

TAMILNADU POWER DISTRIBUTION CORPORATION LTD

**Office of Director Distribution
TNPDC, Chennai 02.**

Memo. No. DD/TNPDC/CE/IT/EE/ERP/D.No. 906 /2024 dt.24.10.2024

Sir,

Sub: IT Wing - FLM – Utilisation with Immediate effect – Within Organisation
- Reg

Ref:- Note approval of CMD/TNPDC dated.21.10.2024.

SAP ERP was implemented on 05.05.2021 for entire organisation and File Life Cycle Management (FLM) an e-office application part of SAP ERP was implemented during July 2020. CMD has instructed to process all approvals within/between TNPDC, TNPGL, TNGECL & TANTRANSCO through FLM (File Life Cycle Management) instead of physical copies vide reference cited. In this connection, the following are communicated,

1. All offices in Head Quarter to use FLM (File Life Cycle Management) in ERP system mandatorily instead of physical file with immediate effect for all approvals, sanctions, appraisals, etc.
2. Files to be sent to headquarters from circle office to use only FLM for all approvals from 01.11.2024 onwards.
3. All regional Vigilance and Enforcement Wing should send or receive all file correspondences through FLM Only.

Regarding the FLM software, the following may be kindly noted,

1. All Users having SAP Login ID will have the provision of FLM access and can initiate and approve FILE.
2. FLM system allows the user to Create Note File with multiple attachment of files like word, excel, power point, text, etc. and also specify the hierarchy of the approving officers.
3. The system also allows the person initiating and the officers in the approval hierarchy for the concerned file, to track the movement of file with time stamp.
4. The user manual for operating the software is also enclosed and any difficulties in accessing FLM may be addressed to ERP wing for assistance / rectification.

It is requested that the above instructions may be communicated to the concerned officials for effective implementation. The communication may be acknowledged.

Encl: User Manual

To:

All Chief Engineers


All CFCs

All Superintending Engineers

Vigilance Wing

Enforcement Wing

TNPDCL/TNPGCL/TNGECL/TANTRANSCO


Director Distribution
TNPDC

Copy submitted to DGP/Vigilance
Copy submitted to MD TANTRANSCO
Copy to all Directors