



ACCOUNTS BRANCH

Memo. No.DF/CFC(GI)/DFC(Funds)/D.No.114 dt. 11.03.2024.

Sub: TANGEDCO-Accounts Branch-Funds Division-
Certain instructions to all Administrative
Officials of TANGEDCO at the Circle &
Headquarters level with regard to posting of
Regular and off-cycle Employee Bills in the ERP
Portal-Issued.

The Chief Engineers and the Superintending Engineers are hereby directed to instruct, the Administrative Officers & Assistant Administrative Officers of TANGEDCO, those who are responsible for preparation of Pay Bill and Bills relating to staff payment, to meticulously follow the below instructions, while posting the Regular and Off-cycle Employee Bills in the ERP module:

- 2.1) The Regular and Off-cycle TANGEDCO Employee Bills viz., Salary, T.A. Bill, Arrear Bill, Medical Reimbursement Bill, Double Wages, Additional Charge Allowance Bill, GPF Part Final, GPF Advance, HBA Loan, other loans, Terminal benefits etc., have to be posted in the ERP portal, under **'Employee Payment Category', Employee-ID wise individually.**
- 2.2) Posting of off-cycle bills in the ERP, as a bulk, shall not be done since the same cause difficulties in clearing the payment to individual employees.
- 2.3) Any Regular & Off-cycle Employee Bills, entered in ERP, without the Employee-ID, will not be considered for payment.
- 2.4) Employee's Terminal benefit entries has to be posted at least a week before the last date of retirement.
- 2.5) All regular payroll posting, in the ERP, has to be completed on or before 25th of every month, without any delay.
- 2.6) The deductions from the employees pay viz., LIC, PLI, Society, Union Funds shall be transferred on the basis of ERP report. Hence payee key has to be ensured for each and every employee.

- 2.7) If the individual employee has ESS portal user ID then, the particular employee has to raise TA Bill through ESS portal only, with scanned copies attached.
- 2.8) If the individual does not possess the ESS portal user ID then, the Administration wing should seek hard copies from the Employee and claim TA Bill in A3 format, until such time, an exclusive employee portal shall be developed by IT wing.
- 2.9) All Administrative Officers & Assistant Administrative Officers of TANGEDCO, are hereby instructed to take utmost care while entering Regular and Off-cycle Employee Bills in the ERP, so as to enter them with high accuracy and not to make duplication. If any duplication found, which leads to double payment, the concerned official shall be held responsible, for the same.
- 2.10) It is noticed that, TANTRANSCO employees GPF request, are erroneously posted in TANGEDCO ERP, and the same has to be avoided, which leads to messy accounting.
- 2.11) The Circles are forwarding the 'GPF Request Data' through e-mail to Headquarters, side-by-side while entering the same in ERP. On consolidation it is observed that, the e-Mail data is not matching with the ERP data for instance the Employee-ID is not matching with the ERP Document No., which leads to confusion. The Circle officials are instructed to take utmost care to avoid this in future.
- 2.12) The Circle officials are hereby instructed to provide the Employee's Bank details with a greater accuracy.
- 2.13) The typographic errors in the 'Amount Field', will be viewed seriously. Hence it has to be double checked, before forwarding the Regular and Off-cycle Employee bills to Headquarters.
- 2.14) 'Automatic Fund Indent' is available in the ERP system from 01.03.2024. GPF Advance, Part Final and related postings are to be done in off-cycle payment process in the ERP system then and there. All payments will be done through ERP system only.

3. The Superintending Engineers of Headquarters & EDC's, the Financial Controllers of Thermal Power Stations/Projects & all administrative officials of TANGEDCO those who are concerned with billing & posting entries in the ERP system, are hereby directed, to follow the guidelines stipulated above in para.2.1 to 2.14. If any deviation to the aforesaid instructions happened to be noticed at a later stage, then the official concerned shall be held responsible for the same, paving way for the penalized action against them.

To:

1. The CE's of all Thermal Power Stations & Projects.
2. The SE's of all EDC's of TANGEDCO.
3. The SE's of all Hydro Generation Station & all Gas Generation Stations.
4. All Pay drawing officials at TANGEDCO Headquarters.

Copy submitted to:

The JMD/Finance/TANGEDCO.

Copy to:

1. All CE's of Headquarters.
2. All Regional CE's.
3. All SE's of Headquarters.

(K.Malarvizhi)

Director/Finance/TANGEDCO.

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