

MAHARASHTRA STATE ELECTRICITY DIST.CO.LTD.

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Administrative Circular No. : 196 Dt 15/12/2008

Sub : Access of DC reports to Zonal offices and concerned groups in HO for view and print

At present various offices in the field and concerned groups in H.O. requests to DC cell for sending DC reports of the employees for following purposes.

- 1) NOC for Passport ,
- 2) 1/3rd Advance of Gratuity,
- 3) Final gratuity,
- 4) Resignation,
- 5) Promotion,
- 6) Study leave,
- 7) Higher Grade Benefit under GO74/111,
- 8) Direct Recruitment (Departmental Employees),
- 9) Confirmation,
- 10) Deputation,
- 11) Seeking Outside Employment.

In the above process the DC Cell in HO generates the DC reports of the concerned employee from the data available in HO, Prakashgad and forwards the same to the concerned offices in the field and GAD groups in HO. In this process the DC Reports are accumulated in DC Cell because of inflow, resulting in delay in sending the reports to field offices.

To over come the delay in generating and forwarding the reports, the present process has been changed by the DC Cell with the help of IT. Accordingly now concerned officers in HO viz. General Manager (Estt.), Manager (Tech.Esstt.), Manager (Stores), Asstt. Manager (Non Tech. Estt.) & Asstt. Manager (A.&AE) and Manager (P) in Zonal offices have been given an access to the DC reports for view & print. In view of this all the Division and Circle Heads are requested to approach their Zonal Offices for obtaining DC reports instead of approaching DC Cell at H O .The aforesaid change in procedure is operative from 15th December 2008. The steps to access DC reports for view and print are enclosed herewith besides explaining all concerned on telephone while working on giving the access to their PCs.

All the concerned are requested to note that data in DC Cell is updated every month during the period from 1st to 10th of the following month on the basis of Monthly Folders received from the Zonal offices through e_mail.

In view of the above all Manager(P)s are instructed to ensure that the monthly folders through e_mail are sent on 1st of every month invariably as already instructed.

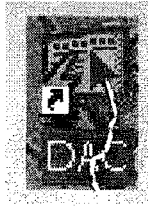
The field offices are further advised not to view and print any DC report during the period from 1st to 10th of every month while work of data entry is in progress.

If any doubt is raised over the reports or any point of interpretation arises the same shall be got clarified from GM(DC) by the concerned.

**(Col . Rahul Gowardhan)
Executive Director (HR)**

To,
All as mailing list upto Division Level.

STEPS TO ACCESS DC REPORTS FOR VIEW & PRINT



- 1) Please find out DAC icon on desktop of the pc to which the access for view and print of DC report is given.
- 2) Double Click on above icon.
- 3) After double clicking, you will get the following window :

The screenshot shows a window titled "Oracle Forms Runtime [WINDOW1]". The main content area is titled "Details of Disciplinary Actions cases". At the top right of this area are buttons for "Clear", "Query", "Execute", "Print", and "Exit". Below these are several input fields: "Cpf Number:" with a dropdown arrow, "Date of Birth:", "Retiring on:", "Desig:", and "Office:". A section titled "Case details" contains a table with three columns: "Case No. and date", "Chargesheet Let. No. and date", and "Case status details". The table has several rows, all of which are currently empty. At the bottom left of the window, it says "Record: 1/1" and at the bottom center, it says "<OSC> <DBG>".

4) In the above window go to menu bar & double click on **Clear** Button →

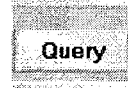


5) after double clicking on **Clear** button, it will clear the earlier data if any

