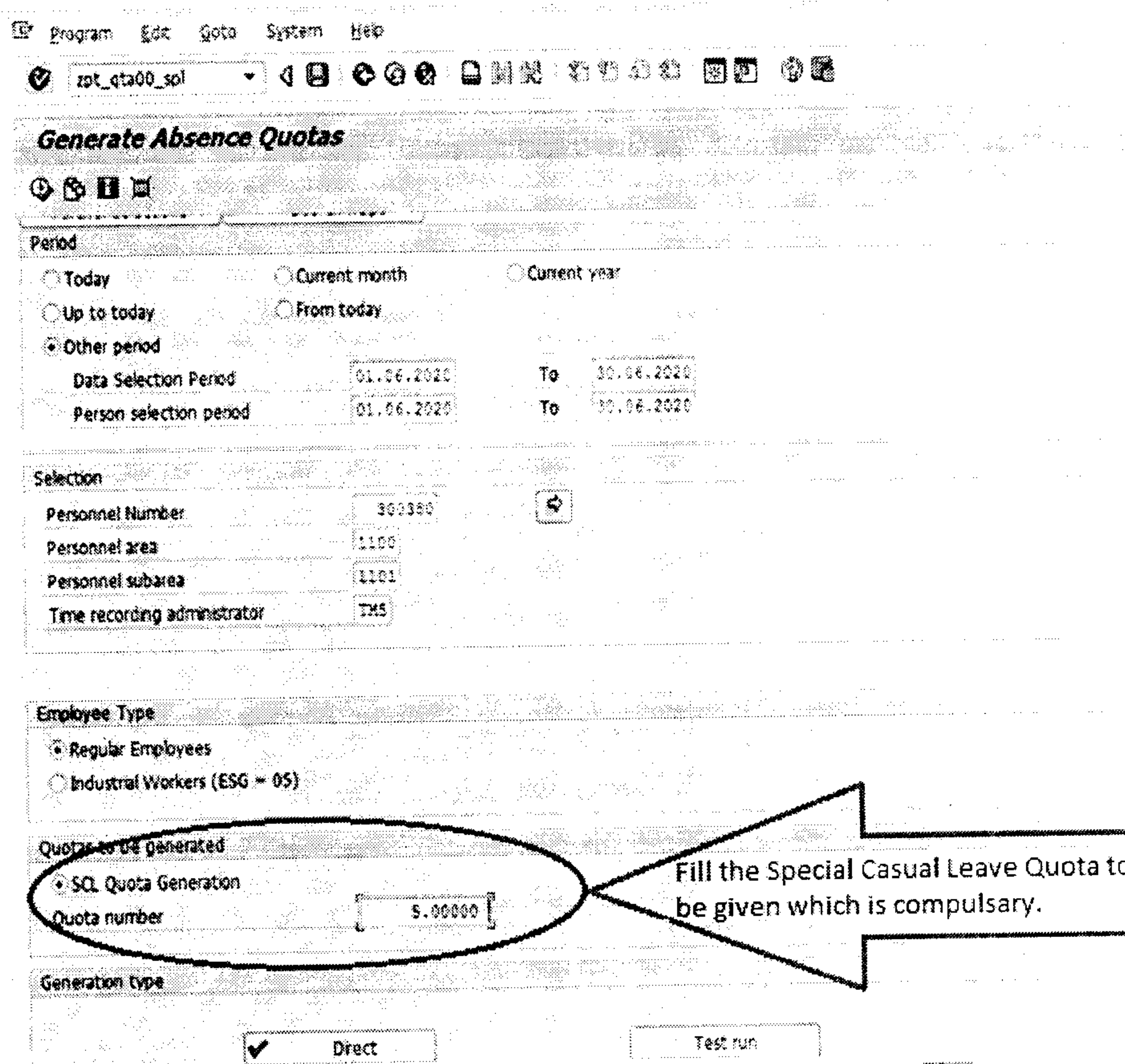
Option to apply Special Casual Leave will be available to those pernr only for whom quota has been given in IT2006 In ERP by concerned HR Administrator. (HR Admn has to decide the eligibility as per the prevailing approval procedure in accordance with current BSNL policy & rulings and update the quota, then only the particular Pernr shall be able to apply SCL through ERP). ERP system will not have any provision regarding eligibility criteria, therefore decision of eligibility and quantity of quota will be administrative decision by competent authority/HR Admn at SSA/BA Level.

