

Urgent /Time bound

**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Personnel Branch)**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No: BSNLCO-PERB/19(12)/1/2020-PERS1

dated 31.03.2021

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Implementation of e-DPC/CPC in BSNL – Procedure- regarding

Reference:- This office letter No BSNLCO-PERB/19(12)/1/2020-PERS1 Dated 26.03.2021

In continuation to this office letter of even number dated 26.03.2021, whereby the salient feature of e-DPC/CPC have been elaborated, the details of necessary T codes, procedure and user manual for smooth conduct of online DPC/CPC (for time bound Upgradation as per EPP) w.e.f 01.04.2021 are enclosed herewith for use and reference.

All the T codes which will be used for e-DPC/CPC purpose have been grouped under three main heads (as mentioned below), their details are summarized under **Annexure-I**.

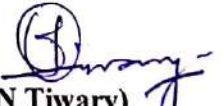
- A. Preparatory Work**
- B. CPC Assessment**
- C. Vigilance Clearance**

AGM (HR) /DGM (HR) of the circle offices shall be authorized in SAP for use of T code pertaining to Preparatory Work and CPC Assessment. Vigilance heads of circles shall be authorized in SAP by the concerned CGM for use of T codes pertaining to Vigilance unit. Circles may coordinate with ERP Centre Ghaziabad for necessary authorization to concerned persons.

The detailed procedure for smooth conduct of e-DPC/CPC (for time bound Upgradation as per EPP) has been elaborated in **Annexure-II**. User manual has also been uploaded on ERP Help Desk Portal under link mentioned below:

ERP Help Desk Portal (10.197.216.213)→ FAQ→at Sl. No. 263 (EPP User Manual)

This issues with the approval of competent authority.


(O.N Tiwary)
Jt. GM (Pers-SM) 31/03/21
BSNL CO, New Delhi

Enclosure :-

- 1. Annexure-I: - T codes used for e-DPC/CPC.**
- 2. Annexure-II: - Procedure for e-DPC/CPC.**
- 3. Excel Template for uploading data of executives under consideration into SAP.**

T codes used for -DPC/CPC (for time bound Upgradation as per EPP

A. Preparatory Work:

- **ZHR_PROMO_INFO:-** For viewing promotional data of executives under zone of consideration.
- **ZHR_BULKDATA_ENTRY:-** For updating information related to 1st/Last TBU and training details.
- **ZHR_GET_APAR_DATA:-** for viewing Manual APAR data.
- **ZHR_APAR_OFFLINE:** for feeding Manual APAR data
- **ZHR_PARTAPAR_OFFLINE:-**for feeding part Manual APARs for which atleast one part APAR is online.
- **ZHR_APAR_CUSTODIAN:-** for viewing and updating No report/No review certificate against online APAR.


(Above T codes have already been communicated vide this office of even letter No 02.02.2021, 08.02.2021 & 03.03.2021)

B. CPC Assessment :

- **ZHR_DPC_DATA_UPLOAD:-** For uploading data of executives into SAP who are under zone of consideration. (Sample Template attached)
- **ZHR_DPC_NFUNCTIONAL:-** for Assessing the eligibility and making final recommendation by CPC committee.
- **ZHR_SEALDCOVER_DATA:** for putting the data of executives under sealed cover, as per the decision of CPC.
- **ZHR_DPC_ASSESSMENT:-** For downloading the assessment of CPC as finalized under previous two T codes.
- **ZHR_CPC_MOM:-** for generating minutes of meeting of CPC.
- **ZHR_EDPC_ORDERS :-** for generating order as per the recommendation of CPC .
- **ZHR_RDPC_NFUNCTIONAL:-** Used for Left Out DPC/CPC.

C. Vigilance Clearance:-

- **ZHR_VIG_DATA_UPLOAD:-** For uploading VC status of executives who are under zone of consideration.
- **ZHR_VIG_RDATA_UPLOAD:-** For uploading VC status of executives for Left Out DPC


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Procedure for conduct of e-DPC/CPC

A. Preparatory Work for e-DPC/CPC

1. The details such as Pern number, Designation, Substantive grade, Category, Staff No, DOJ in substantive Grade, current EPP grade etc of the executives, whose time bound upgradation is due, should be checked and verified in SAP using T Code "ZHR_PROMO_INFO". In case of any missing data /incorrect data, same shall be corrected from service book.
2. Data related to time bound upgradation like Date of Effect of Last TBU, Date of Training of Last TBU, Order number of last TBU, Order date of Last TBU, Last TBU pay scale etc are to be checked carefully using code ZHR_PROMO_INFO code, and correction if any be done using T code "ZHR_BULKDATA_ENTRY" from service book.
3. The manual APARs of executives under consideration for time bound Upgradation should be verified in SAP using T Code "ZHR_GET_APAR_DATA". In case of missing manual APAR data, same may be completed in the SAP before proceeding for e-DPC/CPC using below given T code: -
 - a. T code for feeding Manual APARs is :- **ZHR_APAR_OFFLINE**
 - b. T code for feeding Manual Part APAR (in case one or more Part APAR(s) are Manual while other part is online) :- **ZHR_PARTAPAR_OFFLINE**

