



BIHAR STATE POWER TRANSMISSION COMPANY LTD., PATNA

(Regd. Office – VidyutBhawan, Bailey Road, Patna)

(TIN VAT No – 1011257007, TIN CST No – 10011146136, CIN – U40102BR2012SGC018889)

Head Office, Vidyut Bhawan, Bailey Road, Patna -800021

Order

Sub: Implementation of SAP-ERP in BSPTCL- Go Live

It gives us great pleasure to inform that the ERP project is going live from October 6th, 2021. In the first phase of go Live, pilot locations Patna HQ, Patna Zone, all circles under Patna zone, all divisions under Patna zone and all its sub-divisions have been chosen. This will enable BSPTCL to adopt industry best practices in areas of Finance & Controlling Management, Human Capital Management with Payroll, Material Management, Project Monitoring & Controls through Project system, Plant Maintenance, beside this Employee portal with Employee Self-Service.

List of activities which will be carried out w.e.f. 6th Oct 2021 is enclosed at Annexure-I. All the HODs of pilot locations are advised to go through this list and ensure that these activities are carried out through ERP only and no manual transaction is carried out. Non compliance of this shall be viewed seriously.

Legacy system at Pilot Locations will stop immediately once ERP is on line. While existing reports and analysis may not be available in the same format, ERP will provide the reporting necessary to carry out our business efficiently besides providing an immense information warehouse for business decision making.

To facilitate ERP Log in for day to day transactions, USER ID's have been provided to ERP users. Please ensure the proper use of User ID's, and take necessary pre-cautions to avoid misuse of your user ID.

Initially, some problems may arise as users familiarize themselves with the system despite extensive trainings conducted through the project. A helpdesk has been established to assist users with all such issues. All are requested to contact helpdesk (Annexure-II enclosed) for ERP Support related issues. They will either resolve the issues at their end or forward to the BSPTCL ERP support team.

ENCL: As above

By Orders,

(Signature)
(Radha Mohan Prasad)
Gm(HR&Adm)

Memo No.- _____
Trans-PIL/50/2021

Dated- _____

Copy forwarded to M/s Yash Technologies / M/s PwC for kind information and necessary action

Sd/-
(Radha Mohan Prasad)
Gm(HR&Adm)

Memo No.- _____
Trans-PIL/50/2021

Dated- _____

Copy forwarded to Director (Project)/ Director (Operation), BSPTCL/ All GM (HR & Adm)/ All GM (F&A)/ All Chief Engineer, BSPTCL/ All GM- Cum- CE, Trans. Zone/ All ESE/ All SE (Civil), BSPTCL/ CDBA, SBPDCL/ All DGM (HR & Adm)/ All DGM (P)/All DS/ All DBA/ All EE/ Sr. Manager (F&A)/ All US/ All Ad.O/ All AO/ All AE/ All IT Manager/ All SO/ All AITM/ All JE/ All Employees, BSPTCL for kind information and necessary action.
Encl:- As above.

Sd/-
(Radha Mohan Prasad)
Gm(HR&Adm)

Memo No.- _____
Trans-PIL/50/2021

Dated- _____

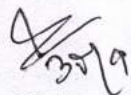
Copy forwarded to US to Principal Secretary, Energy Department. GoB/ Principal Secretary (IT), GoB/ MD, Bihar State Electronic Development Corporation Limited for kind information.

Sd/-
(Radha Mohan Prasad)
Gm(HR&Adm)

Memo No.- 1739
Trans-PIL/50/2021

Dated- 30/09/21

Copy forwarded to OSD/ PPS to CMD/ PPS to Director (HR), BSP(H)CL/ OSD to MD,BSPTCL/ OSD to MD,SBPDCL/ OSD to MD,NBPDCL/ OSD to MD,BSPGCL/ CS, BSP(H)CL for kind information.


