KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

No.KPTCL/B85/6334/2014-15

Encl:

**Corporate Office,
Kaveri Bhavan,
Bengaluru - 560009**

Date: ..**2 0 APR 2015**

<u>TOP PRIORITY</u>

1 The General Manager(Admn.&HRD),
BESCOM, MESCOM, HESCOM, GESCOM, CESC

2 The Chief Engineers Electy., Transmission Zone,
Bengaluru, Mysuru, Tumakuru, Kalaburagi, Bagalkote, Hassan

3 The Chief Engineer Electy, SLDC, KPTCL,
Bengaluru

Sirs,

Sub: Updating of '**KPTCL & ESCOMs Posts & Personnel database**'
on www.kptcl.com=>eprasarana

An online database has been created for collating important data on all posts & personnel in KPTCL & ESCOMs to provide reports to Govt./Legislative Assembly/Council and for reference on personnel issues from time to time. The required information has already been entered in the 'KPTCL & ESCOMs Posts & Personnel database' by all Pay Disbursing Officers in KPTCL and ESCOMs last year.

The information may please be updated **as on 31.03.2015** in the database with the existing passwords on or before **30.04.2015** for further needful action. Any doubts regarding passwords or data-entry difficulties may be forwarded by the concerned Pay Disbursing Officer along with mobile contact information to: vishweshwarabhat@gmail.com or manager.ar.kptcl@gmail.com.

Yours faithfully,

Director(A&HR)

<u>Copy for information and needful action:</u>
The SEE(IT&MIS), Corporate Office, KPTCL, Bengaluru
The DCA(IT), Corporate Office, KPTCL, Bengaluru
The Manager(IM), Corporate Office, KPTCL, Bengaluru to update the database as on 31.03.2015
The Manager(C&A), O/o.FA(A&R), KPTCL, Bengaluru to update the database as on 31.03.2015

Data Entry Doubts & Clarification

1	**How to update sanctioned / working Posts?** Click on Edit post sanctioned /working, this is available on Main page-> post sanctioned /working. Click on Edit link provided, this will show already entered data. You may edit the sanctioned / working posts. It will not allow you to reduce the number of working post. If you want to reduce the working post, you have to delete the employees who are not presently working in your Division then it will allow you to to reduce the number of working post. Before updating/adding new employee the sanctioned / working post details are to be updated correctly.
2	**How to update / delete employee details?** Click on Edit Employee data menu item provided, which is available on Main page->Employee data. Enter 3 to 4 characters of the name to be searched and click on Search button provided to display all the similar names entered in the database. Click on Edit link provided against the name. It will show the data already entered and allow you to update the data and new details such as Basic pay DP/DA/HRA/CCA etc. To delete the name click on delete link provided against the name.
3	**Where are the Appointing Authorities under my establishment?**
	Before starting data entry of employee details the Appointing Authorities pertaining to all employees of your establishment should be created. **Example:** | Cadre	Appointing Authority Designation	Appointing Authority Office
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Asst. Engr.Elec	Director(A&HR)	KPTCL Corporate Office
Assistant	Superintending Engineer Elec	O&M Circle, Shimoga
Asst. Lineman(O&M)	Executive Engineer Elec	O&M Division Sagar	 During data entry please select the correct Appointing Authority Designation and correct Appointing Authority Office for each employee.
4	**Where are the offices in my establishment?**
	Before starting data entry, all offices such as O&M Sections/Sub-Divisions/Division etc coming under your establishment should be created. It is observed that all employees in the establishment are shown against the same office even though they are working in various offices which is not correct. During data entry please select the correct Office of working for each employee.
5	**What is the difference between Date of Entry and Date of Entry into the present cadre?**
	The Date of Entry refers to the date of entry into service. The Date of Entry into the present cadre refers to the date of officiating appointment by recruitment or by promotion to the cadre as existing on 31/03/2014 Eg: Date of Entry : Junior Engineer = 20.08.2003 Date of Entry into the present Cadre: Asst. Engineer = 15.07.2009 In some cases both cadres and dates may be same.
6	**We do not have Service Register(Service Book/Record) of Group A employees for ascertaining the date of entry/promotion/home town etc. to enter required data**
	The data entry is compulsory and may be obtained from the available scale register/records or from the concerned Group A officers for purpose of data entry. The data in respect of Group A will be subsequently re-verified at Corporate Office as per Service Records and corrected wherever required.
7	Employees in lower cadres are working in higher cadres as per incharge arrangements. Eg. JE(E) working

Ver.2.0:

		as AE(E). **Whether the employee should be shown in the working strength of AE(E) or JE(E)?**
		Additional Charge/Independent Charge arrangements are temporary in nature. The employee should be shown against the cadre in which his/her seniority belongs, ie., JE(E).
8		**Certain employees are counted in one office but working in a different office. Which office should include the employee in the working strength?**
		Employees working against regular transfer orders only shall be included in the working strength. All other working arrangements of employees other than regular / Deputation within KPTCL and ESCOMs shall be indicated as extra cost. The employee information may be collected by the establishment which disbursed the salary for the month of **March 2015** of the employee and entered in the data base.
9		How to enter supernumerary posts ?
		In Posts Sanctioned / Working enter the sanctioned number as 0 (Zero) and enter the number of employees in Working column and save it. Now you can enter the employee details of these supernumerary posts.

KPTCL & ESCOMs POSTS & PERSONNEL DATABASE

Logout   User -

Login

The data already entered as on 31/03/2014 has been stored separately. Please Add, Delete or Modify the existing data to represent correct information / status as on 31/03/2015

This application works on Internet Explorer 9 and below versions and Mozilla firefox.
This application will not work on Internet Explorer version 10 and 11.

User Id

Password

Login   Login

Click here to know : Data Entry doubts & clarification

Designed & Developed by Computer Center