

[REDACTED]
OUM

DO.070USERGUIDE

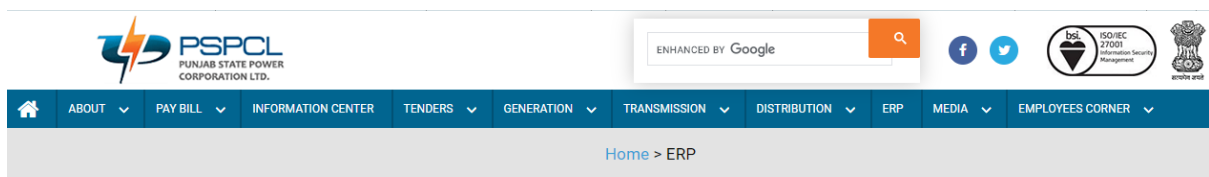
PSPCL ERP Implementation Disciplinary Process

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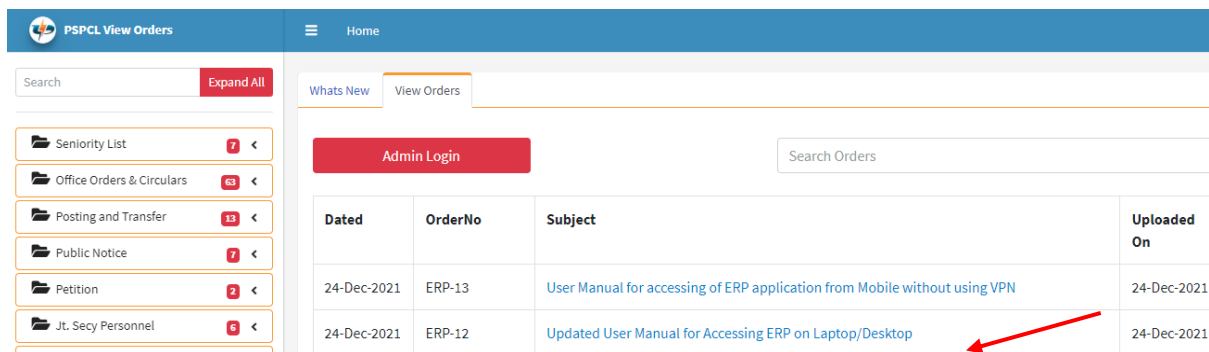
<Approver 1>

<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-fUhf4wXatW2ZvlhmlHDZ_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"

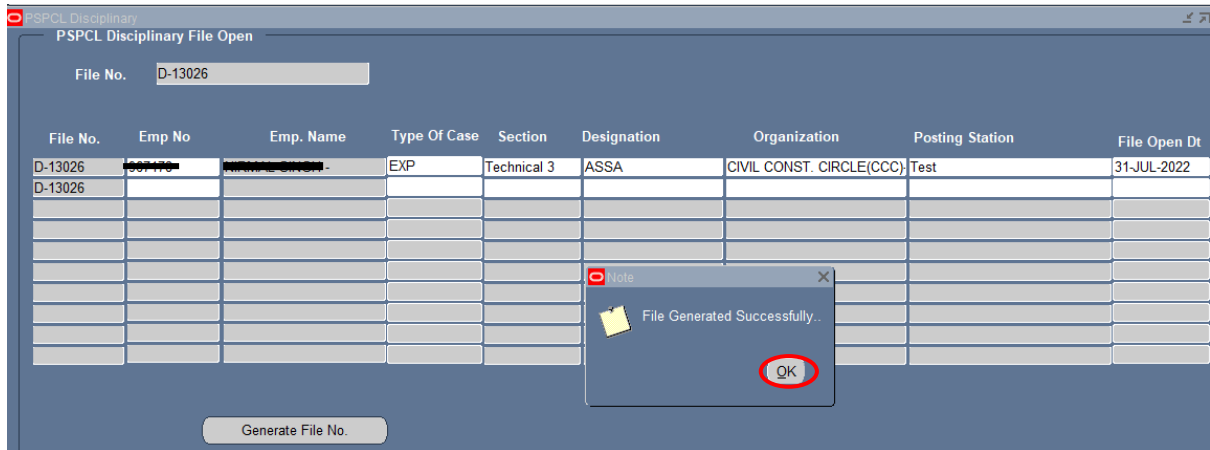
Personalize "Notification List"

...

