



JHARKHAND BIJLI VITRAN NIGAM LIMITED

(CIN: U40108JH2013SGC001702)

Engineering Building, HEC, Dhurwa, Ranchi-4

Fax: 0651-2400799

Office Order No. 636
Gm(IT)-21/2017 (Part-I)

Dated. 27.05.2019

Implementation of ERP at JBVNL is in the phase of Pre-Go-Live. In light of implementing Enterprise Resource Planning (ERP) to meet the organization's operation excellency, JBVNL IT cell, have prepared a Standard Operating Procedure (SOP) for the intended user to perform business continuity and job suitably in the ERP application. All the concerned officials are requested to adhere the attached "ERP SOP" with roles and responsibility of concerned JBVNL officials to facilitates the consistency in the quality and integrity of the business.

A standard operating procedure (SOP) is a set of step-by-step instructions compiled by an organization to help employees carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance. JBVNL ERP application users should adhere the step mentioned in the SOP to facilitates the consistency in the quality and integrity of the business.

SOP would be reviewed and updated from time to time by IT cell and will be intimated to the user. Suggestions from ERP users would be appreciated. Users may share their feedback at itcelljbvnl@gmail.com.

For steady reference the SOP procedure also being uploaded in the Pathshala portal of JBVNL. Requested to check the following link for your reference:
<https://jbvnl.co.in/trainingERP.php>.

This has got the approval of MD JBVNL.

Sd/-

(Sanjay Kumar)

General Manager (IT)

Date.....

Memo No.....

Copy forwarded to All General Manager-cum-Chief Engineer, Electric Supply Area / All Electric Superintending Engineer, Electric Supply Circle for information and necessary action.

Sd/-

(Sanjay Kumar)

General Manager (IT)

Date.....

Memo No.....

Copy forwarded to Concerned Module head / GM (IPDS) / GM (HR) / CE (RE) / CE (S&P) / CE (S&D) / GM (A&R) / GM (P&FM) for information and necessary action.

Sd/-

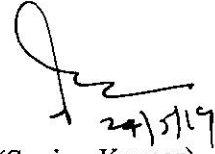
(Sanjay Kumar)

General Manager (IT)

Memo No. 222

Date. 27/05/19

Copy forwarded to M/s YASH (SI) / M/s Wipro (PMC) for information.



(Sanjay Kumar)
General Manager (IT)