



ISO: 9001: 2015 CERTIFIED

No. CCA/PB/VRS/2020-21/

Dated 19-12-2019

To

1. The CGM BSNL Chandigarh.
2. GM (HRD) % the CGMT BSNL Chandigarh.
3. GM (Finance) % the CGMT BSNL Chandigarh.
4. All the GMs of SSAs/ Heads of BSNL Units.

(Through Email only)

Sub: Creation of HoO user for every BSNL SSA/Unit in Punjab Circle- Reg.

This is to inform that the O/o CCA Punjab Telecom Circle has created 'HoO' user, as nominated by BSNL for each unit (One per Unit/SSA) for on boarding BSNL on CPMS (SAMPANN).

The user id and Password for the HoO of your unit has been emailed to the officer nominated by BSNL for the purpose.

It is requested that the following instructions may be read carefully:

The officials i.e. HoO concerned in each unit are requested to login to the system with the username and password sent to each HoO. Upon logging in the official (HoO) shall be required to provide basic details.

Please note that the user should change his/her Password immediately after the first login.

There can be only one HoO i.e. Head of office user per Unit.

After this:

- a) The HoO user shall create DH User i.e. Dealing Hand user [**Important Note: DH user shall be Officer/Official of JTO/JAO rank or above**]
- b) Path to create DH user Login (also informed doing training on 28th & 29th November, 2019 in CCA Office) is Login as HoO – Users: User Registration (Select the Role Type as DH, fill the user detail and save it)
- c) **DH users will be created by HoO in accordance with the defined nomenclature as per list sent to each HoO user.**
- d) After the DH User login is created by HoO User- modules would be automatically authorized to the DH User by the system.

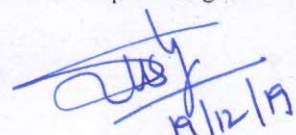
Important Note: SSAs with large no. of VRS- Optees are advised to create one DH per 50-60 Optees subject to maximum of 4 or 5.

Step by step instructions can be accessed from the SAMPANN user manual uploaded on www.ccapunjab.gov.in under the heading '**Training Material on HoO Module and Retiree for on boarding of BSNL**' New- SAMPANN User Manual (Chapter 1 and 2)

In case any further clarification is required CCA office Punjab Circle can be contacted telephonically on the Helpline No 18001802089 any time during office hours on working days.

Further, if any sort of additional hands-on training is required, a request for the same may kindly be sent to this office detailing the names and no. of persons to be trained (DH and VRS Optees) with the approval of the Head of SSA/Unit concerned. Facilitation Camp will be operational in the O/o CCA Punjab, Chandigarh from the last week of December, 2019 for hands on training to Optees and to facilitate BSNL officials for on boarding on SAMPANN and to provide guidance required in filling online forms.

This issues with the approval of the Competent Authority.


Dy. Controller of Communication Accounts