



Bharat Sanchar Nigam Limited
CORPORATE OFFICE, SEA SECTION
7th Floor, Bharat Sanchar Bhawan,
New Delhi - 110 001

No 14-5/2014 SEA BSNL
Dated 23-03-2015

To

All Heads of Circles/ Circle IFAs
Telecom Circles/ Metro Telephone Districts/Maintenance & Project Circles/ Supporting Circles,
BSNL

Subject:- Data purification in respect of Account & Finance personnel from the grade of Accounts Officers to the grade of Deputy General Manager (Finance) for preparation of gradation list in each grade and updation of records in ERP.

Reference: - This office letter No 14-5/2014 SEA BSNL Date 19-01-2015.

Kindly refer to this office letter cited under reference [**available on intranet.bsnl.co.in under Director (Fin) Finance Personnel**] through which a list of all Accounts & Finance executives working in BSNL as on **1st January, 2015** as per record of BSNL Corporate Office, New Delhi in the grade of Accounts Officer/ Deputy Manager, Sr. Accounts Officer/Manager, Chief Accounts Officer/Asstt. General Manager and Deputy General Manager (Finance) was circulated in an excel worksheet.

All the Circles/Administrative Units under whom Accounts & Finance personnel are working as on **1st Jan, 2015** were requested to go through the whole list thoroughly and executives working in respective Circles/ Supporting Circles/ Units were required to get identified the executives working in their Circles and a list of the same may be prepared by sorting their name from the attached excel sheet. Name of the executives who have been transferred to other Circles/Units on or before **1st Jan, 2015** but reports of their joining in the new Circle/Units has not been received by the relieving Circle/Units, be incorporated in their data list by the relieving Circle/Units only.

Circles/Units in first instant were required to have a thorough check whether the **names, staff number, date of birth, community, date of entry, year of passing of JAO Exam**, substantive and present grade, date of joining in various promotional grades are correct and tallied with the working strength of their Circle/Units and correction, if needed be done in the excel worksheet against the relevant column and row. Thereafter, this list be circulated immediately among all the Accounts & Finance personnel working in your Circle/ Unit to enable them to check the data to make a representation **before 15th February, 2015** against the discrepancy found, if any. Representations exclusively regarding discrepancies if any, noticed in the list, are required to be submitted by any of the executive **before 15th February, 2015**, with authenticated supporting documents.

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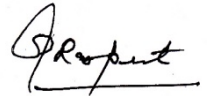
The representation received upto the prescribed date i.e. by 15th February, 2015 from any of the executives may first be checked and verified from the record available in the Circle/Administrative unit of BSNL concerned, and if satisfied, scanned copy of received representation with authenticated supporting documents along with comments be forwarded to AGM (SEA) CO BSNL, New Delhi up to 15th February, 2015 through email at email id adg_sea@bsnl.co.in only in pdf format.

The desired information has not been received from most of the Circles/Metro Districts/Units (Except a few) even after lapse of a period of two months. Due to non receipt of the same the work relating to the data purification, preparation and circulation of gradation lists of various cadres could not been completed by this office.

It is, therefore, once again requested to kindly look into the matter and arrange to submit immediately the desired information through mail on mail_id adg_sea@bsnl.co.in

In case of non submission of information, the Gradation lists of each cadre will be circulated by this office, on the basis of the data available in BSNL Corporate Office and the Circles/Units shall be held responsible for the discrepancy if any and consequences thereof.

This issues with the approval of the Competent Authority.



(Sunil Rajput)

Assistant General Manager (SEA)

Copy for information to: -

1. All Associations / Unions of BSNL Executives