PGCIL/R/E/21/00139   दिनांक: 13 अप्रैल, 2021

योगेन्द्र जयंतीभाई राठोड,

पांडव निवास , वन विभाग के दफ्तर के निकट दहेगाम , तालुको :- दहेगाम जनपद :- गांधीनगर , Pin:382305,

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी ।

महोदय / महोदया,

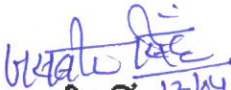कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 19 मार्च, 2021 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

उपरोक्त पत्र मे वांछित जानकारी अनुलग्नक-I मे संलग्न है ।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हो तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केंद्रीय कार्यालय, गुड़गांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.अनंत शर्मा,
कार्यपालक निदेशक (सी. एम. जी.) एवं अपील प्राधिकारी
केंद्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुड़गांव-122001, हरियाणा।
ईमेल आईडी: appellate.cc@powergrid.co.in
फोन नंबर: 0124-2571994

धन्यवाद,

भवदीप,

(जसबीर सिंह)

मुख्य महाप्रबंधक (के. आ.) एवं के.लो.सू.अधिकारी

Email ID: cpio.cc@powergrid.co.in

प्रश्न 1 का उत्तर:

पावरग्रिड कॉर्पोरेशन ऑफ़ इंडिया कंपनी में सभी वर्क मैन कैटेगरी के कर्मचारियों को एस. ए. पी. सॉफ्टवेयर में लॉगिन दिया गया है. जिसके द्वारा कर्मचारी अपना वेतन पर्ची देखते है तथा अन्य एम्प्लोयी क्लेम जैसे की मेडिकल क्लेम इत्यादि करते है.

प्रश्न 2 का उत्तर:

पावरग्रिड कॉर्पोरेशन ऑफ़ इंडिया कंपनी में वित्त विभाग के वर्क मैन कैटेगरी के कर्मचारियों को एस. ए. पी. सॉफ्टवेयर में सामान्य अधिकार सभी को दिया गया है. जिसके द्वारा कर्मचारी अपना वेतन पर्ची देखते है तथा अन्य एम्प्लोयी क्लेम जैसे की मेडिकल क्लेम इत्यादि करते है. इसके आलावा विशेष टी-कोड का अधिकार सक्षम अधिकारी के अनुमोदन से दिया जाता है. रोल असाइनमेंट से सम्बंधित प्रावधान संलग्न है|

Role Assignment:

Role assignment request has to be sent by Regional Coordinator through SOLMAN. Formats for assignment of role along with approval from concerned GM/HOF for Finance Role/ HOP for HR Role/ED have to be attached.

Role assignment shall be processed by next working days.

प्रश्न 3 एवं 4 का उत्तर:

बिजनेस की आवश्यकता को पूरा करने के लिए, एवं कर्मचारियों की कुशलता ओर करियर को ध्यान से रखते हुये विभिन्न कर्मचारियों को आवश्यकता के अनुसार पावरग्रिड के विभिन्न कार्यों में तैनात किया जाता है ।

परिपत्र / Circular

Date: 02.01.2018

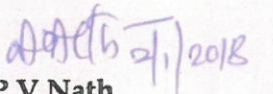**Subject: Creation of Various Master Data in ERP**

Master Data has very important role in functioning of ERP and being used in various transactions on daily basis. With implementation of GST many master data has been changed and thereby requests for creation of master data like material master, vendor master, customer master etc. have increased in manifolds. In view of this requirement is being felt to schedule the timelines for the process of creation of master data.

Accordingly the guideline for creation of various master data as well as assignment of Roles & Authorization is attached herewith.

All concerned are requested to carryout proper verification of data before sending the requests to CC-ERP for creation/updation of master data. This circular may be widely circulated amongst all users for information and necessary action.

All users are requested to take note of the timelines and accordingly plan the actions to create/update the master data in time. Cooperation of all users in this regard is requested please.

This has been issued with approval of competent authority.

