

O/o PGM (ERP)
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. ERP/REM/2019-20/Technical/05

Dated: 03/03/2021

To
The CGMs
BSNL Telecom Circles

Subject: Implementation of Online Staff Quarter Application process for allotment of staff quarter through REM module in ERP system.

This is to draw your kind attention that Online Staff quarter application process for BSNL employees has been developed through REM module in ERP system and successfully implemented in BSNL Corporate Office and HP Telecom Circle as POC. Accordingly it has been decided to roll out the same across all Circles.

Salient features of process are as follows:

1. Employees will be able to apply online for fresh allotment or change of allotment of staff quarters through ESS. The employee data as maintained in HR Master will be automatically populated in the online form.
2. The designated estate officer shall be able to view details and update status of application.
3. Estate Officer shall also be able to generate waiting list of staff quarters. Flexibility has initially been provided to estate officer to modify/correct the sequence as deemed fit. Subsequently report of waiting list can also be printed.
4. The staff quarter allotment will be done through creation of staff quarter allotment contract type Z800. Monthly deduction of applicable charges from payroll can be done through payroll posting process.
5. Various status of application viz. Submitted, Cancelled, Allotted, Allotment Rejected, Allotment Accepted, Occupied, Vacated etc. shall be updated against the application in ESS and respective report available to Estate Officer at various stages of process.

User manual available on ERP helpdesk portal at the link given below may be referred for complete details.

http://10.197.216.213/user%20manuals/REM/REM_Staff%20Quarter%20application%20process%20Manual_ver%201%200.pdf

Therefore, it is requested to implement the aforesaid process in your Circle at the earliest. For any sort of clarification, ERP-REM Core Team may be contacted on 0120-2755058/2755057/2755074/2704314 or Email -bsnl.erp.rem3@gmail.com.

DGM (ERP)

Copy to:

1. The CGM, ITPC Pune for kind information pl
2. Intranet Portal