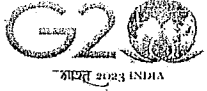
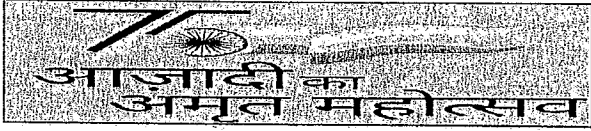


	Himachal Pradesh State Electricity Board Ltd. (A State Govt. undertaking)	
		
Registered office : Vidyut Bhawan, HPSEBL, Shimla-4(HP)		(CIN) No. : U40109HP2009SGCO31255
GST No. : HPSEBL 02 AACCH 4894 EH2B		Website : www.hpsebl.in
Tele.No. : 0177-2803600/2801675(office)/2813563(Fax)		Email ID: md@hpseb.in & directorfa@hpseb.in

No.HPSEBL(SECTT)/(HRD)2-23(SAP)/2024- 23764-914 Dated:- 6-8-24

To

All the Chief Engineer,
working in HPSEBL.

Subject:-

Regarding maintained employee's data properly/correctly in the SAP -ERP module.... responsibility of concerned DDO.

Your personal attention is invited towards on the matter regarding maintained employees data properly/correctly in the SAP-ERP module it has been observed by the higher authority that mostly all the offices in the HPSEBL are not maintained properly the employee's record in the SAP-ERP. Retiree employees are still showing present in the sanctioned existing vacancy report. Employee Position, sub-group not maintained properly i.e. date of joining, date of birth, date of retirement and other all kind of data mostly found incorrect in the SAP-ERP module.

It is intimated that we may direct to all the offices in the HPSEBL is to look into the matter personally and make it convenient to check and maintained properly all the data of sanctioned and existing employee working under your control. As you aware that all the system has been high-tech through e-Office and salary, transfer & posting and employee's date of joining, date of birth and date of retirement and sanctioned existing vacancy report, technical and non technical schedule of employees should be prepared through SAP_ERP Data, so it's very important to upload data in the SAP ERP module carefully which tally with manually record. So that unnecessary practice will be stop in future and multiple reports can be taken through SAP-ERP module.

In view of above, we may strictly direct to all the DDO, especially all the Section Officer working in the Chief offices/Circle offices, to correct and maintained all sanction and existing data of employee's working under your control properly. It is your personnel responsibility to tally/check all the sanctioned post, existing employee's data (Division & Sub-Division wise) under your control with the SAP ERP module according to the manual record, and update latest position within three days.

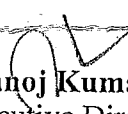
"This may be assigned top priority being an urgent/time bound matter, strict action will be taken against erring officer."

DA:-As above.


(Manoj Kumar, HAS),
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla-4.

Copy to the following for information and necessary action:—

- ✓ 1. All the Superintending Engineers working in HPSEBL & IT Cell for uploading in the website of HPSEBL.
2. All the Sr. Executive Engineers/ Resident Engineers in HPSEBL


(Manoj Kumar, HAS),
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla-4.