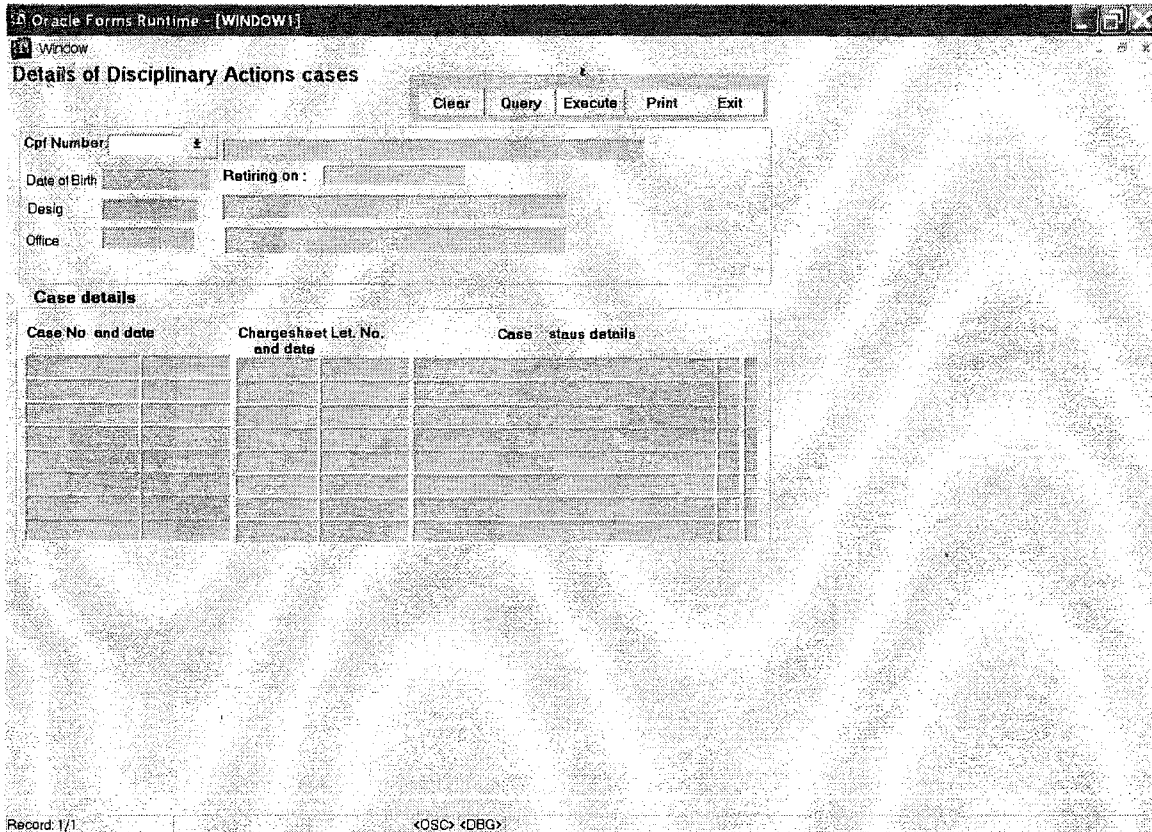
6) There are two way to find out the employee's DC Report

A) First Method - By way of feeding Correct CPF No.

i) go to the next button in menu bar and double click on **Query** Button →



ii) after double clicking **Query** button you will get the following window :



iii) go to the next row below menu bar where **Cpf Number** field appears ie.



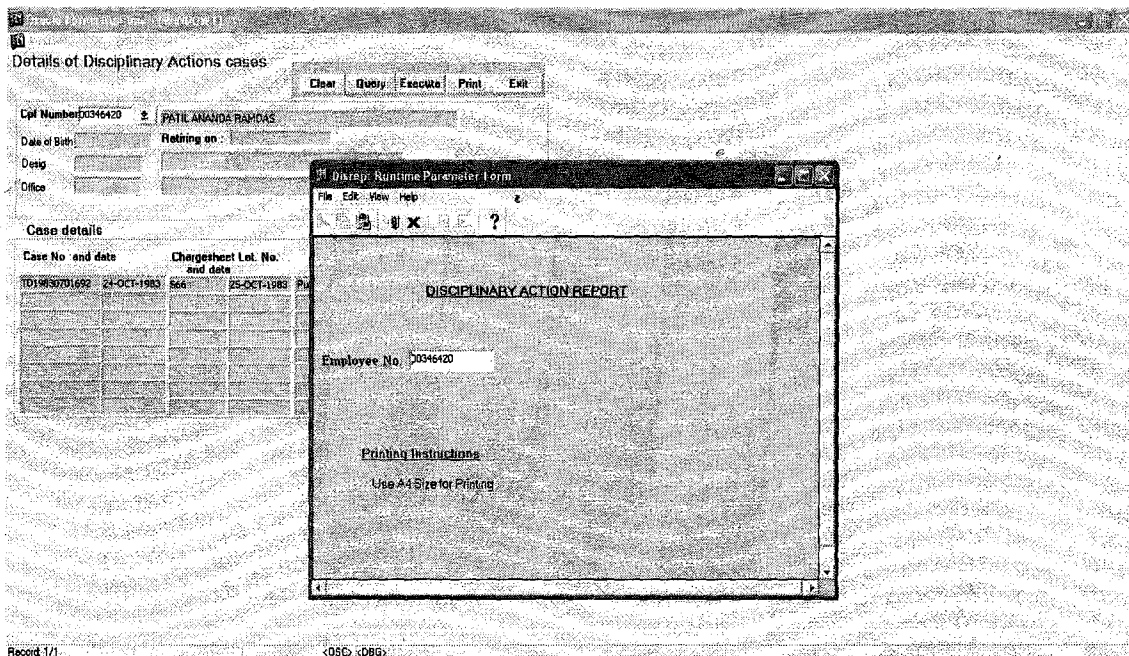
iv) type the correct CPF NUMBER of the Employee and press enter key for e.g. CPF Number is 00346420 [it may be ensured that CPF Number is in eight (8) digit]

