

IndiaBroadband >>
Linking India
CORPORATE OFFICE
PERSONNEL – V SECTION
Bharat Sanchar Bhawan, 5th



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Floor

Harish Chandra Mathur Lane, New Delhi – 110001.

No.3-9/2007-Pers V/BSNL (Pt.)

Dated: August 26, 2009.

To

**Heads of Circles/Metro District/
Administrative units / Telecom Factories**
Bharat Sanchar Nigam Limited

Kindly refer this office letter No. 3-9/2005-Pers-V (BSNL) dated 9th Aug, 05 wherein instructions for the usage of HR package were issued. As per instructions issued, there will be two users responsible for correct data entry. The first user will enter the data directly from the service book. The second user will verify the data entered with the service book and this will be recorded in the system.

Now it has been observed in some sample cases that the information entered in HRMS package is not correct. It indicates instructions issued for entry and verification of data in HR package has not properly been followed. Reports from the HRMS package are used for different purposes including **decision-making on some critical issues**. Often reply to **parliament questions, Statutory Bodies** are also submitted on the basis of the information available in HRMS package.

Therefore, all the circle heads are requested to **instruct** the concerned field units for the **verification** of information entered in HRMS package from the service book. If any information subsequently is found **incorrect**, concerned users who made the entry in HRMS package/ verified the information will be held **responsible**. Circle Heads are requested to get the process of the verification of data completed by **30th Sept '09** and compliance report to this effect may also be submitted by **10th October '09** positively.

(P. K. Misra)
DGM (Estt.)