Draft

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Date: 14/12/11

Message for the all HRMS Users

Sub: - Updating / Data entry of HRMS details – Supervisor for each employee

Software modules being implemented under the RAPDRP Part 'A' project shall be using the HRMS data. For features such as Single Sign On (SSO) into these software modules, assigning service request to MSEDCL employee, escalation of complaints to higher authorities etc. shall take place based upon the HRMS data.

Vital functionalities of all the software modules like New Connection, Disconnection, Energy Audit, CRM and Customer Care Software shall be directly dependent on the completeness and correctness of the HRMS data especially details like MSEDCL Organization (all Zone – Circle – Division – Sub Division – Section - Substation) Office Incharge – Contact Person, address, phone, email etc. and MSEDCL's each employee's reporting officer / Supervisor.

It is observed that the details of the organization i.e. address, phone, email & contact and supervisor for each employee are not updated in the HRMS system.

Therefore ,in view of above and since R-APDRP is a flagship programme of the GOI and a very prestigious project for MSEDCL, it is decided that the HRMS data entry is to be complete in all respects for all the locations in the field by December 2011 and also updated regularly.

All the Manager (HR) / CTPOs / Nodal Officers are hereby directed to take the note of above instructions to complete the data entry of the Supervisor for each employee and chalk out the program accordingly & compliance should be reported to the GM(HR-NTE) – Business Process Owner (HRMS) upto 31st, December, 2011, otherwise action will be taken against the concerned responsible officers.

sd/-
Executive Director (HR)

To
All HRMS Users.

General Manager (HR-NTE)
Business Process Incharge