v) You will get record of the employee whose CPF Number is given in above field

vi) go to the next button in menu bar and double click on **Print** Button →



vii) You will get the following screen – showing CPF Number :



vii) In the above screen – go to the tool bar below the menu bar where you will

find icon →



viii) Double click on the above icon or just Press Enter Key to execute the command

ix) You will get the following screen titled as *Disrep : Previewer* above the menu

The screenshot shows a window titled "Disrep Previewer" with a menu bar (File, View, Help) and a toolbar. On the left, a sidebar shows a "Rank Report" for "disrep" with a "1" below it. The main area displays a disciplinary action report for "MHA VITARAN" (Maharashtra State Electricity Board) from H.O. Mumbai. The report includes employee details, case information, facts of the case, and punishment.

DISCIPLINARY ACTION CELL, H.O. MUMBAI
DISCIPLINARY ACTION REPORT

Page 1
Date: 14 DEC 2007

Emp No : 00346420
Name : PATIL ANANDA RAMDAS
Date of birth : 13-JAN-1949 Date of retirement : 31 JAN 2007
Designation : ASSTT ENGR(E&M)
Place of working : EHV O&M DN CHALISGAON *(A)

Case No. 1	
Master Caseno	TD19830701692 Date: 24-OCT-1983
Case Type	VG /X
Chargesheet No.	566 Date: 25-OCT-83

Facts of the Case

- 1.LEAVING HEAD QUARTER WITHOUT PRIOR PERMISSION.
- 2.UNRULY BEHAVIOUR IN THE COURSE OF OFFICIAL DUTY.
- 3.DISOBEDIENCE OF ANY ORDER OF THE SUPERIOR OFFICER.
- 4.MAKING A FALSE STATEMENT OF MAKING FALSE COMPLAINT.

WITHHOLDING OF ONE INCREMENT FOR A PERIOD OF ONE YEAR WITH CUMMULATIVE EFFECT VIDE LR.NO. 335 DTD.20.7.89 AND CLOSED THE CASE.

Punishment

WITHHOLDING OF ONE INCREMENT FOR A PERIOD OF ONE YEAR WITH CUMMULATIVE EFFECT VIDE LETTER NO.335 DTD. 20.7.89 AND CLOSED THE CASE.

x) you can view the employees record details – page wise ie is First Page if any

more pages are there then press next button below menu bar ie →



xi) if you want to go to last page then click on the icon →



xii) if you want to print the record details – click on print icon ie →



xiii) then press ok button for getting the print

xiv) to exit from the programme click on right upper corner ie. Close button →



OR

B) Second Method - By way of feeding Employee 's Full Name ie. (Last Name % First Name% Middle Name%).

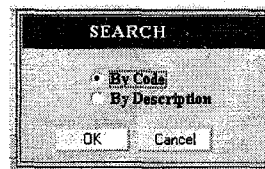
i) go to the next button from menu bar and double click on *Execute* Button →



ii) there after click on *Down arrow* appearing after blank space against the field of



iii) here you will get following option



iv) *By Code* means – by CPF Number, which has already been explained in method 'A'