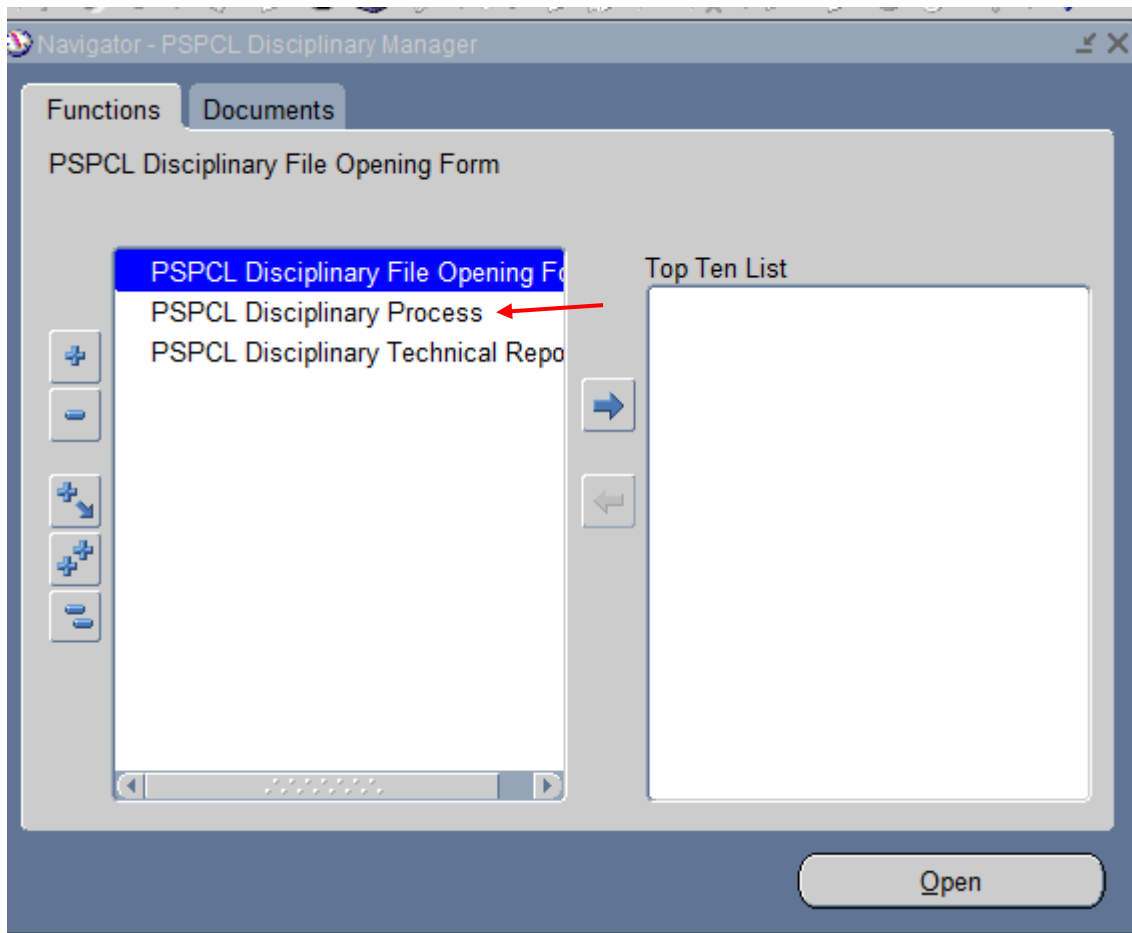
From	Type	Subject	Sent	Due
There are no notifications in this view.				

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

Steps	Actions
1	Click on PSPCL Disciplinary Manager



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 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 . DOR Designation Open File Dt

