



MAHAVITARAN

Maharashtra State Electricity Distribution Co. Ltd.

(A Govt. of Maharashtra Undertaking)

CIN:U40109MH2005HGC153645

Add: MPR Cell, MSEDCL,

"Prakashgad", 4th floor, Station Road, Bandra (E), Mumbai-51.

Web site: www.mahadiscom.in

E-mail : agmhrmprcell@gmail.com

No. HR/MPR/022630

Date: 24 JUL 2024

OFFICE ORDER : MPR 32/2024

PREAMBLE:

With the changing scenario and to improve day to day functionality of various HR sections in Corporate Office, the changes/modifications in the staff norms by deployment/reallocation of posts were carried out in the past from time to time. Even in present scenario it is necessary to adopt technological changes by developing various modules for smooth functioning of HR wing. With such development all the activities of Pay Roll have been migrated to SAP which is a central application. As such, Pay Roll processing and posting of ECS Bank files for salary of all employees in the Company is done centrally.

Considering the necessity of separate team for handling Pay Roll System centrally and utilization of existing manpower for balancing the work load to achieve maximum efficiency in the various HR Sections in Corporate Office it was necessary to reallocate certain posts in Corporate Office as well as in field offices.

ORDER :

In pursuance of the approval accorded by the Chairman and Managing Director in consultation with Director (Finance), Director (Operations), Director (Projects), Director (Commercial) and Director (HR) under the powers delegated to him vide Schedule First appended to MSEDCL Employees' Service Regulations-2005 read with Administrative Circular No. 1 dated 29/09/2005, following orders are issued.

- 1) To deploy 01 post of Assistant General Manager (HR) each from the establishment of Pune Regional Office and Nagpur Regional Office sanctioned vide MPR Order No 68/2016 dated 26.09.2016 and to place them on the establishment of Corporate Office as Assistant General Manager (HR-HRMS) and Assistant General Manager (HR-BCR Cell).
- 2) The Assistant General Manager (HR-HRMS) shall work under the control of General Manager (HR-HRMS) and Assistant General Manager (HR-BCR) shall work under the control of General Manager (HR-Planning).
- 3) To place the Human Resource Management System (HRMS) Section, Corporate Office under the control of Assistant General Manager (HR-HRMS).

[Handwritten signature]

- 4) To deploy 02 posts of Senior Manager (HR) each from the establishment of CIO, Corporate Office, and Legal Section, Corporate Office and to place 01 post each on the establishment of Pune Regional Office and Nagpur Regional Office.
- 5) To reallocate 01 post of Senior Manager (HR) from the establishment of HRMS Cell, Corporate Office and place it on the establishment of Recruitment Cell, Corporate Office, Mumbai.
- 6) To deploy 05 posts of Manager (HR-enquiry) each from the establishment of Kolhapur Zone, Chhatrapati Sambhajnagar Zone, Nagpur Zone, Nashik Zone and Akola Zone and to place them on the establishment of Corporate Office, Mumbai.
- 7) To create Centralized Salary Processing Cell (CSPC) and to place under the control of Assistant General Manager (HR-HRMS) on the establishment of Corporate Office, Mumbai. (Annexure - 'C')
- 8) To create 03 posts of Lower Divisional Clerk (HR) on the establishment of Centralized Salary Processing Cell, Corporate Office, Mumbai by utilizing required posts from the surplus pool Corporate Office.
- 9) To reallocate 01 post of Lower Division Clerk (HR) from the establishment of Salary & Claims Section, Corporate Office and place it on the establishment of Centralized Salary Processing Cell (CSPC), Corporate Office.
- 10) The manpower which will be getting surplus due to rearrangement/ deployment of posts as above, their detail postings will be finalized as per the need of the Management separately.

To allocate/deploy all above posts of Assistant General Manager (HR), Senior Manager (HR), Manager (HR) and Lower Division Clerk (HR) in Corporate Office and Field Offices as per Annexure - 'A'. Also, the roll and responsibilities of Manager (HR) in Centralized Salary Processing Cell and HRMS Cell shall be as shown in the Annexure - 'B'.

This order is available on Company's E-Library and no hard copy will be sent to any office.

Encl : As above


(Bhushan Kulkarni)
Chief General Manager (HR)

(Enclosure to MPR Order No. 32/2024 dated 24.07.2024)

Annexure – 'A'

Sr. No.	Name of the Post	No of Posts	Original Establishment	Name of the Office of Reallocation/Deployment
1	Assistant General Manager (HR)	02	01 post each from Pune Regional Office and Nagpur Regional Office	HRMS Cell, Corporate Office
				BCR Cell, Corporate Office
2	Sr. Manager (HR)	03	01 post each from Legal Cell, CIO and HRMS Cell, Corporate Office	Pune Regional Office
				Nagpur Regional Office
				Recruitment Cell, Corporate Office
3	Manager (HR)	05	01 post each from field enquiry at Kolhapur Zone, Chhatrapati Sambhajinagar Zone, Nagpur Zone, Nashik Zone and Akola Zone.	02 post on the establishment of HRMS Cell, Corporate Office.
				CIO, Corp. Office.
				Legal Cell, Corp. Office.
				Centralized Salary Processing Unit, Corporate Office.
4	Lower Division Clerk (HR)	01	Salary & Claims Section, Corporate Office	Centralized Salary Processing Unit, Corporate Office.

