



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Corporate HR Department, 7th floor 'D' Block, Vidyut Bhavan

Memo No: CHR/670/21/353

Date: 09.02.2021

To

Chief Engineer: Distribution/ P&E/ Dist. Project/ Project-II/ Project -III/ Commercial/ RE/ IT&C/
PPSP/ PTP/ Regulation/ Communication/ PPSP/ CRM/ PIDD/ P&C/ SPGD/ R&EM/ DTD/ PSPD/ TPSP, WBSEDCL.

Chief Engineer, Hydel HQ, WBSEDCL

Project Manager, RHP/TCFHP/JHP, WBSEDCL.

Project Site-in-Charge, PPSP Site Bagmundi, WBSEDCL.

General Manager (HRD/Trg./PM), WBSEDCL.

General Manager (F&A): Corporate/ I.A., WBSEDCL

Company Secretary, WBSEDCL.

Addl. Chief Engineer: Safety/EMD/DSM, WBSEDCL.

Officer on Special Duty, WBSEDCL.

Chief Vigilance Officer, WBSEDCL.

Zonal Manager: Kolkata/ Burdwan/ Midnapore/ Berhampore/ Siliguri Zone, WBSEDCL

Addl. Genl. Manager (HR&A): SSC/ CLM/ ES&ER-II/ ES&ER-I/ Distribution/ Corporate HR/

Legal/ Vigilance/ R&MP/ Land Acquisition Cell/ Common Service Cell/ Board, WBSEDCL.

Project Manager: Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/

Coochbehar Special RE Project/ Balurghat/ Malda/ Murshidabad/ Nadia/ West Midnapore/

East Midnapore/ Bankura/ Baruipur/ Diamond Harbour/ Howrah/ Hooghly/ Suri/ Purulia RE Project, WBSEDCL.

Addl. Genl. Manager (F&A): Corp.-Finance/ B&A/ MIS/ RE/ Terminal Claims/ Hydel/ Insurance/

Project-II/ Regulations/ Risk Management/ Indirect Tax/ Distribution, WBSEDCL.

Superintending Engineer: Silguri/Durgapur Testing Circle, WBSEDCL

Advisor & CPRO, WBSEDCL.

Chief Medical Officer, WBSEDCL.

Resident Director, New Delhi Liaison Office, WBSEDCL.

Regional Manager: Alipurduar/ South 24-Parganas/ Bidhannagar/ North 24-Parganas/ Howrah/

Hooghly/ Burdwan/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Bankura/ Purulia/ Nadia/

Murshidabad/ Malda/ Raiganj/ Dakshin Dinajpur/ Coochbehar/ Jalpaiguri/ Darjeeling Region, WBSEDCL.

Divisional Manager: Behala/ Baruipur/ Garia/ Diamond Harbour/ Joynagar/ Bhangar/ New Town/

Bidhannagar-I/ Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/

Basirhat/ Baduria/ Habra/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/

Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/

Rampurhat/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/ Bankura/ Belda/ Bishnupur/

Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Domkol/ Ranaghat/ Berhampore/ Kandi/

Raghunathganj/ North Malda/ South Malda/ Jiaganj/ Dinhata/ Uttar Dinajpur/ Dakshin Dinajpur/

Buniadpur/ Jalpaiguri/ Balurghat/ Alipurduar/ Coochbehar/ Nakashipara/ Darjeeling/ Siliguri Town/

Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Khatra/ Bolpur/ Bongaon/ Canning/ Egra/

Jhargram/ Kakdwip/ Mal/ Mathabhanga Division, WBSEDCL.

Sub: Completion of ERP Activities by all units on real-time basis for accurate maintenance of employee records in HCM Module

Dear Sir/Madam,

In the ERP regime, which is operational for quite some time now, all the units are required to perform employee related activities within the stipulated timelines and keep the database updated at all times. It must be appreciated that a robust database coupled with efficient and reliable information dissemination platform is a sign of well configured Database Management System. In this context, it is felt that there is an urgent need to review the existing records on one hand to ensure its correctness while trying to adopt all necessary measures to update the future records promptly.

Developments incorporated in ERP system are taken up from time to time and the same are communicated to all the establishments through Circulars, Office Orders, Video Conference, e-mail correspondence, etc. on periodical basis. Therefore, effort to maintain such an organized system is the responsibility of all concerned.

In the above backdrop re-defining the roles vis-à-vis functions of all the users in HCM Module particularly those of HR&A Officers has become an absolute necessity in a way that they are required to discharge their responsibilities with more prudence and in a proactive manner to ensure a smooth ERP Database Management System in totality.