1. Run Tcode "ZPT_QTA00_SPL" 

Note: Quota can be credited in ERP as per need any time in year through above Tcode.

2. Fill the details as given in the following screenshot and click on execute button 

Note:- HR administrator will credit Special Casual Leave Quota based on the eligibilty as case to case for e.g. 1, 2, 3,..... or 20 (any number as per applicability/approval but not more than 20 in a caledar year) etc. In no case it can be more than 20. Default ceiling of SCL is 20 days in a calender year.



Program Edit Quota System Help

zpt_qta00_spl

Generate Absence Quotas

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period 01.06.2020 To 30.06.2020

Person selection period 01.06.2020 To 30.06.2020

Selection

Personnel Number 300380

Personnel area 1100

Personnel subarea 1101

Time recording administrator TM5

Employee Type

Regular Employees

Industrial Workers (ESG = 05)

Quotas to be Generated

SCL Quota Generation

Quota number 5.00000

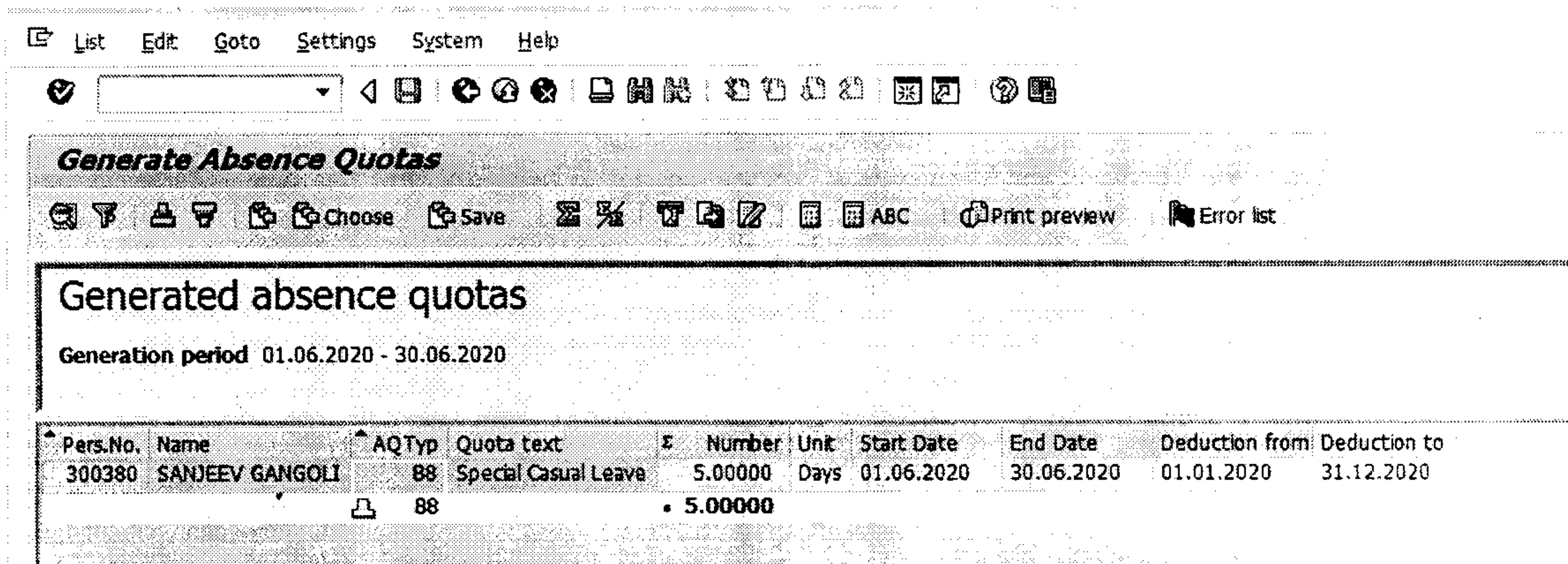
Generation type

Direct

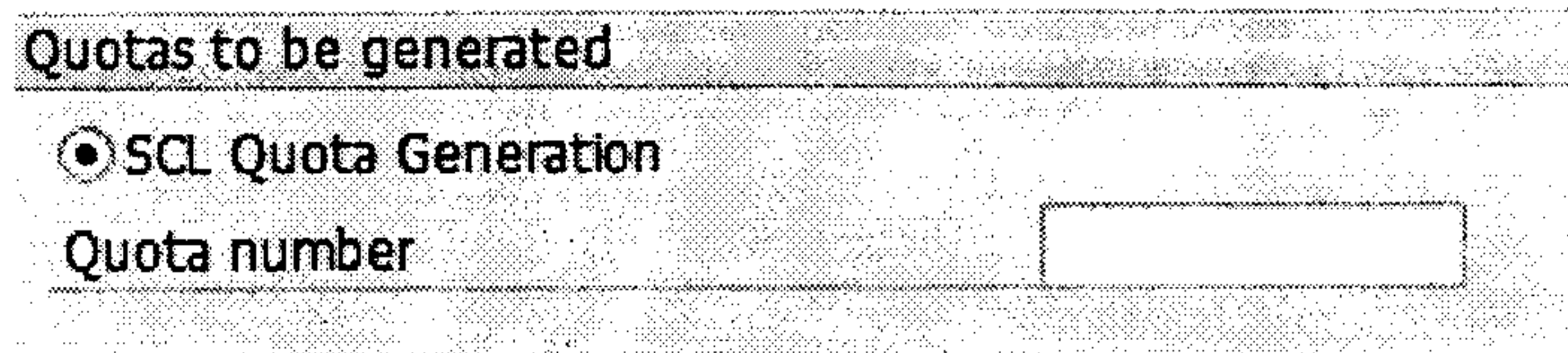
Fill the Special Casual Leave Quota to be given which is compulsory.

C/2-4

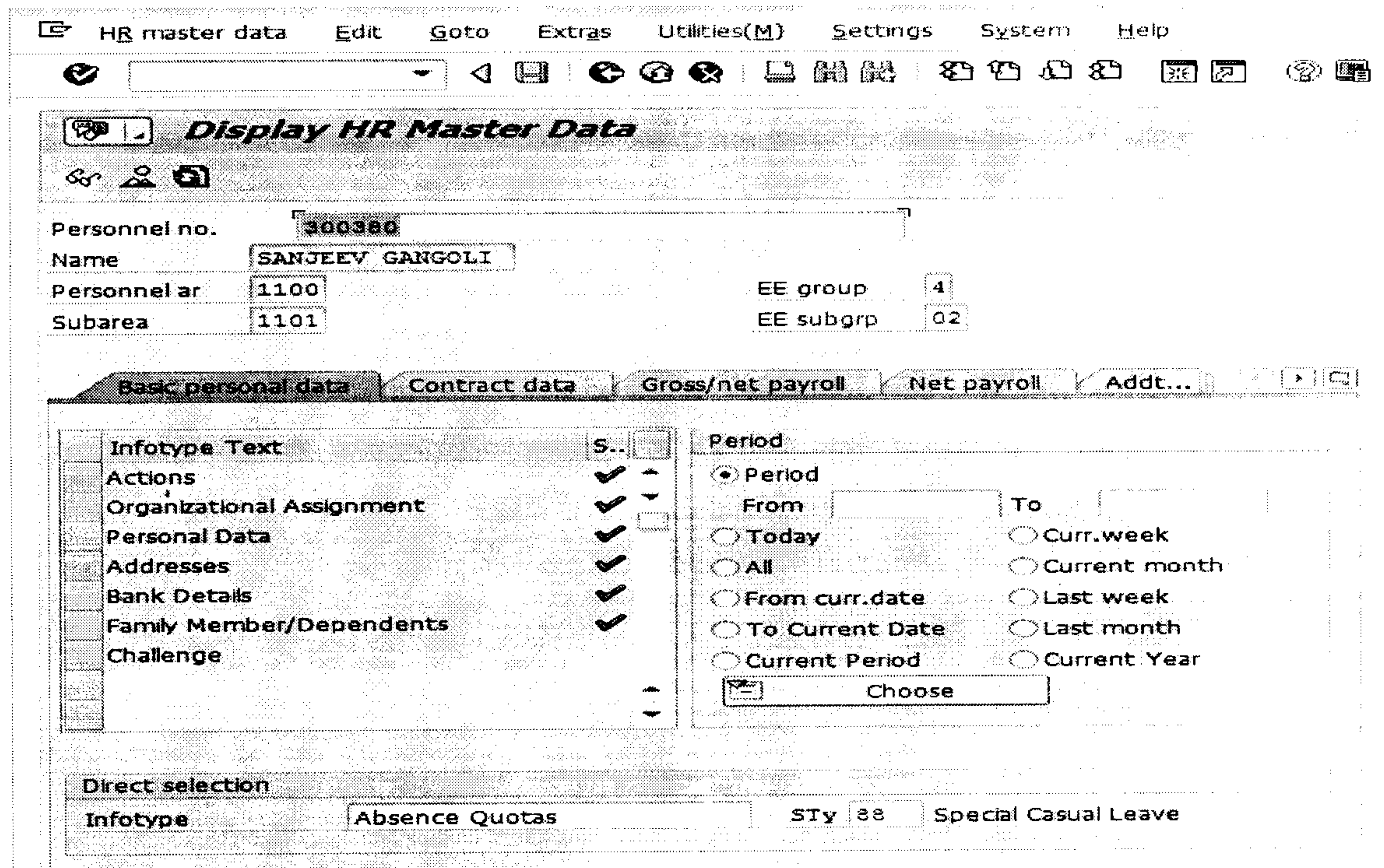
3. The following screen will appear after successful execution.



