

**O/o Chief Vigilance Officer,**

Eastern Court Complex, Ground Floor,  
Near MTNL Sanchar Haat, JANPATH  
New Delhi- 110001

Tel. 011-23734340, Fax: **011-23734300**,  
Email: [cvo@bsnl.co.in](mailto:cvo@bsnl.co.in)



**भारत संचार निगम लिमिटेड**

( भारत सरकार का उपक्रम )

**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

No: CVO / ERP /VA/ 2015 /

Dated: 04/02/2016

To,

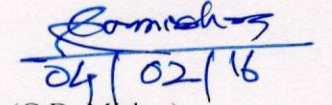
**All Vigilance Heads  
BSNL Circles / Units,**

**Sub:** Vigilance Clearance (VC) report in ERP - regarding  
**Ref:** GM (ERP) letter dated 29.01.2016

Kindly find enclosed herewith the letter received from GM (ERP) dated 29.01.2016 regarding Vigilance Clearance (VC) report in ERP. It is requested to all Circle Vigilance Heads to use ERP-SAP portal for Vigilance Clearance report and also to continue with the present process of Vigilance Clearance in addition to vigilance clearance from ERP portal till further instructions.

This issues with the approval of competent Authority

Encls: A.a.

  
04/02/16

(G.D. Mishra)  
AGM (VA)

Phone:011-23734371

**Copy to** for kind information please:

1. PS to CVO, BSNL
2. Addl. CVO, Dy. CVO-I, Dy. CVO-II, BSNL
3. O/c

GM (ERP)  
ALTTC Campus, Ghaziabad  
☎ : 0120-2704327, Email: gmerpcore@bsnl.co.in



भारत संचार निगम लिमिटेड  
BHARAT SANCHAR NIGAM LIMITED  
(A Group of India Enterprises)

To,

The Chief General Manager  
All Circles, BSNL

**No.:** GM/ERP-GZB/ALTTC/Admin/Corr./80

Dated 29.01.2016

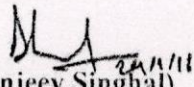
**Sub:** 14 point Vigilance Clearance (VC) report in ERP - regd.

14 point Vigilance Clearance (VC) report has been developed in ERP-SAP and is now available in PRD server for end use by vigilance team/Admin unit. The T-code for 14 point VC report is "ZHR\_VIG\_CLEARANCE".

In the report "Date of posting in present Circle" will appear only for employees whose career history of joining in present Circle is maintained in ERP-SAP. Further Annual property return (APR) submission status will appear only when employee has filed the latest Annual immovable property return in ERP-SAP (ESS).

The only prerequisite is that all the Vigilance & HR data must be updated prior to extraction of the report by the respective circles. The help document for generation of said VC report is enclosed.

In case of any difficulty/feedback, please raise a PIS docket on erphelpdesk portal (MANTIS) for issue resolution.

  
(Sanjeev Singh)  
GM (ERP)

Copy to:

1. CVO, BSNL – For kind information please and issue of instruction to all circles & BSNL CO.
2. CGM ITPC – for kind information.
3. PGM (CIT) – for kind information.
4. Intranet Portal



**Document for Vigilance Clearance Report Generation**

1. Use T- Code “ZHR\_VIG\_CLEARANCE”. Following Screen as below will appear open. Enter the Personnel No. (Mandatory), Letter & Refer no (Optional) and select the radio button for required purpose of Vigilance Clearance.

2. After execution the below screen will appear.

SNO	NAME	DESIGNATION	CIRCLE	SSA	PERNR
1	MANJUNATHA K N	Sub Divisional Engineer	Karnataka Telecom Circle	Bangalore TD	29213112

3. Click on the PERNR.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SL	NAME	Designa	Status	Scale	DOB	Date of	Whether	Staff No.	Ending date	Ending	Any	Any	VC may	Whether
		tion	(substantive	of Pay		posting	absorbed	HRMS	of	date of	disciplinary	complaint	be	AFR
			Grade)			to Present	(Y/N)	No.	currency of	currency of	case	under	granted /	submitted
						circle			major	major	contemplated	investigation	withheld	for the
									penalty	penalty	per	as per	records.	previous
									imposed in	imposed in	records	records.		year
									last	last	5 years	5 years		ending
									3 years.	5 years.	5 years.	5 years.		31st
														December
														2015
01	MANJUNATHA K N	Sub Divisional Engineer	SDE	39100.00-54700.00	09.08.1978		Absorbed	98213112	NIL	NIL	CHARGESHEET NO. NIL VIGILANCE/2014/20 SERVED ON DATE: 29.01.2016	NIL	VC MAY BE WITHHELD	

Col. no. 1 to 11 verified, as per service book records

Col. no. 12 to 13 verified.

AGM Controlling officer Head of the Unit

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