Apart from technical issue and certain exceptional cases, the overall system should function as per the established standards. Accordingly, few salient points need to be taken into account to prevent common errors getting generated in the system, thereby minimizing duplication of works. Details have been enumerated below:-

Parameter	Common Errors	Action to be taken
Executing Employee Actions		
Transfer Action.	Infotype 9006 not maintained.	9006 mandatorily to be maintained by the releasing unit; Joining on Transfer Action to be run only after transfer action is completed.
Other Employee Actions.	Wrong Position Id maintained / New Position not maintained; / New payroll area & sub-area not defined; Employee category (Class) not updated/ Inappropriate Date Range maintained.	All actions need to be executed on real time basis with necessary changes as required to prevent the common errors encountered. Extra care to be adopted while running action in case of renewal of engagement period of contractual employees.
Separation Action.	Position ID not changed/ Inappropriate Date Range maintained.	Default Position ID as 99999999 to be maintained; all other activities (Processing of attendance records, updating leave records, Terminal Leave Encashment & delimiting relevant info type from DDO's end, etc.) need to be completed prior to running this action.
Regular / Contractual Hiring		
Hiring of employees under regular payroll.	Acceptance copy of Joining Report not forwarded to this end in due time.	Legible acceptance copy of Joining Report by the appropriate authority to be forwarded within the following day of joining of employee at any unit under order of deployment.
Engagement of employees on contractual basis.	Relevant particulars are not submitted.	Duly filled in prescribed format along with Office Order of engagement/ Legible acceptance copy of Joining Report by the appropriate authority / Self Attested PAN & Bank details to be forwarded within 03 days of joining of employee at any

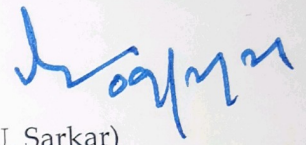
		unit.
Leave Correction		
Corrections of opening leave balance for a particular period.	Necessary documents not submitted.	Proposal should accompany legible copy of corrected Service Book Record duly certified by appropriate authority.
Leave Accrual		
Leave accrual programme.	Inappropriate action executed for regular employees.	<ul style="list-style-type: none"> • Mandatorily to be executed for the particular leave accrual period. • Action to be run only after regularizing leave records for previous periods. • Separation cases for the calendar year to be taken care of as per existing provision available in ERP system.
Annual Leave Encashment		
Processing of Annual Leave Encashment Cases.	Wrongly processed through SAP-Inbox/MSS Portal Inbox.	Approval/Acknowledgement of workflow appearing under Task bar of MSS portal to be processed within the stipulated time period as per the prevailing norms of the Company.
Relationship Matrix		
Maintaining Relationship Matrix.	Not maintained in due time which results in erroneous workflows in ERP Portal.	<ul style="list-style-type: none"> • Mandatorily to be maintained/updated as required from time to time for all employees under their jurisdiction instantaneously upon any change in Position ID/ Unit Change/New Employee Deployment/employee with Additional Charge, etc. • Officers having MSS roles may be requested to complete all activities in ERP Portal till the day the Officer holds the particular position in that unit.
Others		
Correction of Employee Personal Details (Permanent Address, Date of Birth, Gender, Date of Retirement, Legacy ID, etc.).	Proposals are initiated in the month when the employee is due to retire from Company Services.	Proposals in all such cases (except Permanent Address) accompanied with legible authenticated copy of Service Book record need to be enclosed and are required to be submitted within 06 months from the date of joining of the Employee at the unit. All the proposals may be submitted to ES&ER-I Cell (Class-I) & ES&ER-II Cell (Class-II, III, IV).

Further, for any issues related to actions which are directly connected with ESS-MSS Portal like Leave Application submission and its posting, Generation of Joining Report, Annual Leave Encashment, Submission of advances & re-imbursments, etc. all office requested to raise incident through CA-HELPDESK (<https://helpdesk.wbsedcl.in/CAisd/pdmweb.exe>) for assistance.

All the units are advised to update all pending records immediately and proposals pertaining to correction of employee personal details shall have to be initiated, as may be necessary and submitted to the concerned departments at Corporate Office at Vidyut Bhavan latest by 30.04.2021, failing which the matter shall be viewed seriously.

Continuous endeavor should be made to minimize the employee grievance at all levels.

Yours faithfully,



(U. Sarkar)

General Manager (HR&A)