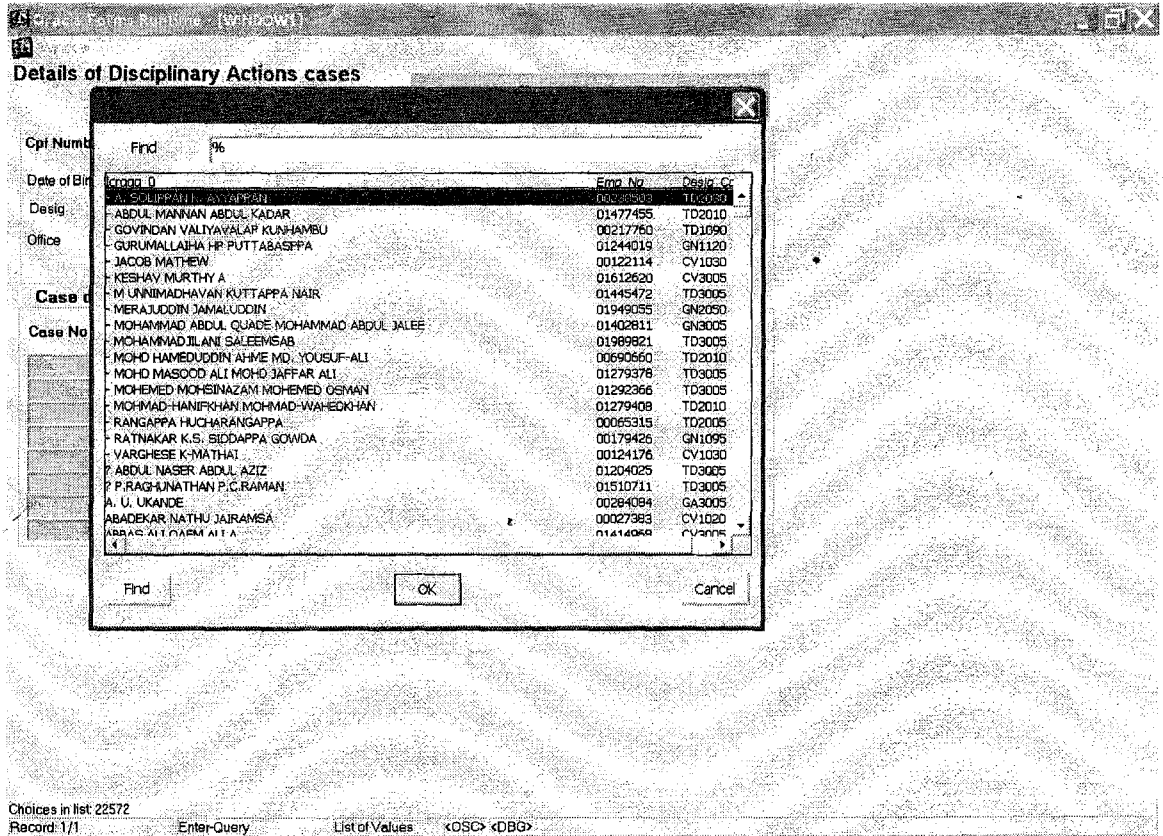
v) *By Description* means – by Name of the Employee

vi) to select *By Description* click on blank circle appearing before

By Description

vii) then press *OK* Button

viii) you will get the following window :



ix) Type the name in this order in following find option – Press Enter Key (Surname% First Name% Middle Name%) as much as you knows for e.g. Patil% A%)

Find %

x) you will get records of similar names

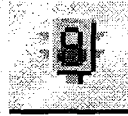
xi) select the record of desired employee (ie. Patil Ananda Ramdas) & press **OK** button