MS

(Enclosure to MPR Order No. 32/2024 dated 24.07.2024)

Annexure – 'B'

**The roll and responsibilities of HRMS Section and
Centralize Salary Processing Cell**

HRMS Section

1. HRMS Section will be coordinating between IT Team and HR Team. The Section shall coordinate with all CTMs, HR Module Owners and respective IT developers.
2. HR Module Owner/Holder will design the broad outline of the module. HRMS Section headed by Assistant General Manager (HR-HRMS) working under the control of General Manager (HR-HRMS) will look after the day to day development issues. Explaining Rules and Regulations to IT Team will be a part of functionality of HRMS Section.
3. This section will examine the issues raised by the Corporate Office/field offices in respect of SAP and coordinate with IT Team to resolve the same.
4. To suggest IT Team regarding changes, if any, required for development of Module / changes in existing module in consultation with Module owner.
5. To design different reports for various modules in SAP as per the requirements of field offices and coordinate with IT Team for development of the same.
6. Testing of modules and reports developed as per requirements before deployment and certification of the same. For this purpose the services of CTMs may be opted.
7. To coordinate between IT Team and various Module owners for integration of different modules in SAP.
8. Authorizing IT Team for minor changes in modules.
9. To look after the correctness and accuracy of data in Employee Portal and modifications in the Portal if required and coordination with IT Team for rectification of data and modifications. Also, development of reports in employee portal and testing of same.
10. To look after data updation as well as migration of data to SAP and verification of the same for correctness by coordinating with field offices.
11. To coordinate with EPFO Office for timely submission of EPS Challans.
12. To nominate one Manager (HR) as authorized signatory for signing Joint declaration forms.
13. To monitor the technical issues arising during processing of centralize salary on day to day basis and to coordinate with IT Cell for resolving the same.
14. To perform all activities related to HRMS/Employee Portal/SAP which will require to be carried out in future.



Centralized Salary Processing Cell

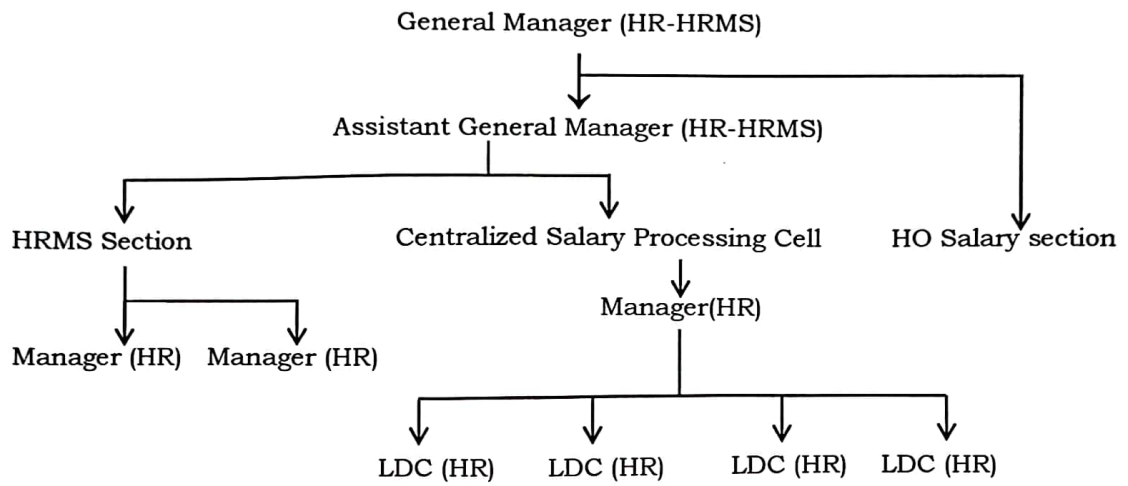
1. To monitor day wise schedule to process salary.
2. To follow up with field offices for timely submission of CPF Schedule.
3. To work/coordinate with IT Team to eliminate errors in salary processing.
4. To migrate the data regarding leave/income tax/savings etc. from Employee Portal to SAP.
5. To run different reports and counter check the salary processed broadly as under
 - a) Checking of negative net salary due to credit society deductions.
 - b) Mismatch in Employee Dependent Welfare fund (EDWTF) & Monthly Monetary Benefit Scheme (MMB) amounts.
 - c) ECS file generation.
 - d) Preparation of Statutory Deduction Report.
 - e) Simulation of Pay Roll posting.
 - f) CPF related amount checking in simulation.
 - g) Centralized processing, posting & payment of Employee's Claims/Advances.
6. To coordinate with accounts section for posting of salary and CPF issues. To resolve the issues raised by the field offices regarding posting HO Accounts.



(Enclosure to MPR Order No. 32/2024 dated 24.07.2024)

Annexure - 'C'

Hierarchy of HRMS Cell



Handwritten signature in blue ink.