(Radha Mohan Prasad)
Gm(HR&Adm)

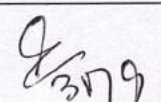
Annexure - I

LIST OF ACTIVITIES FROM SAP

Module Name	Activities
Plant Maintenance	Daily Tripping Entries, Monthly Energy Consumption, Maintenance Notifications Shut down approvals by SLDC, Preventive maintenance Order, Breakdown Maintenance Order, Corrective Maintenance Order, Condition Based Maintenance Order, Facility Maintenance Order, Calibration Order, Transmission line losses Entries, Thermo vision scanning of switchyard Entries
Material Management	Process of Procurement of Materials and Services for O&M and Project including Creation of Requisition, Request for Quotation/ Maintenance of Quotation, PO (SAP Contract)/ Work order process, DI (SAP PO) Process. Material Receipt, Transfer of Stock, Issuance of materials, Service Entry Sheet (MB) Process, Material Indent process & Transfer posting, Gate pass & Gate entry process, Physical Verification of Stores, Inventory Adjustment Process, Material scrapping process, Devolution of Materials to Store.
Project System	Preparation & Approval of Estimate based on SOR, Execution and Monitoring of Project, Generation of reports regarding Project Activities & Cost, Confirmation of Activities for completion of Project, Project Closure, Creation of Scheme for Project , Management of Budget, Asset Settlement
Financial & Controlling	Creation of General Ledger, Creation of Cost Centers, Creation of Profit Centers, Creation of Vendor , Creation of Customer, Creation of Assets, Creation of House Bank, Creation of Cost Element, Creation of Internal Order, Vendor Invoice,


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RADHA MOHAN PRASAD
General Manager (HR & Adm.)
Bihar State Power Transmission Co. Ltd., Patna

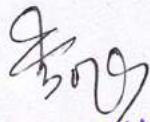
	Customer Invoice, Vendor Payment, Customer Received, TDS Challan, Cash Journal, Assets Purchase, Assets Retirement, Deprecation Run, General Expenses, Invoice Verification after receipt of Material
Human Capital Management & Payroll	Creation of Organizational unit, Creation of Position, Creation of Job, Relationships between the objects (Org. Unit, Position, Job & Cost Centre), Assignment of Cost Center, Hiring of an employee in the organization, Create Organizational Assignment , Create Personal Data, Create Address, Create Bank Details, Create Monitoring of task, Create Contract Elements, Create Nominations, Create Education, Create Other / Previous Employers, Create Personal ID's, Create Communication, Create Challenge (PHP), Create Previous Employment Tax Details, Create HRA/CLA/COA, Create Provident Fund Contribution, Probation extension, Probation Conformation, Transfer leaving, Transfer joining, Promotion, Promotion joining, Annual Increment, Change in Pay, Demotion Salary, Demotion Position, Suspension, Suspension Revocation, Seperation, Deputation IN, Repatriation Out, Deputation Out, Repatriation In, Master Data Maintenance, Planned Working Time Maintenance, Employee Leave Quota Generation, Employee Absence recording, Employee Attendance recording, Payroll Processing - Simulation / Actual, Payroll Posting to FI


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Employee Self Service/Manager Self Service	Employee Personal Information, Payments and Benefits, Leave request & Holiday, NOC Process Transfer request, Quarter Management, Request & approval for Employee Electricity Bill, Annual Confidential Report, E-Separation Request, Approval for E-separation request, Travel request (i.e. advance part)
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RADHA MOHAN AD
 General Manager (HR & Adm.)
 Bihar State Power Transmission Co. Ltd., Patna

<u>Annexure-II</u>		
Module	Functional Support	Technical Support
Human Capital Management(HCM) & Payroll	Mr. Rajeev Ranjan Kumar, ADO Ph# 7763817927	Ms. Priya Rani, ITM Ph# 7541806086
Financing & Controlling(FICO)	Mr. Sushil Kumar, AO Ph# 7763813873	Mr. Rahul Kumar, ITM Ph# 9199741072
Project Systems(PS)	Ms. Kshitijaa Ranjan, AEE Ph# 7541806091	Ms. Swati Suman, AITM Ph# 7541806070
Plant Maintenance (PM)	Ms. Anupama Sagar, EEE Ph# 7763813898	Ms. Preeti, AITM Ph# 7541806068
Material Management (MM)	Ms. Surbhi Suman, AEE Ph# 9262594685	Mr. Bhaskar Prince, ITM Ph# 7763817706
Employee Self Service/Manager Self Service (ESS/MSS)	Mr. Rajeev Ranjan Kumar, ADO Ph# 7763817927	Ms. Priya Rani, ITM Ph# 7541806086
File Life Cycle Management/Document Management System	Mr. Rajeev Ranjan Kumar, ADO Ph# 7763817927	Mr. Rahul Kumar, ITM Ph# 9199741072
Email ID :-ERP.BSPTCL@GMAIL.COM		


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