xii) go to the next button of print and double click on **Print** Button →

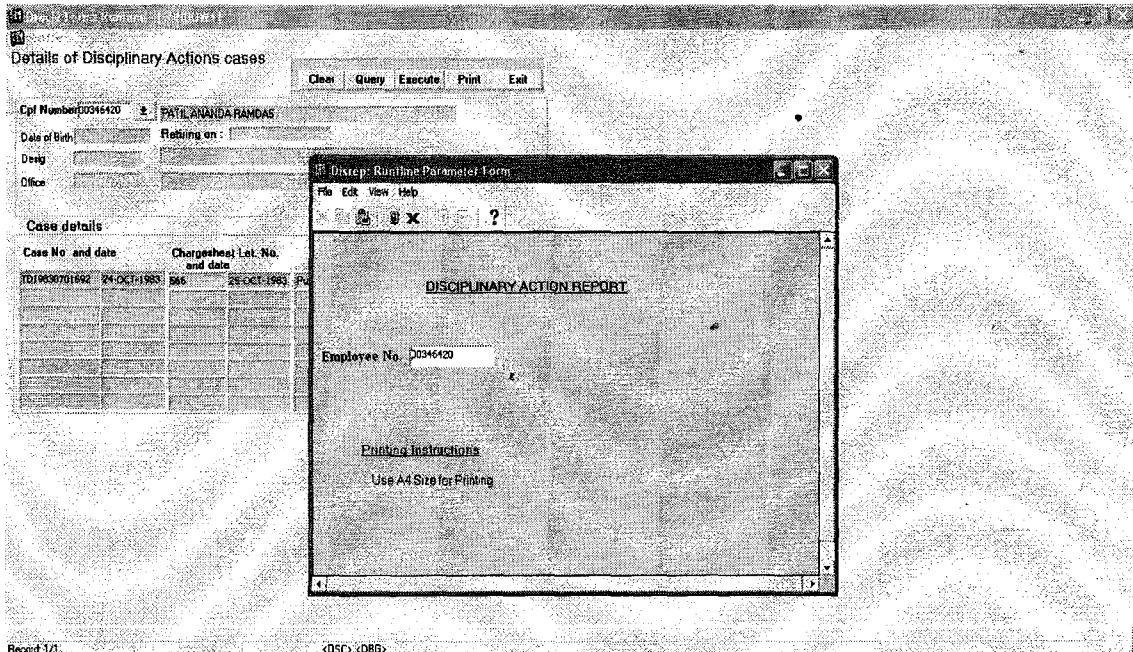


xiii) go to the next button in menu bar and double click on **Print**

Button →



xiv) You will get the following screen – showing CPF Number :

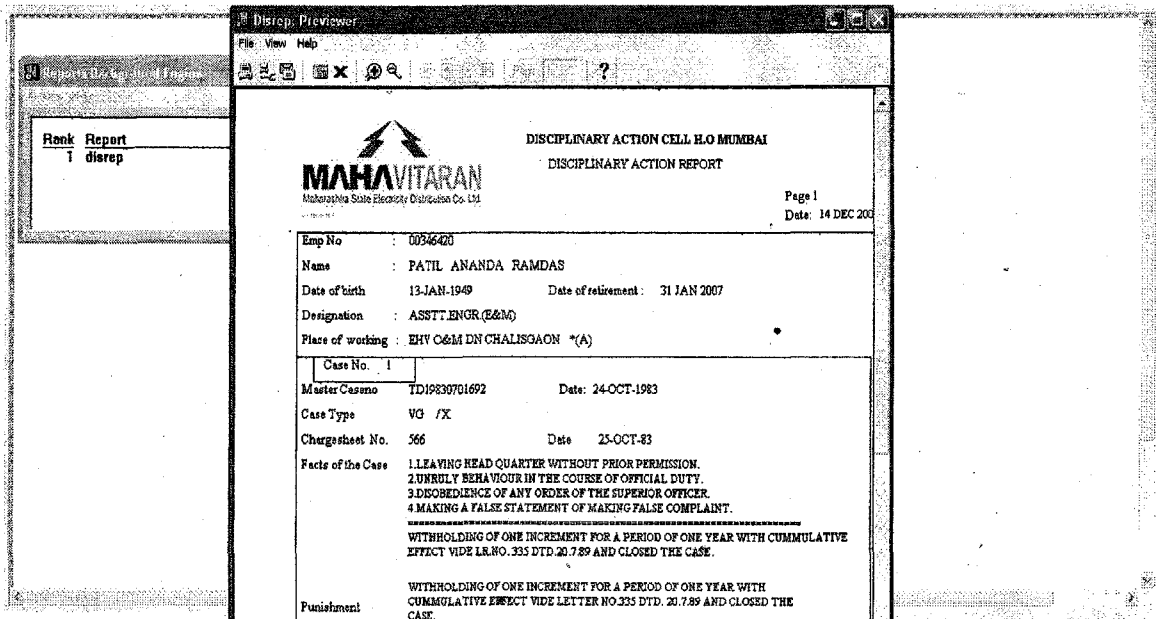


xv) In the above screen – go to the tool bar below the menu bar where you will find icon →



xvi) Double click on the above icon or just Press Enter Key to execute the command

xvii) You will get the following screen titled as **Disrep : Previewer** above the menu bar



xviii) you can view the employees record details – page wise ie is First Page if

any more pages are there then press next button below menu bar ie →



xix) if you want to go to last page then click on the icon →



xx) if you want to print the record details – click on print icon ie →



xxi) then press ok button for getting the print

xxii) to exit from the programme click on right upper corner ie. Close button →



Following Precautions are to be taken –

- A) if one print preview is already opened then that should be closed, unless and until it is closed the next record will not appear or it will take the time or hang-up
- B) Some times some errors will crop up because of not getting the connection to HOST PC of HO – close the existing window and repeat the earlier steps properly –
- C) for further help call Shri. Ashok G. Ganer of DC Section, HO Prakashgad, Mumbai at Extn . – 3624.