

[REDACTED]

OUM

DO.070USERGUIDE

PSPCL ERP Implementation Disciplinary Process

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|---------------|-------------------------------------|
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Approvals:

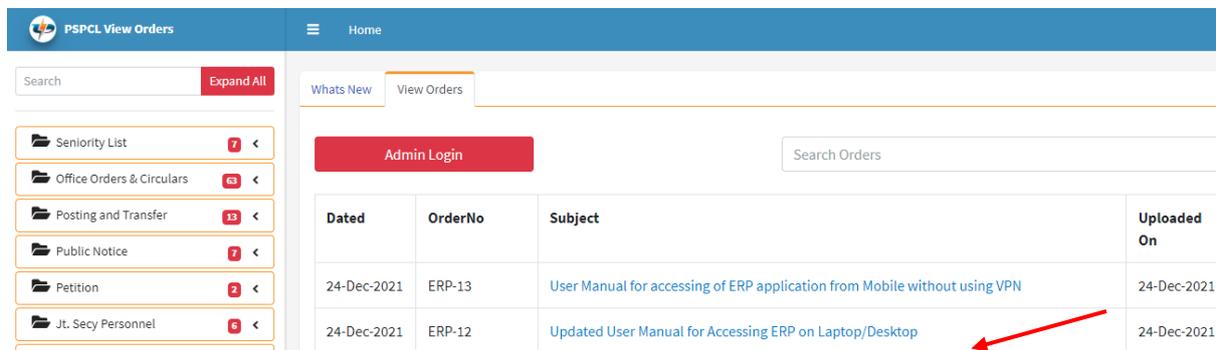
<Approver 1>

<Approver 2>



1.0 ERP User Manual:-

| S.No. | Description |
|-------|--|
| 1 | User Manual of ERP Login from Desktop/Laptop |



Accessing of Oracle ERP

Open Internet Explorer/Mozilla Firefox and enter the URL:

https://erpappssit.pspcl.in/OA_HTML/AppsLocalLogin.jsp

Downloading of Required Software:

You may get the required software from oracle or from the below link

https://drive.google.com/drive/folders/1DFJF3n16j-fUhf4wXatW2ZvIhmlHDZ_N

User Name

Password

Log In

[Login Assistance](#)

[Register Here](#)

Accessibility

Language

Navigator

Personalize "Navigator"
 Personalize Table Layout: (headerTable)

- ▶ Application Developer
- ▶ Application Diagnostics
- ▶ Approvals Management Administrator
- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ PSPCL Cadre Manager
- ▶ **PSPCL Disciplinary Manager** 
- ▶ PSPCL Employee Self Service
- ▶ PSPCL HRMS - View Only
- ▶ PSPCL HRMS Manager
- ▶ PSPCL Learning Administrator
- ▶ PSPCL Manager Self Service
- ▶ PSPCL Payables Super User_TS
- ▶ System Administration
- ▶ System Administrator
- ▶ Workflow Administrator
- ▶ XML Publisher Administrator

Worklist

Personalize "Notifications Worklist Function"

Personalize "Notification List"

...

| From | Type | Subject | Sent | Due |
|--|------|---------|------|-----|
| There are no notifications in this view. | | | | |

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

| Steps | Actions |
|-------|-------------------------------------|
| 1 | Click on PSPCL Disciplinary Manager |

Navigator

Personalize "Navigator"

Personalize Table Layout: (headerTable)

Personalize

- ▶ Application Developer
- ▶ Application Diagnostics
- ▶ Approvals Management Administrator
- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ PSPCL Cadre Manager
- ▶ PSPCL Disciplinary Manager
 - ▶ PSPCL Disciplinary File Opening Form
 - ▶ PSPCL Disciplinary Process
 - ▶ PSPCL Disciplinary Technical Report

Worklist

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

...

| From | Type | Subject | Sent | Due |
|--|------|---------|------|-----|
| There are no notifications in this view. | | | | |