File No 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

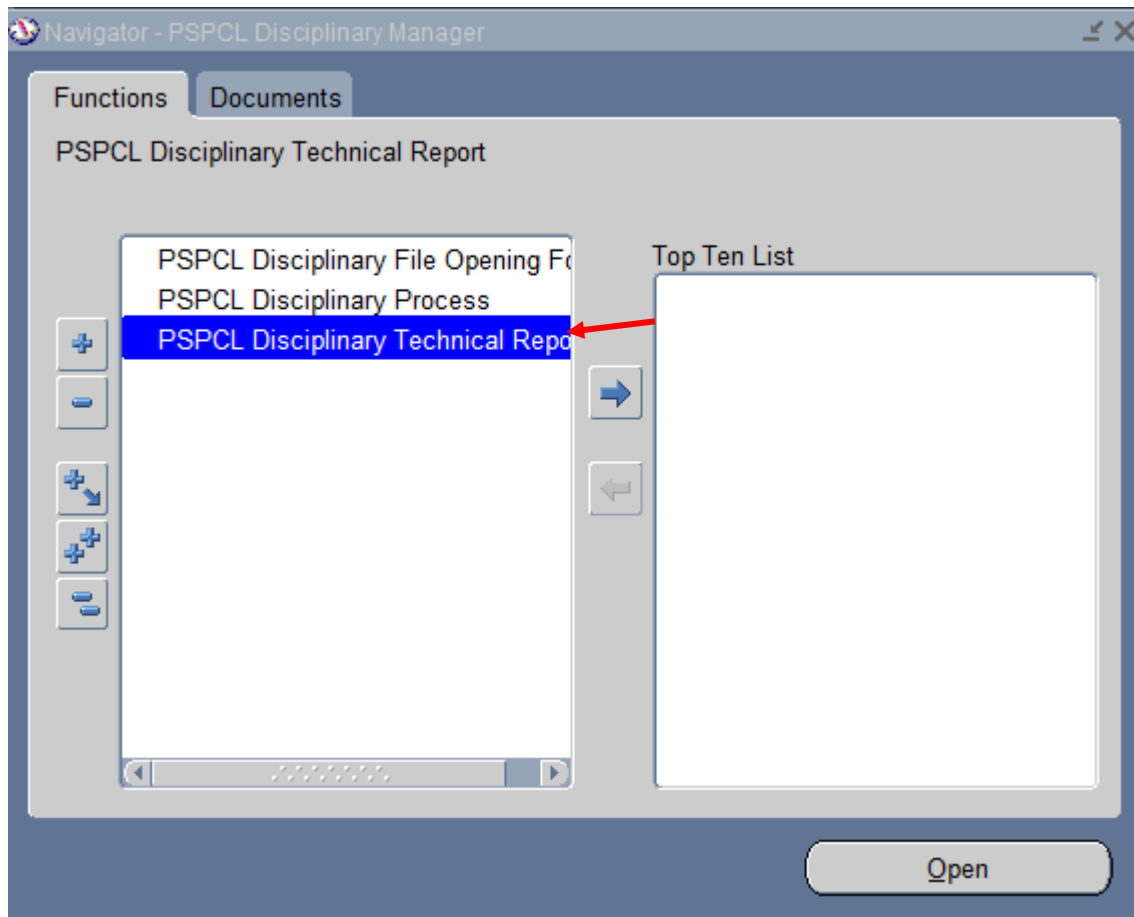
Decision Ack Date Appeal Date

