



## Bharat Sanchar Nigam Limited

(A Govt. Of India Enterprise)

Office of the Chief General Manager Telecom, M P Circle, Bhopal.

No: ADMN/ERP/HCM/L2/Misc/2

Dated : 20/04/2015

To,

All Business Area Heads,  
MP Telecom Circle, Bhopal

Sub: Filling of remaining details of retired employee whose HRMS number is not available/generated- Regarding.

Under the caption subject it is to intimate that the relevant & useful data from the template HCM 08 has been ported to template HCM 14 in respect of Retired/Expired employee whose HRMS number were not generated due to their retirement before implementation of HRMS package(2007).

In this context it is requested that the remaining fields of the template HCM 14 may please be filled & required addition may also be done in respect of left out Retired employees, if any & the completed template HCM 14 may please be send on **PIS latest by 25/04/2015 without fail.**

**Encl:** Templates of all business areas.

(P K Shrivastava)

Jt GM (HR/Admn) &

SPOC HCM C.O. Bhopal

Tel 0755-2550600, Mob: 9425001203

Copy to:

1. Sr GM (NOW-CFA), Circle Office, Bhopal
2. GM (F), Circle Office, Bhopal