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

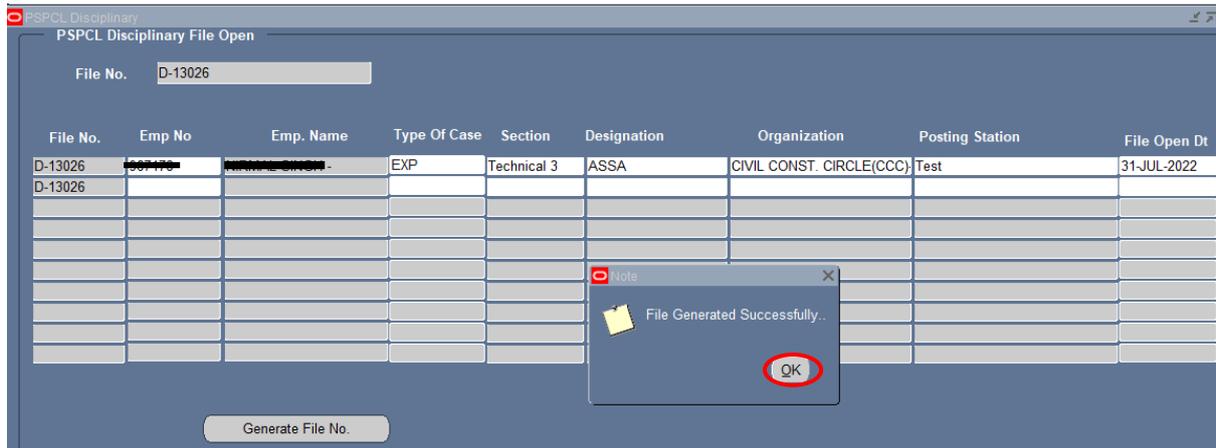
| Steps | Actions |
|-------|---|
| 2 | Click on PSPCL Disciplinary File Opening Form |

File No. D-13026

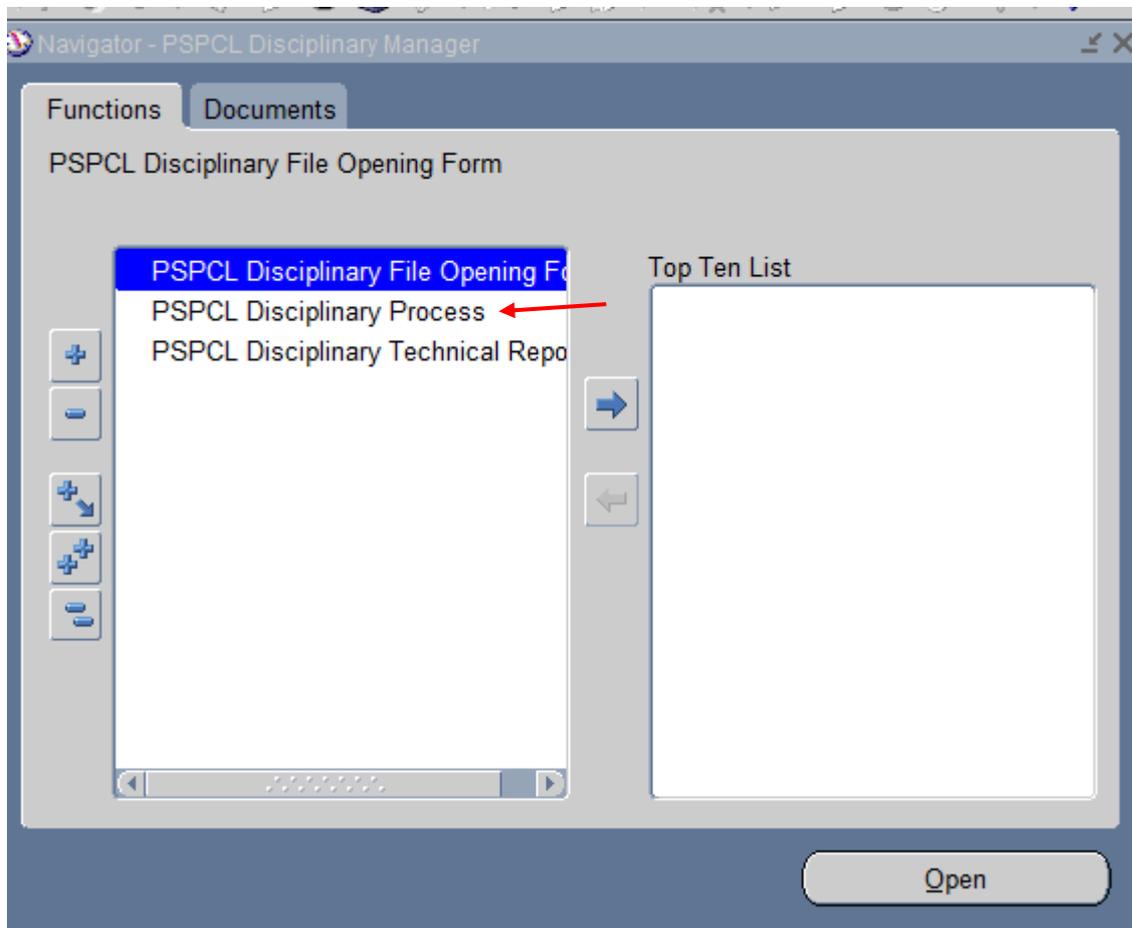
| File No. | Emp No | Emp. Name | Type Of Case | Section | Designation | Organization | Posting Station | File Open Dt |
|----------|--------|------------|--------------|-------------|-------------|--------------------------|-----------------|--------------|
| D-13026 | 501770 | [REDACTED] | EXP | Technical 3 | ASSA | CIVIL CONST. CIRCLE(CCC) | Test | 31-JUL-2022 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Generate File No.