Appeal Decision Vide No Appeal Decision Ord Date

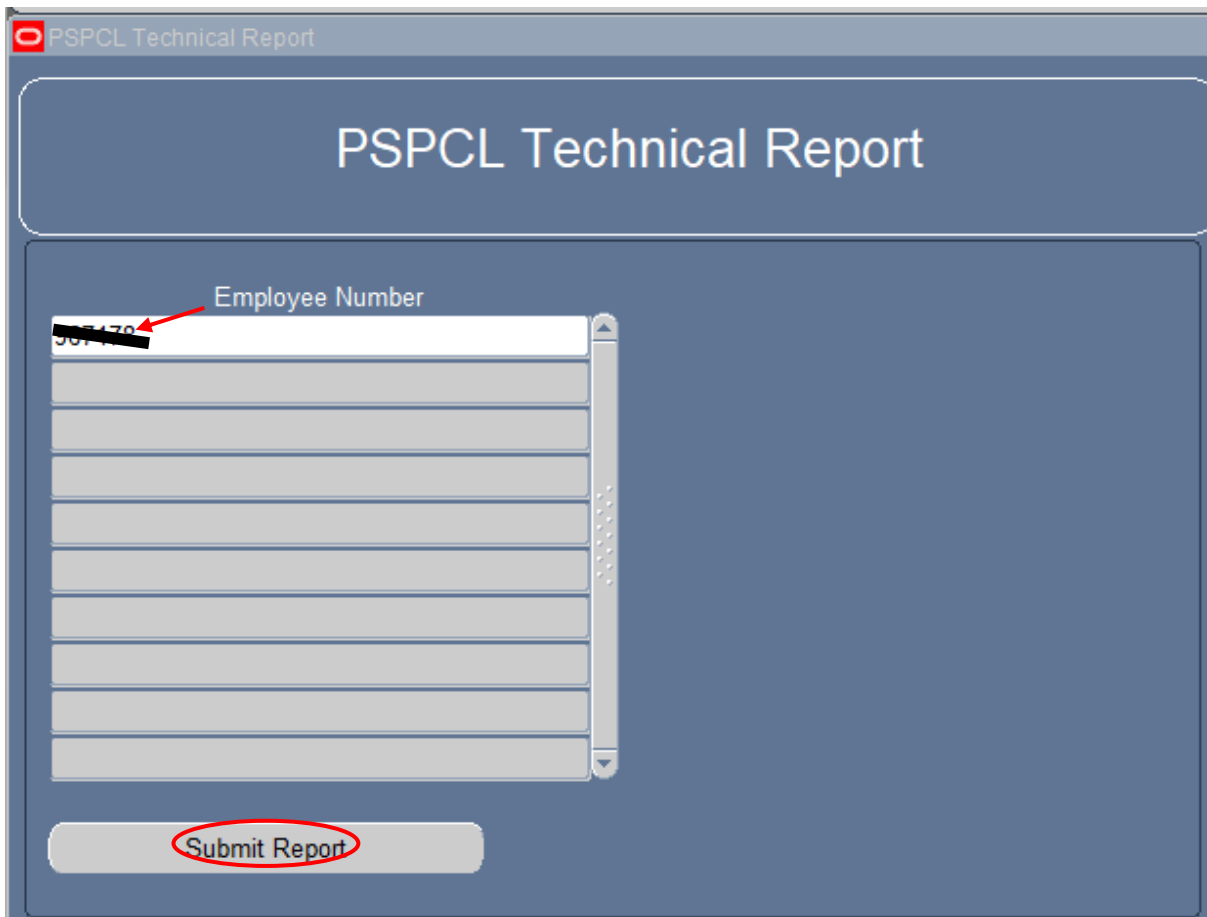
Review Appeal Date Review Appeal Decision

