

RefNo. : CGM/IT/No. 38762

Date: 13/12/2024

CIRCULAR

Subject: - Provision of laptop assignment in Employee Portal.

Ref.: 1. Board Resolution no. 1668 dated 20.03.2019 (Procurement Policy of Assets).

2. CGM(I/A) Observations no. CGM(IA)/MSEDCL/22-23/ Date: 29.05.2023 for ON F-023004788/2023.

The procurement of IT infrastructure requirement (eg. Laptops, printers, scanners etc.) received from various offices of MSEDCL are processed by IT Department as per Board Resolution vide ref.1 and in accordance with the Policy of Procurement of IT Assets. As per the Policy for Procurement of IT Assets, laptops instead of desktops are procured for office work.

Due to reasons such as transfers / retirement/ resignation etc., the employees have to leave their existing place of working. Hence need was felt for a system which will track submission of the laptops to the office. Also other reasons such as laptop re-assignment, laptop returned, laptop not working, laptop lost etc. are required to be updated in the system

In view of above, the laptop assignment screen has been introduced in the Employee Portal and can be viewed by the concerned employee. The information of laptop assigned to a employee can be viewed in Employee Portal from "Assets info" under "Personal Information" option. The assignment of laptop & updation of laptop records while returning laptop is to be done by concerned HR user. The user-manual for laptop assignment screen for HR user is enclosed.

Queries regarding above may be mailed to empportal_support@mahadiscom.in.


Chief General Manager(IT)

Copy s.w.r.t.

- Director(Projects)/(Finance)/Operations, MSEDCL, Mumbai
- Jt. Managing Director, MSEDCL (Ch. Sambhaji Nagar / Konkan Region)
- Regional Director, MSEDCL (Pune / Nagpur Region)
- All Executive Director, MSEDCL, Corporate Office

Copy f.w.cs.t.

- Chief Engineer, O&M, All Zones, MSEDCL / All HODs, MSEDCL

1. HR users can reassign the laptops which are available at their region/zone/circle in employee Portal.
2. HR users can reassign the available laptops to employees of their respective office but HR users of circle can assign the laptop to employees of circle & all offices under that circle.
3. Following current status can be maintained for laptop in portal.
4. Following reasons can be maintained for laptop in portal.

Sub-menu “Assignment of Laptop” is provided under “HR Users” menu on left side of screen. All HR users can access this option.

MITRA - Employee Portal
Version 9.6.0.0902

Designation: Head Clerk/Senior Clerk/Establishment Assistant
Place of Working : Board Section (261)

SAP Setup download : Click here to download Template for surplus position
Click here to download CERT-In Safe Internet Best Practices booklet

SAP Setup instructions :

MSEDCL TEAM WISHES HAPPY BIRTHDAY !!

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- GET/DET Induction training certificate Batch no. 03 dtd. 08-Jul-24
- Vidrut Sahayak Induction training Batch No. 30 (08.01.24 to 12.01.24) dtd. 08-Jul-24

Announcements

Circulars

Latest Circulars

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- Correction Slips
- MPR Orders
- LIR Circulars
- Vigilance Circulars
- Distribution Circulars

Useful Links

Local Links

- Vidrut Warta
- Dashboard
- Document Management System HQ
- R-APDRP MIS
- MSED CLF Portal
- Vehicle Tracking System

Assignment of Laptop

Submission of Laptop Info.

Office Orders, Circulars & Documents

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Portal, please send an email to info@mahadiscom.in

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Employee counter : 70112
Visit counter : 16286782

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On clicking the option, system shows list of laptops of that location to which HR user belongs & which are assigned to employees.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2075431 : Mr. Vitthal Shamrao Mule
Designation : Upper Division Clerk(HR)
Place of Working : Aloha Zone (263)

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Office Orders,Circulars & Documents

Laptop Info.

Laptop Details Reports

New Record

search by

Saved Records

#	Brand	Model	Sr.No.	Employee Name	Designation	Status	View
No Records To Display !!!							

Submitted Records for Re-assignment

#	Brand	Model	Sr.No.	Employee Name	Designation	Issued From Date	To Date	Status	View
1	Dell	9RXXFR3		Mr. Avinash Sharadrao Chandekar	Additional Executive Engineer(Distribution)	01-Jan-24		New assignment	
2	Dell	9WYKR3		Dipak Panjabrao Chavan	Assistant Engineer(Distribution)	01-Jan-24		New assignment	
3	Dell	BYYKR3		Mr. Santosh Jitendra Kshirsagar	Additional Executive Engineer(Distribution)	01-Jan-24		New assignment	
4	Dell	6YYKR3		Mr. Prashant Bhaskarrao Gundhalekar	Executive Engineer(Distribution)	01-Jan-24		New assignment	

Click on View button to see detailed info as below.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2675431 : Mr. Vitthal Shamrao Mule
Designation : Upper Division Clerk(HR)
Place of Working : Aloha Zone (263)

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Laptop Info.