| Steps | Actions |
|-------|----------------------------|
| 3 | Fill the Details |
| 4 | Click on Generate File No. |



| Steps | Actions |
|-------|-------------|
| 5 | Click on Ok |



| Steps | Actions |
|-------|-------------------------------------|
| 6 | Click on PSPCL Disciplinary Process |

PSPCL Disciplinary Process

Emp No/Name . [] DOR [] Designation [] Open File Dt []

File No **D-13026** Section [] Date Of Cause Of Action []

Type Of Case [] CS/SCN No. [] CS/SCN Issue Date []

Organization Name [] Int Agency [] PO_ST []

SUP Vido O/O No [] SUP Date [] RE No [] RE Date []

Charge L1 []

Charge L2 []

Ack. Date [] Reply Date []

Comment L1 [] Comment L2 []

INQ Office/O No [] Dt [] INQ Office Name []

INQ Report Date [] Rebuttal Date []

Decision Taken [] Vide No [] Decision Of Ord Date []

Decision Ack Date [] Appeal Date []

Appeal Decision [] Vide No [] Appeal Decision Ord Date []

Review Appeal Date [] Review Appeal Decision []

Review Appeal Decision Ord No [] Review Appeal Decis Ord Date [] FIR No. [] FIR Date []

Case Status [] Remarks []

| Steps | Actions |
|-------|----------------------|
| 7 | Press Key F11 |
| 8 | Fill File No. |
| 9 | Press Key Ctrl + F11 |

PSPCL Disciplinary Process

Emp No/Name . **507470** [] DOR **31-AUG-17** Designation **ASSA** Open File Dt **31-JUL-2022**

File No **D-13026** Section **Technical 3** Date Of Cause Of Action []

Type Of Case **EXP** CS/SCN No. [] CS/SCN Issue Date []

Organization Name **CIVIL CONST. CIRCLE(CCC)-HI GNDTP, BA** Int Agency [] PO_ST **Test**

SUP Vido O/O No [] SUP Date [] RE No [] RE Date []

Charge L1 []

Charge L2 []

Ack. Date [] Reply Date []

Comment L1 [] Comment L2 []

INQ Office/O No [] Dt [] INQ Office Name []

INQ Report Date [] Rebuttal Date []

Decision Taken [] Vide No [] Decision Of Ord Date []

