



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

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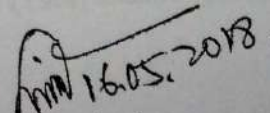
Sub: Generation of Retirement Notice from SAP ERP System and
recording of the same in the Service Book

Transaction on employee's life cycle events are being updated on regular basis in HCM Module in SAP ERP System. SAP ERP System is an integrated network and therefore information available in the system exist in a common platform where from different users, based upon their authorization, can have access to it. Performing the activities on real time basis will ensure availability of correct information and at the same time facilitates generation of different reports as and when required.

Keeping in view of the above provision it has been decided that Retirement Notice of employees of the organization shall henceforth be generated through the SAP ERP system discontinuing the existing manual process, following the prevailing norms of the company. Since the Notice is system-generated all the details shall be available from system database along with the name of the issuing authority. To facilitate generation of retirement notice in correct form, appropriate information on Date of Retirement of the employee needs to be essentially maintained in the SAP ERP database.

All the HR&A officers are advised to verify and update such information, if not yet properly maintained, on periodical basis for all employees under his jurisdiction. Subsequently, upon generation of such notice, necessary entry shall be required to be made in the Service Book of the employee.

All the retirement notices which are required to be issued from the month of June-2018 onwards shall invariably be system-generated.


(Sujay Sarkar)
Director (HR)