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

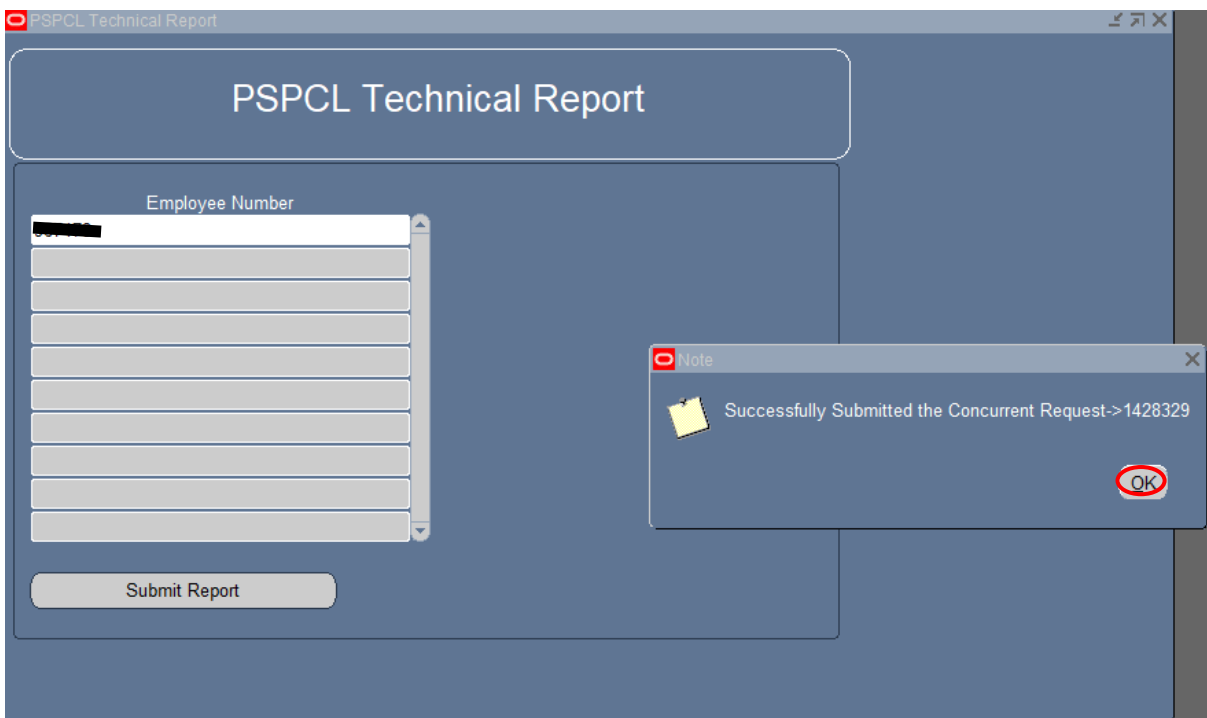
Case Status Remarks



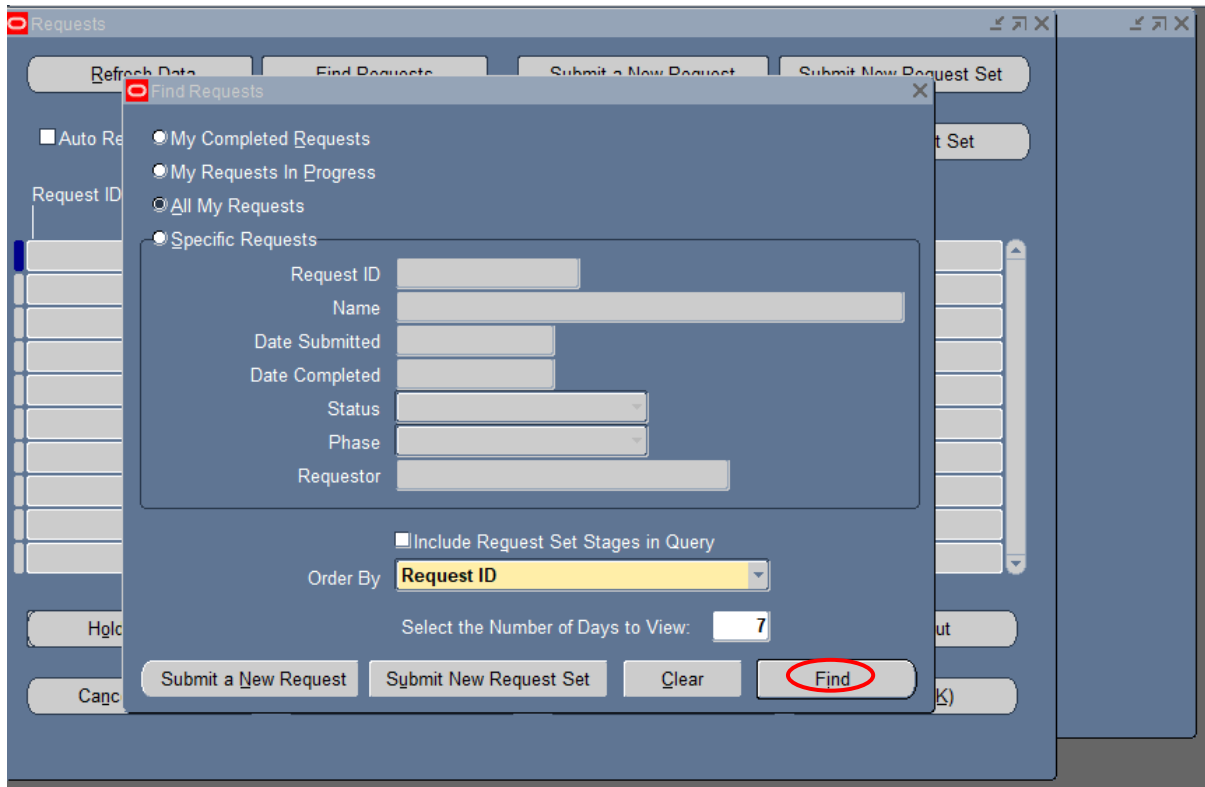
Steps	Actions
10	Click on PSPCL Disciplinary Technical Report



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