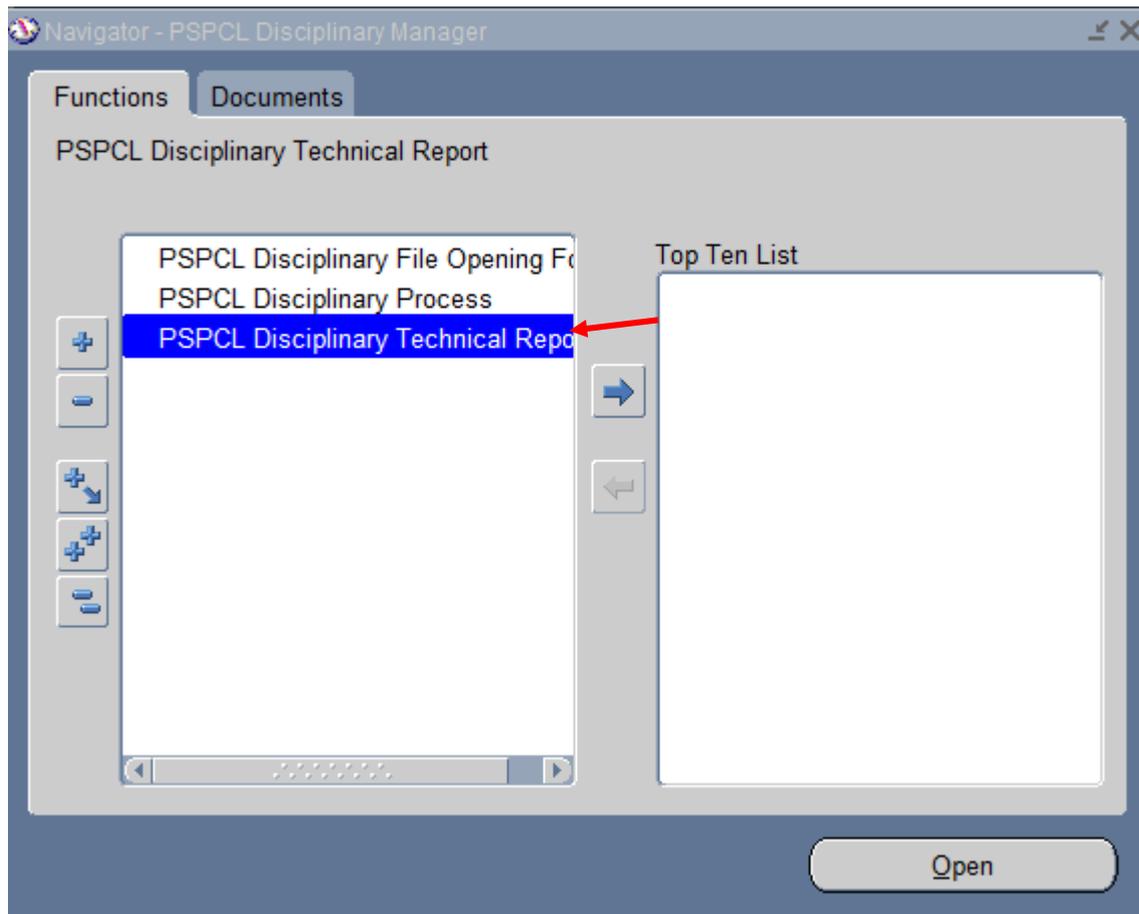
Decision Ack Date [] Appeal Date []

Appeal Decision [] Vide No [] Appeal Decision Ord Date []

