



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(An ISO 9001-2008 Certified Company)

Corporate Identity Number (CIN) : L40109RJ2000SGC016485

Regd Office Vidyut Bhawan, Jan Path, Jaipur - 302005

Website : rvpn.co.in



No. RVPN/SE(MIS&IT) /HCM-Payroll/18-19/D. 646

Jaipur, dated 07-8-2018

NOTICE

Sub: Implementation of "Online Leave application submission" through ESS portal of SAP-ERP" as a part of HCM-Payroll module.

As a part implementation of SAP-ERP, an application for "Online submission of Leaves", through ESS portal of SAP-ERP, has been developed and ready to use. During first phase, PL/ML/HPL can be applied and approved through this application. In this regard, an instruction manual along with stepwise guide is enclosed herewith.

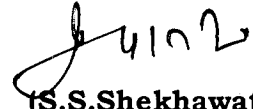
All ESS users i.e. officers / JENs / Ministerial staff are directed to apply PL/ML/HPL through ESS portal and further approval should be done on time through ESS portal only.

In case of any query/issue, send email to: kumari.meena@rvpn.co.in alongwith contact no .9413393973.

Encl:

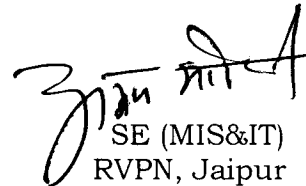
Annexure I : Instruction Manual.

Annexure II : Stepwise Guide


(S.S. Shekhawat)
Secretary (Admin)
RVPN, Jaipur

Copy to the following for kind information and needful:-

1. Chief Engineer / Addl. Chief Engineer (PPD / IT/LD/Proc./ Cont./ NPP&R/ MPT&S/)/Civil), RVPN,Jaipur/_____
2. Zonal Chief Engineer (T&C-JP/AJ/JDP), RVPN_____
3. Chief COA, RVPN, Jaipur,
4. Superintending Engineer T&C/Civil/Comm./MPT&S/QC&Insp/Protection Engineering/Automobile/NPP&R/Proc-I/II/Cont.-I/II/SOLD/P&P____), RVPN, Jaipur / _____
5. Joint Director(Personal), RVPN, Jaipur
6. Chief Account Officer (P&F-Cont./Acct-Insp/EA-Cash/RCAO (T&C-JP/AJ/JDP) RVPN, Jaipur/_____
7. TA to CMD, RVPN, Jaipur for kind perusal of CMD, RVPN
8. TA/PS to Director(Tech./Op./Fin.), RVPN, Jaipur
9. Dy./Asst. Secretary(I/II/III/APAR/GAD/Pension), RVPN, Jaipur


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