<u>Order</u>

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

Ref: Order no. 1739 dated 30-09-2021

ERP for pilot locations i.e. Patna zone, all divisions under Patna zone and all its sub-divisions went live on 06-10-2021 in the first phase. It gives us great pleasure to inform that ERP is running successfully at pilot locations. Subsequently, all implementation activities for remaining locations is complete and from 26-11-2021 ERP is going live (enterprise wide) for all remaining locations i.e. Muzaffarpur & Bhagalpur Zone and all subsidiary offices including all civil offices.

From 26th November onwards, all functional Modules in the scope of ERP implementation i.e. Finance & Controlling (FICO), Human Capital Management (HCM) with Payroll & Employee/Manager Self- Service (ESS/MSS), Material Management (MM), Project System (PS), Plant Maintenance (PM) will be available for BSPTCL official work.

List of activities which will be carried out w.e.f. 26-11-2021 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. Cutover Date for Go-Live is 1st April, 2021. Backlog entries from cutover date i.e. 01-04-2021 till date must be entered immediately in the ERP system.

To facilitate ERP Log in for day to day transactions, USER ID's has been provided to ERP users. Please ensure the proper use of User ID's, and take necessary precautions 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.

By Orders,

Sd/-

ENCL: As above

(Radha Mohan Prasad)

Gm(HR&Adm)

Memo No.-_____ Dated-_____
Trans-PII/50/2021

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.-_____ Dated-_____
Trans-PII/50/2021

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.-_____ Dated-_____
Trans-PII/50/2021

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.- 2157_____ Dated- 25|11|21
Trans-PII/50/2021

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)

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, 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
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)

HELPDESK

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		