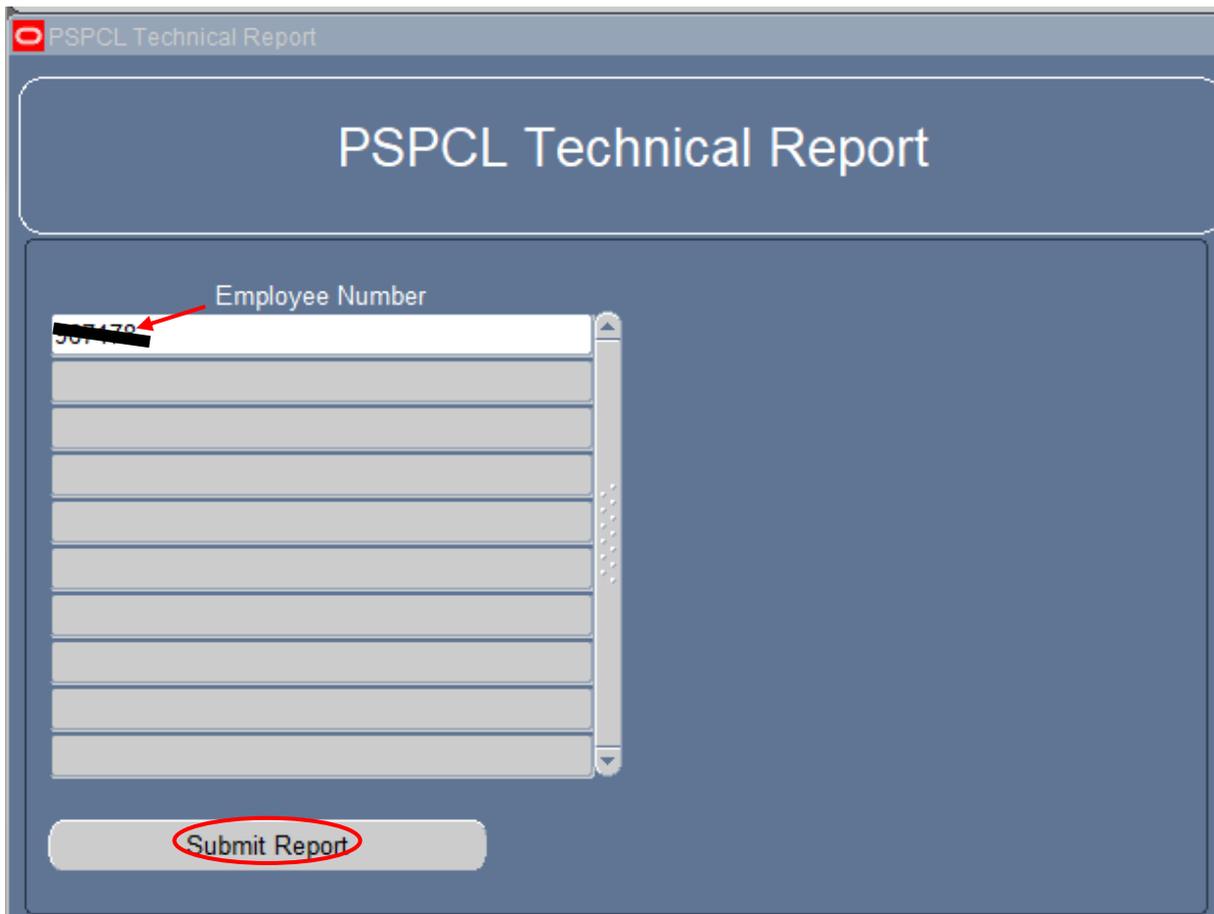
Review Appeal Date [] Review Appeal Decision []

Review Appeal Decision Ord No [] Review Appeal Decis Ord Date [] FIR No. [] FIR Date []

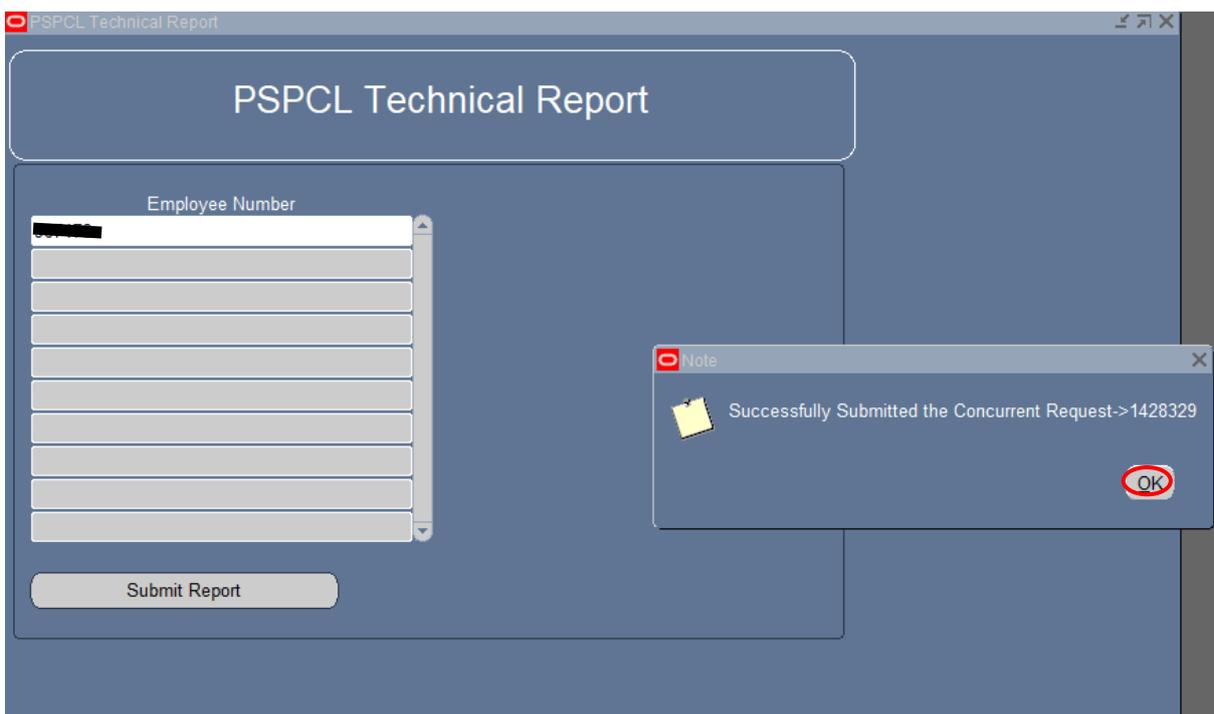
Case Status [] Remarks []