P V Nath
GM (ERP)

Distributions:
1. All Regional Heads
2. All Departmental Heads – CC

Copy - for Kind Information Please
1. ES to CMD
2. Director – Projects/Personnel/Operations/Finance

Sl. No	Name of Activity	Activity Period
1	Vendor Master	1 working day
2	Customer Master	1 working day
3	Material/Service Master Creation	1 working day
4	Storage Location Creation	Bi-monthly
5	Plant Creation	Monthly
6	Company Code Creation	10 working days
7	Role Assignment	Next working day
8	New Personnel Subarea Creation	Monthly
9	Work Flow Maintenance for ESS Applications	Weekly
10	Employee Vendor Code Creation	Weekly
11	Creation of Profit Centre/Cost Centre/Fund Centre	Weekly
12	Mapping of CO-Object G/L with PC & CC	1 working day
13	Maintenance of HSN & Tax Condition	Bi-weekly
14	Vendor Login for e-tendering	2 working day
15	New Location Activation/Creation in for e-tendering	Monthly
16	Bid Opening Committee Login Creation	2 working day
17	Business Place / Section Code Creation	2 working day
18	Tax Code Creation	2 working day
19	IT Depreciation Key Creation	Bi-monthly
20	GL Code Creation	2 working day

Vendor Master:

All vendor creation requests has to be sent through portal

http://pms.powergrid.in/vms/Default.aspx

Vendor creation request shall be considered only if it is approved by both level-1 as well as level-2. (Level-2 must be executive form CC/Regional Finance)

Vendor Master creation cycle is executed once on all working days. Any request received by 10:00 Hrs shall be processed on same day and request received after that shall be processed on next working day.

For changes in Vendor Master will be done based on approval from Regional C&M and Finance. Request is to be raised through SOLMAN.

Customer Master:

Customer Master Creation request is to be logged in SOLMAN.

Customer Master Creation cycle is executed once on all working days. Any request received by 10:00 Hrs shall be processed on same day and request received after that shall be processed on next working day.

For changes in Customer Master will be done based on approval from Regional C&M and Finance. Request is to be raised through SOLMAN.

Material/Service Master Creation:

Material and Service Master creation shall be done based on recommendation received from indenting department of Corporate like Engineering, LD&C, Telecom, AM, HR or Regional Engineering as per template.

This activity is done once daily on all working days. Any request received by 10:00 Hrs shall be processed on same day and request received after that shall be processed on next working day.

Storage Location Creation:

Storage Location creation is done twice in a month. Request is required to be logged by Regional Coordinator in SOLMAN. Template for Storage location creation as well as approval from GM (Proj) in case of Project & GM (AM) in case of O&M should be attached in incident ID generated on SOLMAN. For telecom approval from GM(Telecom) may be attached.

Request logged by 10th of every month shall be processed by 15th of same month and request logged from 11th to 25th shall be processed by 30th of same month. Any other request shall be taken care in next month cycle.

Plant Creation/Purchase Group Creation:

This is done once in a month. Request is required to be logged by Regional Coordinator in SOLMAN. Template for Plant creation as well as approval from concerned GM/ED should be attached in incident ID generated on SOLMAN. For telecom approval from GM/ED(Telecom) may be attached.

Any Request received by 10th of the month shall be processed in same month and request received after 10th shall be processed on next month.

Company Code Creation:

Company code creation shall be done based on request received from CC-Finance Books. Request is to be logged by CC-Finance Books in SOLMAN. Templates as well as approval should be attached in incident ID generated in SOLMAN.

After winning new TBCB, request for creation of new company is to be sent immediately. Such request shall be processed in 10 working days.

Role Assignment:

Role assignment request has to be sent by Regional Coordinator through SOLMAN. Formats for assignment of role along with approval from concerned GM/HOF for Finance Role/ HOP for HR Role/ED have to be attached.

Role assignment shall be processed by next working days.