(Detailed instructions and procedure have already been issued vide this office even number letter dated 08.02.2021 & 03.03.2021)

4. Online APARs of executives may also be verified in SAP using T Code "ZHR_APAR_Custodian". In case of non completion of e-APAR due to non reporting and/or non reviewing by reporting/reviewing officers, same may be completed in SAP by attaching No report/No review certificate with the approval of competent authority.
5. e-DPC/CPC module will not allow any updation of data **except entry of due date of time bound Upgradation and TBU Number** (1st TBU/2nd TBU/ ...5th TBU) (upcoming), therefore, all data pertains to time bound upgradation as visible in T code "ZHR_PROMO_INFO" should be completed/corrected before processing of e-DPC/CPC.

B. CPC Assessment (New DPC/CPC)

1. **ZHR_DPC_DATA_UPLOAD**:-The following data related to executives under consideration shall be uploaded in excel file through this T Code. (Sample Template attached).
 1. DPC/CPC letter No,
 2. DPC/CPC letter date ,
 3. Pern numbers
 4. Stream code (such as for Telecom-01, Finance-12) should be in two digit and in text format (in excel sheet).
- Excel file name for uploading data should be of **maximum 50 characters**.

2. ZHR_DPC_NFUNCTIONAL:-

- Running this code for first time, select “Do you want to display saved data in e-DPC” as “NO” and subsequently, this field should be selected as “YES”.
- Pern Numbers of all DPC/CPC committee members should be entered in the relevant fields. Press ENTR TAB, after entering Pern number of each DPC/CPC member. It will display his/her name with designation.
- All personnel data related to DPC/CPC, APAR grading (manual and online), remarks (Normal/Adverse), Integrity, copy of online APARs, VC status (Current and VC on due date, VC Remarks etc) are automatically displayed on the screen.

3. Functionality of T code:-

- a. T code shall be executed in the background. Procedure explained in User manual.
 - b. Data related to ‘Due date of Time bound Upgradation (upcoming)’ shall be entered through this T Code carefully. Non qualifying service like dies-non, Ex-OL without MC etc. which changes the due date of upgradation should also be taken care of while entering the due date of time bound upgradation.
 - c. Time bound upgradation number (1st TBU/2ndTBU/3rd TBU/4th TBU/5th TBU) (Upcoming) shall be selected from drop down.
 - d. Checking of Promotion benchmark column for each executive by DPC/CPC members.
 - e. DPC/CPC Recommendation such as FIT, UNFIT, UNASSESSED, RETIRED, SEALED COVER etc by DPC/CPC members.
 - f. CPC remarks if any as desired by CPC can be made (**maximum 100 characters**).
- After entering the ‘Due date of TBU’ & ‘Time bound upgradation number’ in relevant column for each executive through T code ZHR_DPC_NFUNCTIONAL, data should be saved and a formal request in the following format should be sent to vigilance section for furnishing the VC status.
 - a. DPC/CPC letter No,
 - b. DPC/CPC Letter date and
 - c. Purpose for VC is required (eg VC required for EPP)
 - If formal request for furnishing the VC status is sent to vigilance section without entering due date of TBU in SAP against each executive, Vigilance section will not be able to provide the VC status as on due date of TBU.
 - VC status against each executive will be updated in assessment sheet only after the final submission of VC status in SAP by vigilance section.


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4. Vigilance Clearance

ZHR_VIG_DATA_UPLOAD

- Authorization of this T code will be given to Vigilance head of the circle.
- T Code will be used for processing the VC Status.
- Data related to executives under consideration of TBU and current VC status is automatically fetched from system. While VC status on due date of TBU and VC remark, if any, shall be entered against each executive under the column marked as “VC as on due date & remarks if any”
- Utmost Care should be taken while clicking the **upload button**, as current VC status, VC status as on due date of upgradation and remarks if any, once uploaded /submitted in SAP, can't be changed later on.
- Vigilance section should not submit the VC status if 'Due date of TBU' column is found blank.
- Vigilance section, after final submission of VC status in SAP, should revert back to DPC/HR/Admin section stating that “ VC status for all executives considered for TBU vide DPC letter No... and DPC letter date have been finally submitted in SAP”.