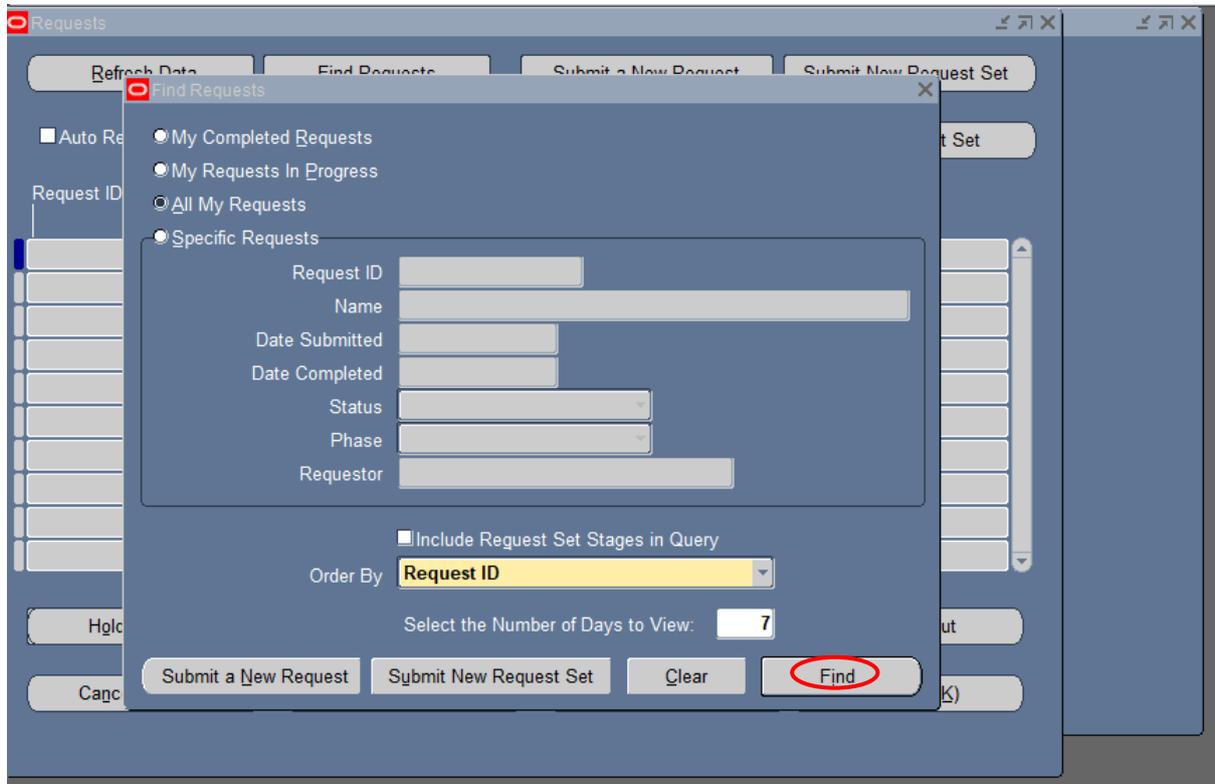
| Steps | Actions |
|-------|--|
| 10 | Click on PSPCL Disciplinary Technical Report |



| Steps | Actions |
|-------|-------------------------------|
| 11 | Fill Employee No. |
| 12 | Click on Submit Report Button |



| Steps | Actions |
|-------|-------------|
| 13 | Click on Ok |



| Steps | Actions |
|-------|----------------------|
| 14 | Click on Find Button |

