



Tel.: 2647 4211 /2647 2131 Tel.(P) 022-26475995 Fax : 022-26475814 Gram : MUMBAIGRID Mumbai  
Plot No.G-9, "Prakashgad", Anant Kanekar Marg, Station Road, Bandra (East), Mumbai 400 051.

No. HRD/GM(HR-NTE/ 37806

Date: 23/12/2011

To

The Chief Engineer,  
MSEDCL, Zone Office,  
AMTZ, Akola/Aurangabad/Bhandup/ Baramati  
Jalgaon/Kalyan /Kolhapur/Kokan, Ratnagiri/Latur/  
Nagpur/Nagpur Urban/Nasik/Nanded/ Pune/  
(T&S), Nashik/Material Management Cell/Civil, Mumbai.

Sub: Nomination of Jr. Managers working at Zones office as a Jr. Manager (HR-MS)  
for implementation of the various HRMS Modules.

Ref: Office Order MPR-62 No.HR/CGM(HR-TE)/MPR/36066 dt. 07.12.2011

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All the Modules under MIS Phase-II GAD have made live in long back. In order to achieve the objectives of paperless working, various reports in HRMS are already deployed on production. Various orientation sessions were also conducted to train the HRMS users as well as Nodal Officers nominated in Zone/Circles. However, it is observed that the data feeding of HRMS in the system is not updating and HRMS modules already made live are also not being utilized in day to day working by the Field offices & Corporate office. Therefore aim of the HRMS is not achieving properly.

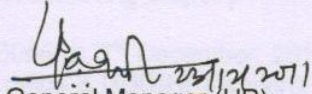
As per Office Order No.MPR/62 Ref. HR/CGM(HR-T/E)/MPR/36066 dt. 7<sup>th</sup> December, 2011, it has been decided to nominate the Jr. Manager (HR) working in Zone office & UDC(HR) working in Circle Office exclusively for HRMS work. The Jr. Manager(HR) working in Zone office/ under the jurisdiction of the concerned zone are nominated as Jr. Manager(HR-MS) for HRMS work. Their duties, functions & responsibilities will be as under:

1. He shall closely associate with the HRMS team for building up the logics of GAD rules & regulations.
2. The services of the Jr. Manager(HR-MS) will be exclusively used for HRMS work only. The services and the efforts of the said officers is required to understand, check and verify and work closely with the team of HRMS.
3. He will be responsible to update the HRMS data in various GAD modules such as HRMS, Pay Roll, Disciplinary Action Modules, Leave & Supplementary Modules & ERP etc. The said officers are accountable for generation of various reports placed in the system and verification and updation thereof.
4. He will be monitor various activities under MIS Phase-II (GAD) for developments and implementation of various GAD modules.
5. He will coordinate the activities with various Circles, Divisions under the Zones for successful implementation of various modules.
6. He should report to the General Manager (HR-NTE)/Business Process Incharge, Corporate Office, Mumbai through the Manager(HR) of the concerned Zone.



7. He should ensure availability of the connectivity of internet or intranet in all offices upto Divisions with the help of Local I.T.Centres.
8. He will be responsible and accountable for 100% Data Entry of the Zones, Circles & Divisions.
9. The UDCs (HR-MS) nominated by the Circles should report to Jr. Manager (HR-MS) for HRMS progress/difficulties.
10. The Nodal Officers appointed as per this office letter No.GAD/GM(HR-NTE)/MIS Phase II/24510 dt. 5<sup>th</sup> August, 2011 will be discontinued on issue of this letter. If they require any assistance regarding various modules of HRMS, they should contact to the CTPO and Dy. Manager (HR), HRMS Cell, Corporate Office, Mumbai.
11. He will be in constant touch with the Dy.Manager(HR), HRMS Cell, Corporate Office, Mumbai and General Manager (HR-NTE) and will inform the updates/progress of various activities weekly to them.
12. He should ensure that if he is not getting any co-operation from the Division, Circle, Zone offices, it should be brought to the notice of the General Manager(HR-NTE) & Zonal Manager(HR).
13. The Manager(HR) of the concerned zone should ensure that the work allotted to Jr. Manager(HR) at present should be distributed amongst staff working in Zone office.
14. The names of UDC(HR-MS) should be decided by the concerned Zone & issue necessary order at their level. It should be ensured by the Zonal Officers that the person nominated for this work should not be transferred at least 2 years from this post.

You are requested if Jr. Manager listed in Annexure-I is not working in Zone office, in that case, he should be transferred in Zone office immediately and work related to updation of HRMS should be started immediately. Necessary orders for appointment as Jr. Manager(HR-MS) will be issued at zonal level by mentioning the above terms, conditions & responsibilities.

  
Chief General Manager (HR)

**Encl:** Annexure-I

Copy s.w.rs.to

- 1) The Executive Director (HR), MSEDCL, Corporate Office, Mumbai
- 2) The Regional Executive Director, (I)/(II)/(III), MSEDCL, Kalyan, Pune, Nagpur.

Copy f.w.cs.to:

- 1) The Chief General Manager(T/E), MSEDCL, Corporate Office, Mumbai

Copy to:

- 1) The General Manager (HR-NTE), MSEDCL, Corporate Office, Mumbai.
- 2) The Dy.Gen.Manager, (I)/(II)/(III), MSEDCL, Kalyan/Pune/ Nagpur
- 3) The Manager (HR-NTE)/(T/E), MSEDCL, Corporate Office, Mumbai.
- 4) The Dy. Manager (HR-HRMS), MSEDCL, Corporate Office, Mumbai.