



# Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Phone: 0177-2633814-18, Fax: 0177-2633813

## Circular

In order to accelerate the efficiency and effectiveness of the existing systems, automation/computerization of routine businesses/processes /procedures of any organization has become necessary. HPPCL with the same endeavor & objective has planned to shift its routine, time and manpower consuming traditional processes to ERP-SAP based platform. In its chain of continuing efforts and decision taken by Corporate office regarding moving towards a Paperless hassle free Leave System, the ALOGP "Automated Leave Order Generation Programme" has been designed and the process through which this endeavor will be met is explained hereunder. :-

- 1 Henceforth, Earned/Commuted/Half Pay/Paternity/Maternity/Casual and Restricted Leave shall be submitted, through ESS Portal by all the employees at S0 and above levels and no leave shall be accepted on paper in case of these employees. Only W1 to W11 category employees can submit leave on paper as per prevalent practice till further orders. In case of Paternity/Maternity/Commuted/Half Pay leave the related Documents/Medical certificates are to be submitted separately with the concerned P&A Department Executive.
- 2 The leaves shall strictly be approved only by the officers at E6 and above level and accordingly all the E6 and above level officers are directed to check daily their MSS (Manager Self Service) Portal and where they can approve/reject the leaves submitted by the employees reporting to them on daily basis. Email notifications will also be sent automatically by SAP system to the concerned.
- 3 On the other hand, all the concerned HR, SAP Users (**List attached as Annexure-A**) shall keep a daily track on the Leave requests sent/approved at their respective locations/establishments on the basis of Email notifications received by them and accordingly take print out of the approved Leave Sanction Orders through ALOGP i.e. "Automated Leave Order Generation Programme" as designed in SAP. *The necessary training in this regard will be imparted shortly to all the concerned executives of P&A.*
- 4 After scrutiny of the Leave Account and Leave Type, the printouts of Leave Sanction Order will be taken out from the system for each employee and after signatures on the sanction orders by the P&A Department executive; the same shall be dispatched to the quarters concerned.
- 5 The benefits of a hassle free and paper less environment in the official functioning shall be as under:-
  - i) The Leave approvals /rejections and sanction orders can be processed on the same date, irrespective of the location of the employee and Reporting officer/headquarter, as the leave can be requested through ESS portal from anywhere; subject to internet connectivity.
  - ii) The double effort done by the P&A department/CPT Team shall be reduced as the Entries of the leaves in SAP shall be automatic based upon leave request sent /approved.



- iii) The Leave sanction orders (as have been maintained in SAP R3) shall be in one standard language, thereby, removing ambiguities and typing errors and will bring uniformity in the Organization.
- iv) The process is based on some inputs viz. SAP Id, Leave type, Leave period, sanctioning authority etc. and is very easy to handle; even by a person not well conversant with computers.
- v) Email notifications shall be sent by the SAP System automatically to the concerned employee requesting leave, Controlling Officer and HOP/HOD on raising, approval /rejection of the leave.

Since the programme is dependent on the updation of various records especially related to leaves, therefore, the officers/officials of P&A department authorized for updating of leaves at project/field sites are directed to update the leave records on daily basis.

For clarifications or any doubts on the above, the matter may be conveyed/will be got clarified through the below mentioned officers:

**Sh. Satender Jayswal**  
**Sh. Surinder Kaundal**

**Personnel Officer 9418024760**  
**Personnel Officer 9882093193**

Further, In case the ESS ID of any employee is not created, kindly contact **Er. Pankaj Khosla, Engineer (IT) on Email Id- [pankaj.khosla@hppcl.gov.in](mailto:pankaj.khosla@hppcl.gov.in) or Mobile No. -9816454448**

The above Automated Leave Order Generation Programme (ALOGP) will be in force from 1<sup>st</sup> Nov 2014 onwards. All concerned are directed to strictly follow the above instructions.

It may also be noted that the rules laid down in HPPCL leave rules/CCS leave Rules 1972 as applicable for timely submission of Leave application /permission or sanction shall be adhered to, as per relevant provision of the above rules.

*olc* **Director (Personnel)**  
**Dated: - 31 October 2014**

**No. HPPCL/P&A/ERP/ 2014- Vol-III 12339-01**  
**Copy forwarded to the following for information and necessary action Please:-**

1. PA to Managing Director, HPPCL, Himfed Bhawan, Shimla-5.
2. The Director (Civil), HPPCL, Himfed Bhawan, Shimla-5
3. The Director (Electrical), HPPCL, Himfed Bhawan, Shimla-5.
4. The Director (Finance), HPPCL, Himfed Bhawan, Shimla-5.
5. **All HOPS/HODs of HPPCL** to ensure implementation and for information of all employees under their control.
6. The Sr. Manager (F&A-cum-CPT), HPPCL, Shanti Kutir, Chakkar, Shimla-5.
7. The Sr. Manager (IT), HPPCL, Uttam Bhawan, Shimla-5
8. The Manager (Finance), HPPCL, Himfed Bhawan, Shimla-5
9. The Sr. P.O. (Admn.), /A.E. (Estate), HPPCL, Himfed Bhawan, Shimla-5.
10. The APO (Manpower Planning) HPPCL, Himfed Bhawan, Shimla-5
11. Above named Officers.
12. All notice boards in HPPCL.

*olc* **Director (Personnel)**



## ANNEXURE-A

Sub Area Code	Name of Sub-Area	User	SAP ID
1001	Renuka JI Dam Project, HPPCL, Dadahu, Distt. Sirmour (HP)-173022	Kishore Thakur	u0000527
1002	Sainj HEP, HPPCL, Sarabai , Distt. Kullu (HP)-175125	Anup Gautam	u0000516
1003	Shongtong Karcham HEP, HPPCL, Reckong Peo, Distt. Kinnaur (HP)-172107	Hem Raj	u0000504
1004	Sawra Kuddu HEP, HPPCL, Hatkoti, Distt. Shimla (HP)-171207	Suresh Kumar	u0000317
1005	Integrated Kashang HEP, HPPCL, Reckong Peo, Distt. Kinnaur (HP)-172107	Krishan Chand Jaswal	u0000351
1006	Nakhtan HEP, HPPCL, Sarabai , Distt. Kullu (HP) 175125	Anup Gautam	u0000516
1007	Chirgaon Majhgaon HEP, Hatkoti, Distt. Shimla (HP)-171207	Suresh Kumar	u0000317
1008	Triveni Mahadev HEP, HPPCL, Sujanpur, Distt. Hamirpur (HP)-176210	Vijay Kumar	u0000937
1009	Thana Plaun HEP, HPPCL, Sujanpur, Distt. Hamirpur (HP)-176210	Vijay Kumar	u0000937
1010	Gyspa HEP, HPPCL, Rangri, Near Manali, Distt. Kullu (HP)-175131	Vijay Kumar	u0000937
1011	Surgani Sundla HEP, HPPCL, Sundla, Distt. Chamba (HP)-176318	Girij Kumar	u0000770
1012	Corporate Office, HPPCL, Himfed Bhawan, Panjri, Distt. Shimla (HP)-171005	Salamat Khan	u0000652
		Nishi Bhatti	u0000498
		Geeti Singh	u0000484
		Satender Jayswal	u0000499
1013	Design Office, HPPCL, BBMB Colony, Sundernagar, Distt. Mandi (HP)-175019	Satya Paul Vashisht	u0000361