

BSNLCO-PETS/11(11)/1/2023-PERS

Dated: 07/04/2026

To,

**All Heads of Telecom Circles/Metro Districts & Other Administrative Units
Bharat Sanchar Nigam Limited.**

Subject: - Verification and correction of Career History in SAP/ ESS Portal- regarding .

Ref: No. 1. BSNLCO-PER1/20(11)/26/2020-PERS1 dtd 17.09.2022.
2. BSNLCO-PER1/20(11)/16/2024-PERS1; Dated: 28.03.2025
3. BSNLCO-PETS/11(11)/1/2025-PERS1; Dated: 11.08.2025
4. BSNLCO-PETS/13(12)/3/2021-PERS1; Dated: 22.12.2025

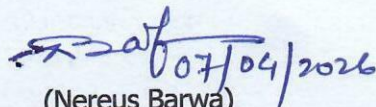
Kind attention is invited to this office letters under Reference, wherein HR Administrator of the Circle/Unit were requested to update / correct the SAP data of employees working in their circles.

In this regard, all employee are hereby advised to carefully go through their career history details available in the ESS (Employee Self Service) Portal under Personal Information Head. In case any discrepancy or omission is noticed, the concerned employee should immediately bring it to the notice of the respective HR/Administrative section of their circle/ unit along with supporting documents for necessary correction through e-office or email etc. A message in this regard shall be sent to all employees on their mobile number registered in SAP/ESS portal.

Further, all circles/units Heads are requested to ensure that the HR/Administration sections promptly examine the representations received from employees and take necessary corrective action in the SAP/ESS records after due verification of supporting/service documents.

This exercise may be treated as a priority to maintain accurate service records of all employees and is to be completed positively by 14.04.2026.

This issues with the approval of the competent authority.


(Nereus Barwa)
Assistant General Manager (Pers.1)

Copy to:

1. PPS to Dir (HR), BSNLCO, ND.
2. Concerned cadre controlling units BSNLCO
3. All the PGMs/Sr. GMs/GMs of BSNL CO New Delhi
4. DGM (Pers. - ERP), BSNLCO, ND
5. Intranet Portal/ Office copy.