



JHARKHAND BIJLI VITRAN NIGAM LTD.

(CIN: U40108JH2013SGC001702)

ENGINEERING BUILDING, DHURWA, RANCHI- 834 004

Email ID : fmjbvnl@gmail.com, FAX No. 0651- 2400799

Office Order No. 666 / JBVNL, Ranchi

File No:- JBVNL (F&A) / wing/40/2019-20

Dated 04-06-2019

With a view for smooth implementation of *Employees Service Payroll System* under HCM Module of ERP the following decisions are taken:-

- i) Henceforth all Electrical Supply Circles will start to collect Absentee Statement of all employees/officer posted at Divisional/TRW/Sub Divisional/Sectional Offices of their jurisdiction. Absentee report including details of leave availed by concerned employees will be uploaded by the concerned Circle Office in the data base as provided in ERP. However the Supply Area will upload the absentee and leave details of officer/employee of their own offices and the offices associated with them.
 - ii) The Committee constituted vide O.O.No. 512 dt.- 30.04.2019 at Nigam Hqr. will start uploading the salary structure and all other transactions on the basis of uploaded absentee statement of circle office. The salary so prepared will be having view access to all respective Supply Circle/Area Offices. Any rectification if required must be reported immediately at Nigam Hqr. to the said Committee constituted exclusively for this purpose.
 - iii) After having clearance of prepared salary by the said committee the required fund will be disbursed by Department of Fund Management to concerned Supply Circle/Area Offices. After receipt of fund to this effect the Supply Circle/Area Offices will do the needful for payment of Salary from their end to the employees/ officers posted at the Divisional /TRW /Sub Divisional /Sectional Offices of their jurisdiction directly in their Bank Account. The statutory and other deductions and its remittance against all employees / officers falling under their jurisdiction either posted in Division / Sub-division / Section Offices / TRW / Stores etc. will be done by the Supply Circle office exclusively. Accordingly timely filing of return will be ensured by Circle Office using their own TAN number.
 - iv) In order to streamline the whole process services of employees of General Cadre/Account Cadre posted at respective Divisional Offices may be utilized for the purpose. It will be responsibility of Circle Office that salary / other remittances of all employees posted under their jurisdiction are timely deposited and ensure that no data of any employees are left.
2. The above order shall come in force with immediate effect.
 3. This has got the approval of MD, JBVNL.

Sd/
(Rakesh Raushan)
General Manager (HR)

P.T.O.

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Memo No.

Date

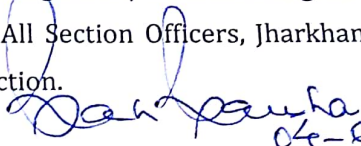
Copy forwarded to T.S to CMD, Jharkhand Urja Vikas Nigam Limited / Managing Director Jharkhand Bijli Vitaran Nigam Limited/ Director (Finance), / Senior Law Advisor- cum- Additional Secretary Jharkhand Urja Vikas Nigam Limited/P.A to A.D.G.P (Vigilance and Security) Ranchi for information.

Sd/-
(Rakesh Raushan)
General Manager (HR)

Memo No. 588

Date 04.06.19

Copy forwarded to All ED/ All Chief Engineers/ General Manager/ All Dy. General Manager (F&A/ Personnel)/ All Superintending Engineers/ All Dy. GM (HR)/ All Executive Engineers/ All Sr. Manager (F & A)/ Personnel/ All Manager (F&A)/ All Assistant Engineers/ Assistant Engineer (Civil)/ All Administrative Officers/ All Labour Welfare Officer/ All Section Officers, Jharkhand Bijli Vitran Nigam Limited, Ranchi for information and necessary action.


(Rakesh Raushan)
General Manager (HR)
04-6-2019