

भारत संचार भवन, हरीश चन्द्र  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

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ए.रॉबर्ट जे. रवि, आईटीएस

अध्यक्ष एवं प्रबन्ध निदेशक

F.No. E-2473 BSNLCO-CA/15(11)/1/2020-CA-ERP-FICO-Part(1)

A. ROBERT J. RAVI, ITS

Dated: 11/03/2025

Chairman & Managing Director

To

The Chief General Manager,  
All BSNL Circles

**Sub: Updating of DoT period leave encashment data in ERP-SAP i.r.o. retired BSNL absorbed employees for submission of reimbursement claim to DoT –reg.**

**Ref: This office letter dated 18.08.2023, 16.10.2023, 22.01.2024 and 07.11.2024 (available on Intranet)**

It has been brought to my notice that there is no significant progress on the matter regarding updating of DoT period leave encashment data in ERP-SAP i.r.o. retired BSNL absorbed employees.

The status as on 27/02/2025 is enclosed as **Annexure-A**. The bottom 7 territorial circles having progress of less than 10% are Assam, Jammu & Kashmir, Jharkhand, Odisha, Sikkim, UP (West) & Uttarakhand.

Wherever the details are not available with the Circle, since the leave encashment data / service book of retired BSNL absorbed employees are in the possession of office of concerned CCAs, the same is to be resolved through proper liaisoning with the office of concerned CCAs.

These data are to be completed in a time bound manner to raise the claim to DoT. Therefore, your personal attention is required on the matter to ensure completion of these data **latest by 25/03/2025**.

A. Robert J. Ravi  
CMD, BSNL

Encl.: As above

Copy for information and necessary action to:

1. Director (HR), BSNL
2. PGM (Per), BSNL Corporate Office
3. PGM (Establishment), BSNL Corporate Office
4. PGM (EF), BSNL Corporate Office
5. The IFA of all BSNL Circles

Status as on 27/02/2025 of verification of leave encashment data in ERP-SAP of retired BSNL absorbed employees						
S.N.	Circle	Absorbed employees as per ERP-SAP	Data completed in ERP-SAP by BSNL circle	Partial Data uploaded in ERP-SAP by BSNL circle	No activity done in ERP-SAP by BSNL circle	Data completed in %
		A	B	C	D=A-B-C	E=B/A
1	ALTTC	474	260	15	199	55%
2	Andaman & Nicobar	89	77	0	12	87%
3	Assam	4527	367	7	4153	8%
4	BBNW	144	11	2	131	8%
5	Bihar	5566	1467	388	3711	26%
6	Calcutta Metro District	12613	8754	200	3659	69%
7	Chennai Metro District	10156	7146	120	2890	70%
8	Chhattisgarh	2155	1904	33	218	88%
9	CN(Tx-East), Kolkatta	2255	1356	2	897	60%
10	CN(Tx-NE Region),GHT	355	0	26	329	0%
11	CN(Tx-North), Delhi	3787	695	145	2947	18%
12	CN(Tx-South),Chennai	2536	1548	14	974	61%
13	CN(Tx-West) Mumbai	2531	956	136	1439	38%
14	Corporate Office	1122	23	8	1091	2%
15	Gujarat	20876	14984	1594	4298	72%
16	Haryana	4396	3675	42	679	84%
17	Himachal Pradesh	1892	1638	3	251	87%
18	Inspections & QA	695	144	32	519	21%
19	ITPC	139	76	0	63	55%
20	Jammu & Kashmir	2240	152	191	1897	7%
21	Jharkhand	2412	10	247	2155	0%
22	Karnataka	18250	16584	21	1645	91%
23	Kerala	17357	16651	12	694	96%
24	Madhya Pradesh	11033	5479	328	5226	50%
25	Maharashtra	22674	15289	1358	6027	67%
26	North East - I	1379	364	260	755	26%
27	North East - II	752	106	3	643	14%
28	Odisha	4808	292	94	4422	6%
29	Punjab	8641	4042	308	4291	47%
30	Rajasthan	9990	9331	5	654	93%
31	Sikkim	78	-	-	78	0%
32	Tamil Nadu	19995	15487	285	4223	77%
33	Telangana + AP	24608	21886	133	2589	89%
34	UP (E)	13085	3610	608	8867	28%
35	UP (W)	6652	94	7	6551	1%
36	Uttarakhand	1975	41	334	1600	2%
37	West Bengal	9741	5428	746	3567	56%
	<b>Grand Total</b>	<b>251978</b>	<b>159927</b>	<b>7707</b>	<b>84344</b>	<b>63%</b>