No. HRD/GM(HR-NTE) 37157   Date: 17/12/2011

To

The Chief Engineer,
MSEDCL, Zone Office,
AMTZ, Akola/Aurangabad/Bhandup/Kalyan/Kolhapur/Kokan/Latur/
Nagpur/Nagpur Urban/Nasik/Pune/Baramati/Jalgaon/Nanded/
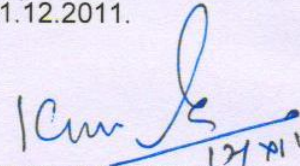TRD Nasik/Material Management Zone/Civil, Mumbai

Sub: **G.O.74/111(P) entry and correction in Seniority report**

All the modules under MIS PH-II GAD have been made live from 15.10.10. In order to achieve the objective of paperless working various reports in HRMS are deployed now the report regarding Seniority is available in HRMS GAD Report

While generating Seniority Report at Corporate Level for various Location it is observed that the G.O.74/111(P) entry's repeated four to five times in the Seniority Report.It is happened due non following the steps or instruction given in this regard. How the G.O.74/111(P) entries to be entered in System is already communicated in past. However, it is noticed that HRMS users are not following the same instructions/steps, therefore, the entries are seems to be repeated.

In view of the above, the Instruction document regarding how to enter G.O.74/111(P) entries in the system & how to remove the repeated entries from the system is placed in the HRMS Communication on wiki.

You are requested to direct all HRMS users   to follow the instructions and necessary correction may be done immediately in the system on or before 31.12.2011.

(S.M.KALEWAD)
General Manager (HR-NTE)
Business Process Incharge