



Circular Memo. No.054282/G.10/G.101/2023, dated 07.09.2023.

Sub: Estt. – TANGEDCO & TANTRANSCO –
Updation of ERP data instructions given by
the JMD/Finance/TANGEDCO – Regarding.

Instruction to update Data in ERP System:

It has been instructed by JMD/Finance/TANGEDCO to update the HR related data in ERP System to have easy and accurate position on employee and post details. Several rounds of meetings were conducted in order to update the data in ERP System. JMD/Finance/TANGEDCO expressed his displeasure on the progress and instruct to get the data on or before 13.09.2023 by 5:00 PM. In this regard the following difficulties are observed from the data received from the certain Circles:-

- Received data from the Circle is not relevant to the data asked for
- Data generated from the ZHR_POSN_DTLS, ZHRVacancy (T.code) is not filled with the total no of post actually sanctioned by the Chief Engineer/Personnel.
- No. of vacant post/vacant position IDs needs to be created or reduced and tallied with the actual total sanctioned post.
- Date of vacancy (i.e.,) date from when the posts are vacant have not been furnished.

2) Hence, the following guidelines are issued:-

- Data for Sanctioned, Utilised & Vacant with date to be communicated as required in format, based on the post continuation approved previously by this office.
- Insufficient data such as data without date, wrong data, duplicate etc. should be avoided.

- Head of the each Circle/Region to form a team with immediate effect and ensure the data accuracy and submission of format in time.
- Arrangements are made to conduct doubt session and progress review through VC link every day from 3:00 PM to 4:00 PM. Link will be shared every day.
- It is instructed by JMD/Finance/TANGEDCO to abolish the manual process of post continuance and to execute only through ERP System along with redeployment process.
- Circles, on failing to update the vacancy position beyond deadline, the vacant position will be considered as vacant for more than 5 years.
- Salary claim for the month of September 2023 will be considered only if the task of position ID, employee ID & Job ID mapping with data of vacancy is completed.
- Updating the data in ERP System, will help CE/Personnel office to process the panel and issue promotion to employees of TANGEDCO & TANTRANSCO in time. It also helps this office to transfer & post employee in requested position in time.
- So, it is instructed to furnish the details of Sanction, Utilized & Vacant position IDs along with the date of vacancy (i.e.,) from when the posts are vacant and send it on or before 13.09.2023 by 5.00 PM followed by signed hard copy.

K.MOZHARASI
CHIEF ENGINEER/ PERSONNEL

To:

The JMD/Finance/TANGEDCO.

for kind information.

All the Chief Engineers.

All the Superintending Engineers.

The Secretary/BOSB/Chennai.

The CIAO/Audit Branch/Chennai.

The Chief Financial Controller/General/TANGEDCO/Chennai.

All Senior Personnel Officers/Adm. Branch/Ch.-2.

All Personnel Officers/Adm. Branch/Ch.-2.

All Assistant Personnel Officers/Technical Services-I to IV/Adm. Branch/Ch.-2.

:: TRUE COPY :: FORWARDED ::

G. S. Padma
(S. PADMA)

PERSONNEL OFFICER/ STAFF SANCTION