5. DPC/CPC Committee Recommendation:-

- After receiving the VC status from vigilance unit, promotion bench mark must be assessed/verified against each executive.
- APAR form for Manual /online APAR should be seen by CPC against each executives.
- DPC/CPC must enter recommendation (under column e-DPC Recommendation) such as FIT, UNFIT, UNASSESSED, SEALED COVER, RETIRED etc. available in drop down menu against each executive.
- A blank column has been provided for entering remarks (maximum 100 characters), if any, by DPC/CPC committee.
- Data should be saved while entering the CPC recommendations-
- Submit button will be activated only when all entries in PB (Promotion bench mark) and e-DPC recommendation column are made.
- Provision has been made to import the saved assessment sheet in excel format before final submission.
- **It is advisable to exercise submit button after due verification of all CPC Data and only after concurrence of all CPC members.**

■ Utmost care should be taken before final submission (through submit button) of assessment data as further change/updation in assessment sheet will not be possible after its final submission.

[An extra provision in the form of POP UP is under development by ERP Team, that will alert the user before final submission of data]

- After entering all data in assessment sheet in SAP, it should be saved and submitted finally by pressing **SUBMIT button**.

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6. **ZHR_SEALEDCOVER_DATA** :- This T code is used for preparing the sealed covered cases as per recommendation of DPC/CPC under E-DPC Recommendation as "Sealed Cover". This T code should be executed before extracting final assessment sheet though T code **ZHR_DPC_ASSESSMENT**.

7. **ZHR_DPC_ASSESSMENT**: -This T code is used to extract Assessment Sheet submitted through T code "ZHR_DPC_NFUNCTIONAL". The assessment sheet so extracted will be annexed with MOM for approval in e-office. (Procedure for extracting the same in excel format has been shown in user manual in detail)

8. **Maintain Signing Authority in SAP:**


Maintain the signing authority office address before executing T code "ZHR_CPC_MOM" and "ZHR_EDPC_ORDERS" using T Code "PA30" Info type 6 & Sub type 6. Signing authority will be the person who will issue order for time bound upgradation. Address of the signing authority will become header of MOM and TBU order.

9. **ZHR_CPC_MOM**: -This T code is used to extract minutes of meeting of DPC/CPC. The minutes of meeting along with assessment sheet will be put up in e-office, after signature of all DPC/CPC members, for approval by competent authority.

- Before extracting MOM, pl maintain the signing authority in SAP, as its maintenance in SAP is very necessary.
- Although necessary office instructions/ reference guidelines have been incorporated in minutes of meeting (MOM) to be generated by the system, but same can be edited as per requirement.

10. **ZHR_EDPC_ORDERS** :-

- TBU Order will be generated in SAP using this T Code.
- Order should be generated only after approval of MOM by competent authority.
- Like MOM, necessary office instructions/ reference guidelines have been incorporated in order, but same can be edited as per requirement.


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C. Left Out DPC/CPC:

- Left Out DPC/CPC for cases other than FIT & UNFIT i.e. for cases such as un-assessed, sealed cover cases etc. may be done.
- For Left Out DPC/CPC, DPC letter number and date will remain same as that of original DPC/CPC.
- Before executing T code ZHR_RDPC_NFUNCTIONAL, VC should be called from Vigilance branch.
- A formal request in the following format should be sent to vigilance section for furnishing the VC status for Left Out DPC/CPC.
 - a. DPC/CPC letter No, (**Original letter no**)
 - b. DPC/CPC Letter date and (**Original letter date**)
 - c. Purpose for VC is required (eg VC required for EPP for left out cases such as **un-assessed , sealed cover etc.**)

1. Vigilance Branch: (ZHR_VIG_RDATA_UPLOAD)

- VC status for Left Out DPC/CPC can be processed using above mentioned T code for Left Out cases in original DPC/CPC.
- Rest procedure will remain same as prescribed for new CPC/DPC.

2. CPC Assessment (Left Out DPC): (ZHR_RDPC_NFUNCTIONAL)

- Reference DPC letter no and letter date for Left Out DPC/CPC will be same as of original DPC/CPC, However, date for conduct of Left Out DPC/CPC (new date) to be entered in field "**Left out DPC Date**"
- Actions/processes performed for un-assessed, sealed cover case as in Manual DPC/CPC can be performed for Left Out DPC/CPC also.
- CPC members may be changed in Left Out DPC/CPC if required, with the approval of competent authority.
- Procedure for generating assessment, MOM, ORDERS shall remain same as in case of new DPC/CPC.


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