



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

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No. HRD/ERP-1/10/ 6145

/Dated, 08.04.2013

CIRCULAR

With a view to transitioning/ migrating from the manual system to electronic platform as part of e-Shakti rollout, ERP HR Module has been implemented from 7th February 2012 in Six Units i.e. OPTCL Hqrs, GRIDCO, SLDC, Sr. GM(TP & C), Construction Circle Bhubaneswar & Construction Division Bhubaneswar .

In the meanwhile ERP HR- Core & ESS has been implemented w.e.f. 2nd April 2013 in respect of the following:

- All Executives of OPTCL.
- EHT (O&M) Circle Cuttack including its divisions and Sub-divisions.
- Telecom Circle Bhubaneswar.
- Telecom Division No-I Bhubaneswar including its Sub-divisions.
- Telecom Division No-II Bhubaneswar including its Sub-divisions.
- Civil Works Circle Bhubaneswar.
- Civil Works Division Bhubaneswar including its Sub-divisions.
- Stores Circle Bhubaneswar.
- Stores Division Bhubaneswar including its Sub-divisions.

Employee Self Service

Henceforth all the individual employees of the above units are required to conduct the following HR transactions in the Employee Self Service(ESS) of HR Module.

SL No	Transaction Type	Transaction Nature	Remarks
1	Personal Information	Check for the accuracy of personal information like Name, Address etc.	In case of any discrepancy inform Mr. C.S. Pradhan, AGM(HRD)-III in case of executives & the concerned officer in charge of Establishment for Non Executives .
2	My Information	Check for the accuracy of information like Employment, Salary etc.	
3	Absence Management	Check for the entitlement balance like E.L. , C.L, Half Pay Leave Balance etc.	
4	Absence Management	Apply for all types of leave i.e. C.L, E.L, Commuted Leave , Half Pay Leave etc through system.	

5	Return from leave	Submit return from leave application in case an individual employee has returned from E.L.	From 8 th April onwards the previous manual system of has been dispensed with.
6	Initiate Separation	Submit a request for separation in case the employee desires to avail VRS or wants to resign.	From 8 th April onwards the previous manual system has been dispensed with.
7	Apply for pay fixation	Submit the option for pay fixation on the date of promotion/ After annual increment.	From 8 th April onwards the previous manual system of giving option has been dispensed with.
8	Joining Report	Submit joining report through Employee Self Service.	From 8 th April onwards the previous manual system of Joining has been dispensed with
9	Charge Report	Submit Charge Report through Employee Self Service.	From 8 th April onwards the previous manual system of submitting charge report has been dispensed with

Manager Self Service

Apart from this all the managers(supervisors having OPTCL Manager Self Service) of the above units are required to conduct following HR transactions in the OPTCL Manager Self Service. The respective heads of Sub-division/ Division/ Circle are hereby required to ensure optimum usage of the above transactions under *e-Shakti*.

SI No	Transaction Type	Transaction Nature	Remarks
1	Absence Management	Apply for leave like E.L,C.L, etc on behalf of his subordinate.	The leave for the subordinate will be auto approved.
2	Return from Leave.	Can fill the return from leave application form on behalf of his subordinate.	The return from leave application of the subordinate will be auto approved.

AGM-IT is required to provide necessary hardware support (wherever necessary) and issue log-in-id & password to all end-users so as to enable the employees to make necessary transactions in the system

In the event any individual end-user as well as Manager experiences difficulties while making transactions may contact the following officers for clarifications:

1. Mr C.S. Pradhan, AGM(HRD)-III. Ph:9438907200
2. Ms. Madhumita Swain, Manager(HRD). Ph:9438907099
3. Mr. K. S. Jayram, AM(HRD). Ph:9438907202



DIRECTOR(HRD)

Memo No 6146

Dated.08.04.2013

Copy forwarded to all Functional Directors/All CGMs/ All Sr GMs/ All GMs/ All DGMs/ All AGMs/All Managers/All Dy Mgrs/ All Asst Mgrs of OPTCL & GIRDCO for information and necessary action.

Mscain

Manager(HRD)-CTM

Memo No 6147

Dated.08.04.2013

Copy forwarded to Sr PS to CMD for kind information of CMD.

Mscain

Manager(HRD)-CTM

C.C. CGM-IT to upload the scan copy of the circular in OPTCL website under caption "ERP-Update".