

No. HR/CGM (HR-TE)/MPR/36066

Date : 07/12/2011

**OFFICE ORDER:- MPR – 62**

**Preamble:**

MSEDCL has got developed the HRMS System by TCS with various Modules like PRS, HRMS, Disciplinary Actions, Transfers, V&S, CPF, Leave etc. These all Modules are successfully launched and it is expected that, all HR work is to be done in related Module.

However, it revealed that, the Modules available in HRMS are not being utilised as well as work of updating the relevant data in various Modules in HRMS is not done by the concerned regularly. In result, we are not in a position to get the accurate results from the system.

To overcome this situation, it was decided to assign this job to specific incumbents in Zone Offices and Circle Offices. They shall monitor work related to HRMS and ERP of various field offices under their jurisdiction and get the work of updating the data feeding/updating regularly. They will attend all related works with HRMS System.

Accordingly, it is decided to nominate the Jr. Managers (HR) working in Zone Offices and U. D. C. (HR) working in Circle Offices **exclusively** for this job and they may be called as Junior Manager (HR-MS) and U. D. C. (HR-MS).

**Order:**

**In pursuance of the approval accorded by the Executive Director (HR), being HOD, following Order is issued.**

- 1) To entrust the work of supervision of data feeding/updating and validation of data in HRMS & ERP to the Jr. Manager (HR) in Zonal Offices and U. D. C. (HR) in Circle Offices in field exclusively.**
- 2) To call them as Junior Manager (HR-MS) and U. D. C. (HR-MS).**

This order is available on company's Intranet and no hard copy will be sent to any office.

  
**Chief General Manger (HR-TE)**