4. If QUOTA is not passed in below field than maximum SCL quota i.e. 20 will get updated for the relevant calendar Year.



5. Quota updated can be verified in PA20/IT2006 subtype 0088.



C/3-4



Overview Absence Quotas

Choose

Pers.No. Name
 Pers.area Corporate Office Cost Ctr ERP IT PROJECT
 EE subgrp Group B WS rule General Shift Office
 Choose To Sty.

Absence Quotas

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction	From	To	L
01.06.2020	30.06.2020	88	Special Casual Leave	01.01.2020	31.12.2020	5.00000	0.00000			



Display Absence Quotas

Personal work schedule
 Activity allocation
 Cost assignment
 External services

Pers.No. Name
 Pers.area Corporate Office Cost Ctr ERP IT PROJECT
 EE subgrp Group B WS rule General Shift Office
 From To Chg.

Absence quota

Category Special Casual Leave
 Time
 Quota number Days
 Deduction ➔ Neg. deduction to
 Deduction from
 Deduction to

C/4-4

6. Employee can now apply SPL leave through ESS and workflow shall be initiated for approval in ESS.

Welcome SANJEEV GANGOLI Help | Personalize

Home | Employee Self-Service | Employee Password Admin | Manager Self-Service

Overview | Employee Search | Personal Information | GTI - Group Term Insurance | Pay Information | CDR SCORE CARD | Leave | Claim | VRS-2019 | Travel and Expenses | APAR | Manager/Subordinate View

Leave Request History

Detailed Navigation

- Leave
- Leave Request**
- Leave Request Cancellation
- Leave Extension/Curtailment
- Joining Report
- Leave History
- Quota Overview
- Holiday Calendar
- Leave Summary report

Portal Favorites

Employee Details

Name of Applicant: SANJEEV GANGOLI (00300350)
Post Held: DEPUTY MANAGER ERP HCM VI
Designation: Sr. Sub Divisional Engine Telephone No. 9412220470

Leave Details

Nature of Leave * Start Date * End Date *
Leave Balance as of date Fore Noon Afternoon
Leave Days
Station Leave From * To *
(Permission to Leave Headquarter) *

Reason for Leave * Approver: RAVENDRA BHARDWAJ(003006150)-AGM
HCM-I ERP CENTRE ALT-Reporting
Manager: ASHWANI KUMAR(003006764)-DCM

Return from Last Leave
Weeklyoff Prefix:
Weeklyoff Suffix:
Looking after By