New Personnel Subarea Creation:

New Personnel Subarea Creation is done once in a month. Request is required to be logged by Regional Coordinator in SOLMAN. Template for new PSA creation should be attached in incident ID generated on SOLMAN.

Any Request received by 15th of the month shall be processed in same month and request received after 15th shall be processed in the next month.

Work Flow Maintenance for ESS Applications:

New Workflow Maintenance or Addition shall be done based on request received from Regional HR Coordinator. Request is to be logged by Regional HR Coordinator in SOLMAN along with templates.

The Request shall be processed every Monday for all request received by Friday. Request received after that shall be considered in next cycle.

Employee Vendor Code Creation:

Employee Vendor Code Creation shall be done based on request received from Regional Finance Coordinator. Request is to be logged by Regional Finance Coordinator in SOLMAN along with template.

The Request shall be processed every Tuesday for all request received by Monday. Request received after that shall be considered on next cycle.

Creation of Profit Centre/Cost Centre/Fund Centre :

In case of New Transmission Projects, CC-CTU shall upload the WBS Template in AZMAN Portal (http://pms.powergrid.in/azman/(S(fgtlso5tjocmrvxi40zcbts2))/loginazman.aspx) and shall also Email the Template to CC-Finance-Books Section.

For consultancy projects request shall be generated by concerned department at CC or Regional Finance to CC-Finance book section

For DOCO Elements of transmission project request shall be generated through Regional Finance book section to CC-Finance book section.

Upon approval of CC-Finance Book section creation of PC/CC/FC shall be done every Wednesday for all request received by Tuesday. Request received after that shall be considered in next cycle.

Mapping of CO-Object G/L with PC & CC :

Request is to be generated by Regional Finance through SOLMAN with complete details of G/L code, Profit Centre & Cost Centre.

Any request received by 11:00 Hrs shall be processed on same day and request received after that shall be processed on next working day.

Maintenance of HSN & Tax Condition :

Request is required to be logged by Regional Coordinator in SOLMAN

Request shall be processed twice every week i.e every Tuesday & Friday for request received till preceding day.

Vendor Login for e-tendering:

For already registered vendor in ECC, Request by C&M users through SOLMAN along with SAP Vendor ID & Contact person details for vendors whose bidding login has to be created.

For Party new in POWERGRID who likes to participate in a RFx/NIT needs to register on "New Vendor" Link on SRM e-tendering portal, then he/she needs to inform the concerned RFx/NIT co-ordinator who after checking that the concerned party is a new vendor shall forward the request through SOLMAN.

The resolution time period for such requests is two (2) working day.

New Location Activation/Creation in for e-tendering

New Location Activation/Creation in for e-tendering is done once in a month. Request is required to be logged by Regional Coordinator in SOLMAN. Template for New Location Activation/Creation in for e-tendering as well as approval from concerned GM/ED should be attached in incident ID generated on SOLMAN. For telecom approval from GM/ED (Telecom) may be attached.

Any Request received by 10th of the month shall be processed in same month and request received after 10th shall be processed on next month.

Bid Opening Committee Login Creation

Such requests are logged into SRM in a requisite template. The request is forwarded to Basis team for Login id creation, post which the mapping of the users in purchase group is done by functional team. After receiving the request in the defined template such request at resolved in two (2) working days.

Business Place / Section Code Creation

Such requests are logged into SAP SOLMAN in a requisite template. After receiving the request in the defined template such requests are resolved in two (2) working days.

Tax Code Creation

Such requests are logged into SAP SOLMAN in a requisite template. After receiving the request in the defined template such requests are resolved in two (2) working days.

IT Depreciation Key Creation

Such requests are logged into SAP SOLMAN in a requisite template.

Request logged by 10th of every month shall be processed by 15th of same month and request logged from 11th to 25th shall be processed by 30th of same month. Any other request shall be taken care in next month cycle.

GL Code Creation

Such requests are logged into SAP SOLMAN in a requisite template. After receiving the request in the defined template such requests are resolved in two (2) working days.