Laptop Details

Record Id: 145
Record Status: Submitted
Laptop Serial#: 9RXXFR3

LOA No.: CGM(IT)/19823
LOA Date: 27-Jul-22
PD No.: 4510001652

Issued From Date: 01-Jan-24
To Date:
Current Status: New assignment

Brand Name: null
Model: Dell

Employee#: 2156351
Employee Name: Mr. Avinash Sharadrao Chandekar
Designation: Additional Executive Engineer(Distribut

Cost Center: 20101123
Reason:
Remark:

Update Back

In above screen, To date is to be updated by clicking on Calender icon if this laptop is to be assigned to another employee. Pl. see following screen.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2025431 : Mr. Vitthal Shamrao Mule
Designation: Upper Division Clerk(HR)
Place of Working : Akola Zone (263)

Laptop Info.

Laptop Details

Record Id	145	Record Status	Submitted	Laptop Serial#	9RXKFR3
LOA No.	CGM(IT)/19823	LOA Date	27-Jul-22	PO No.	4510001652
Issued From Date	01-Jan-24	To Date	25-Jul-24	Current Status	New assignment
Brand Name	null	Model	Dell	Designation	Additional Executive Engineer(Distribut
Employee#	2156351	Employee Name	Mr. Avinash Sh	Remark	
Cost Center	20101123	Reason			

Update **Back**

After selecting To Date, click on “Update” button and then “Back” button which will display following screen.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2025431 : Mr. Vitthal Shamrao Mule
Designation: Upper Division Clerk(HR)
Place of Working : Akola Zone (263)

Laptop Info.

Laptop Details **Reports**

New Record **search by** **Q**

Saved Records

#	Brand	Model	Sr.No.	Employee Name	Designation	Status	View
No Records to Display !!!							

Submitted Records for Re-assignment

#	Brand	Model	Sr.No.	Employee Name	Designation	Issued From Date	To Date	Status	View
1	Dell	9RXKFR3		Mr. Avinash Sharadrao Chandekar	Additional Executive Engineer(Distribution)	01-Jan-24	25-Jul-24	New assignment	
2	Dell	9WYKFR3		Dipak Panjabrao Chavan	Assistant Engineer(Distribution)	01-Jan-24		New assignment	
3	Dell	BYKFR3		Mr. Santosh Jitendra Kshirsagar	Additional Executive Engineer(Distribution)	01-Jan-24		New assignment	
4	Dell	6YKFR3		Mr. Prashant Bhaskarrao Gondhalekar	Executive Engineer(Distribution)	01-Jan-24		New assignment	

Then click on View button to display following screen.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2075431 : Mr. Vitthal Shamrao Mule
Designation: Upper Division Clerk(HR)
Place of Working : Akola Zone (263)

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Laptop Info.

Laptop Details

Record Id	145	Record Status	Submitted	Laptop Serial#	9RXKFR3
LOA No.	CGM(IT)/19823	LOA Date	27-Jul-22	PO No.	4510001652
Issued From Date	01-Jan-24	To Date	25-Jul-24	Current Status	New assignment
Brand Name	null	Model	Dell		
Employee#	2156351	Employee Name	Mr. Avinash Sharadrao Chandekar	Designation	Additional Executive Engineer(Distrib
Cost Center	20101123	Reason		Remark	

Re-Assign Back

In above screen, click on “Re-Assign” button.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2075431 : Mr. Vitthal Shamrao Mule
Designation: Upper Division Clerk(HR)
Place of Working : Akola Zone (263)

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Laptop Info.

Laptop Details

Record Id		Record Status		Laptop Serial#	9RXKFR3
LOA No.	CGM(IT)/19823	LOA Date	27-Jul-22	PO No.	4510001652
Issued From Date		To Date		Current Status	Re-assignment
Brand Name	null	Model	Dell		
Employee#	Enter cpf no. & press tab	Employee Name		Designation	
Cost Center		Reason		Remark	

Save Back

In above screen, enter CPF no & press TAB key which will display following screen.

MITRA - Employee Portal
Version 8.5.0.0870

User : 2075431 : Mr. Vitthal Shamrao Mule
Designation: Upper Division Clerk(HR)
Place of Working : Akola Zone (263)

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Laptop Info.

Laptop Details

Record Id		Record Status		Laptop Serial#	9RXKFR3
LOA No.	CGM(IT)/19823	LOA Date	27-Jul-22	PO No.	4510001652
Issued From Date		To Date		Current Status	Re-assignment
Brand Name	null	Model	Dell		
Employee#	2040867	Employee Name		Designation	
Cost Center		Reason		Remark	

Save Back

If "Issued To Date" is past date then Re-assign button is enabled for re-issuing the laptop. After filling the relevant info. user can Save & Submit the record.

**MAHAVITARAN**
Maharashtra State Electricity Distribution Co. Ltd.

MITRA - Employee Portal
Version 9.6.0.0982

Designation: Head Clerk/Senior Clerk/Establishment Assistant
Place of Working : Board Section (261)
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Laptop Info.

Laptop Details

Record Id		Record Status		Laptop Serial#	C2R4N23
LOA No.	LOA No. CGM(IT)/33848	LOA Date	13-Nov-23	PD No.	4510001811
Issued From Date		To Date		Current Status	Re-assignment
Brand Name	Dell	Model	Vostro 3530		
Employee#	Enter cpf no. & press tab	Employee Name		Designation	
Cost Center		Reason		Remark	

SaveBack

-----The End-----