



**MADHYA PRADESH POWER TRANSMISSION CO. LTD.**

(A wholly owned Govt. of Madhya Pradesh Undertaking)

CIN:U40109MP2001SGC014880

Regd. Office: Shakti Bhawan, Rampur, PO Vidyut Nagar, Jabalpur-482008(MP)  
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No.AS/MPPTCL/E-V/ 2244

Dated, 23/07/2019

**ERP CIRCULAR No.**

**Subject: – Locking period of HR related master data maintenance during payroll processing.**

In ERP system, from 25<sup>th</sup> to last day of every month, processing of payroll is being done, therefore, all HR related activities shall be locked during this period i.e. changes in Leave including request for leave, salary data and other payroll/ HR related data may not allowed in system. No correction/ modification/ updations/ initialization in respect of HR functionality shall be allowed in the ERP system during this period, hence, activities to be carried out for this period may either be done before payroll run period or after completion of payroll run period. i.e. before 25<sup>th</sup> or after 1<sup>st</sup>.

CE (Tr.-EZ)  
P.No. 4374  
Date. 25/7/19  
Works/Pur.  
Estt./Steno  
Cashier

By order

*[Signature]*  
Chief Engineer (HR&A)

No.AS/MPPTCL/E-V/ 2245

Dated, 23/07/2019

**Copy to:-**

1. The Executive Director (CRA)/(HRD) MPPTCL, Jabalpur.
2. The Chief Engineer (Procurement)/(T&C)/(P&D)/(EHT:Constn.)/(EHT:M&I)/(SLDC) / (Trans. EZ)/ Works, MPPTCL, Jabalpur.
3. The CFO, MPPTCL, Jabalpur
4. The Addl. Chief Engineer (IT-ERP)/(SCADA)/(Civil-Trans.)/(Vigilance)/(Trans.-CZ)/(Trans.-WZ) MPPTCL, Jabalpur/ Bhopal/ Indore.
5. The Superintending Engineer (EHT:M&I)/(EHT:Constn.)/(T&C)/400kv S/s circle, MPPTCL, Jabalpur/Gwalior/Ujjain/Indore/Bhopal/Seoni/ Satna/ Sagar/ Nagda/ Bina/ Khandwa.
6. The Executive Engineer (Testing/EHT:C/EHT:M/Communication/SCADA/RE/Sub SLDC) Dn., MPPTCL, .....
7. The Executive Engineer (Trans.Stores)/ (Workshop) Dn., MPPTCL, Jabalpur/ Itarsi/ Indore/ Gwalior/ Sehore.
8. The Company Secretary, MPPTCL, Jabalpur.
9. The Joint Director (B&CM)/Bills/P&PF, O/o CFO, MPPTCL, Jabalpur.
10. The Regional Officer, MPPTCL Jabalpur/Bhopal/Indore.
11. The Staff Officer attached to MD, MPPTCL, Jabalpur.
12. The Webmaster, MPPTCL Jabalpur.

*[Signature]*  
Superintending Engineer II