

To,
Regd.

M/s Tech Mahindra Limited,
58, A&B, Noida, Special Economic Zone,
Phase-II, Noida-201305,
Uttar Pradesh.

Kind Att.: Mr. Vikrant Jain
Project Director

Memo No. 2763 /DIT-945/Vol.V

Date: 24-08-2022

Sub: Regarding Parallel Trial run of processes of HRMS module under ERP.

With reference to subject cited above, it is intimated that ERP progress review meeting was held on 23.08.2022, under the chairmanship of worthy Director/Distribution and Director/Finance, PSPCL to discuss module wise (viz. Material Management, Finance & Accounts and Human Resource Management System) implementation status of ERP project in PSPCL. During the meeting, it has been conveyed by you that all the processes under HRMS module are ready and your firm will start parallel trial run across PSPCL offices w.e.f. 01.09.2022.

In this regard, following points needs your attention and confirmation:

1. Please share your plan/date wise schedule for configuring ERP system across PSPCL offices. All necessary configurations shall be done and tested. Test report of the same should be shared.
2. Please ensure appropriate security/authorization, control policy to prevent unauthorised access to programs, data, screens and outputs. Also share security standards being followed.
3. All the processes under HRMS module must also be initiated through SSHR mobile app.
4. Ensure Employee login/authentication through two factor authentication, wherein addition to password, mobile OTP must be required.
5. All employees must be intimated through SMS on their mobile regarding status of their request/application vis-a-vis grant of earned leave, medical reimbursements, GPF etc.
6. It must be ensured that ERP interface is user friendly, simple and menu driven. Instead of punching data in ERP system, a list of values is populated for selection to prevent manual errors. Also, data validations must be incorporated in the ERP system to avoid manual entries. In addition to above, please ensure that SSO(Single Sign On) feature is incorporated across ERP Modules so that user only needs to login into the system only once and can use any process as per the roles defined.
7. As you are aware that HRMS processes under ERP system dependent on each other. Therefore, it must be ensured that all processes under HRMS module communicate with each other. Further, integration with legacy applications/processes under HRMS must be done with DC/DRC of PSPCL.
8. Please share list of all login id's along with designation and role matrix/authorisation provided to all users.
9. Module wise mapping of processes against each line item of BoM of proposed solution is still pending with Tech M. It must be shared before trail run.
10. Share Backup and Archival policy for ERP project.

Please look into the matter on urgent basis and share relevant information to this office.

Dy. CE/Billing
PSPCL, Patiala
24/8/22

- CC: 1. Sr.PS to Director/D. ____, PSPCL, Patiala.
2. Sr.PS to Director/Finance, PSPCL, Patiala.
3. EIC/IT, PSPCL, Patiala.