



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)
O/o the CGM BSNL TN Circle,
Chennai 600 002.

To

Heads of all SSAs/Units

No.HRD/100-42/2011-pt. dated at Chennai 600 002 the 23-4-2013

Sub: Implementation of leave module in HR package - reg.

This is regarding updation of Child Care Leave (CCL) in the Leave Module of HRMS package.

As per instructions received from ITPC Pune the following steps to be followed in the package:-

- 1. First Leave Coordinator has to enter the opening balance of Child Care Leave in the leave module of HR package for the eligible employees (Woman employees having minor child upto 18 years of age for normal child and upto 22 years of age for disable child) after verifying with Service Book for a maximum period of 730 days in entire service by using the menu as follows:-

ADD=>Leave Opening Balance=>Other Leave.

- 2. After completion of updation of opening balance, the Leave User can update the entry of child care leave in the package.

Leave User has to update the child care leave in the package for the officers/officials to whom the CCL has been sanctioned / availed by using the form as follows:-

- a) If CCL is already sanctioned and if leave period is not over leave user can enter the CCL using the form

ADD=>Leave Application=>EL/HPL Leave Application=>Application with Sanction Details

Using this form enter the leave period along with sanction details

- b) If the Officer/Official has availed the CCL and leave period is over, Leave user can enter the CCL using the form

ADD=>Leave Application=>EL/HPL Leave Application=>Application with Joining Details.

Using this form enter the leave period with sanction details and joining details.

All the Heads of SSAs/Units are requested that instructions may be given accordingly for the updation of opening balance of Child Care Leave of eligible employees in the HR package and for updation of CCL in the package by the Leave Users for the Officers/Officials who have availed the same.

M. Shanmugam 23/06/13

(M. SHANMUGAM)

Deputy General Manager (HR)
O/o CGM BSNL TN Circle, CH-2

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All sections in circle office.