



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)

Corporate Identity Number: U40109PB2010SGC033814

(O/o Dy.CE/HR & Admn., Shakti Sadan, Patiala)

Telephone No. 0175-2970693 Website: www.pstcl.org

Email Id: se-admin@pstcl.org

MOST URGENT

To

All DDOs of PSTCL

(To be hosted on website only)

Memo No: 3769

Dated: 08/05/2020

Subject: Regarding mapping of employees in online portal using S-Map event.


This is to inform you that on the pattern of PSPCL HR data application, all the posts and locations of PSTCL have been created in online portal in accordance with the latest sanctioned strength of PSTCL after recent restructuring.

In this regard DGM/IT, PSTCL, Patiala vide his office o/o no. 302/IT-1153 dated 12-02-2020 (Annexure-I) ordered all the DDOs to map the employees in the online portal using S-Map event within two weeks. But till date the mapping of employees has not been completed by many of the DDOs, due to which the HR data application is held up. As such it is again requested to all DDOs to map the employees.

The DDO's have been provided with the facility to map the employees and their posting by using S-Map event. The procedure of mapping is attached herewith as Annexure-II for reference. In case of any difficulty Sh Mandeep Singh, AM/IT (M-9646102809) & Er. Sachin Singla, AE/Personnel (M-9646103214), may please be contacted.

Matter most urgent.

DA/As above.


Dy. CE/HR & Admn.
PSTCL, Patiala

3770/74 dated - 08/05/2020

CC: Copy of the above is sent to following with request to instruct all the DDOs under your control to map the employees posted at their respective posts by using S-Map event by 15-05-2020.

1. All EICs/CEs of PSTCL.
2. CFO, PSTCL, Patiala. & CAO (F&A), PSTCL, Patiala.
3. All Dy. CE/ SEs in PSTCL.
4. All ASEs/ Sr. Xens in PSTCL.
5. SE/IT, PSTCL, Patiala, with the request to upload it on PSTCL website.



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 Corporate Identity Number: U40109PB2010SGC033814
 OFFICE OF DGM/IT, PSTCL, Shakti Sadan, THE MALL PATIALA
 E-mail: dgm-it@pstcl.org Website: www.pstcl.org

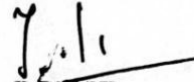
Office Order No. 302 / IT- 1153

Dated 12/02/2020

This is to inform you that on the pattern of PSPCL HR data application, all the posts and locations of PSTCL have been created in online portal in accordance with the latest sanctioned strength of PSTCL after recent restructuring.

Now it is required to map the employees posted at their respective posts. The DDO's have been provided with the facility to map the employees and their posting by using S-Map event. The procedure of mapping is attached herewith as Annexure-I for reference. In case of any difficulty the office of Sr.Xen/Personnel, PSTCL. (Mob No. 96461-56500) or AM/HR. (Mob No. 96461-17961) can be contacted.

All the DDO's are required to map the posts within two weeks of issue of this office order.

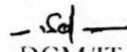

 DGM/IT
 PSTCL, Patiala

Endst. No. 90-138 /IT-1153

Dated 12/02/2020

Copy of above is forwarded to the following for information please:

1. All DDO's of PSTCL.
2. Sr.Xen/Personnel, PSTCL, Patiala.


 DGM/IT
 PSTCL, Patiala

Steps to Add SMAP Event for Updating the Paycharge Location and Sanctioned Designation of the Employee

Step 1: Click on Career History

Step 2: Click on ADD Event

Designation : ASSTT. MANAGER / IT Sanc Designation : -
 Office : SE/INFORMATION TECHNOLOGY PayCharge Loc :

Basic Details Job Details **Career History** Family Details Department Test Qualification

Add Event Insert Event Update Event Delete Event

Select #	Event	From Date	To Date	Desg	Posting Loc	Pay Charge Loc
Original						
1	Joined on first appointment (New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	---DO---
Proposed						
1	Joined on first appointment (New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	---DO---

Step 3: Select SMAP Event from the Dropdown List of Events as shown below:

Designation : ASSTT. MANAGER / IT Sanc Designation :
 Office : SE/INFORMATION TECHNOLOGY PayCharge Loc :

Basic Details Job Details **Career History** Family Details Department Test Qualification

Event UNAA - Period of Unauthorized absence
 RMIN - Retirement-Medical Invalidation
 RMIS - MISSING
 RNDP - REGULARISATION OF NON DUTY PERIOD
 ROPE - REGULARISATION OF TEMP PROMOTION AFTER ATTAINING AGE ABOVE 54 YEARS
 ROSP - REGULARISATION OF OWN SCALE PROMOTION
 ROTP - REGULARISATION OF TEMPORARY PROMOTION AFTER PASSING DEPT EXAM
 RPRB - Premature Retirement by Board
 RPSP - REGULARISATION OF SUSPENSION PERIOD
 RSFB - Removal from service
 RSUP - Retirement-Superannuation
 RUNA - REGULARISATION OF UNAUTHORISED ABSENCE
 RVOR - Retirement-Voluntary Retirement
 S2IWF - STOPPAGE OF TWO INCREMENTS WITH FUTURE EFFECT
 S2IWO - STOPPAGE OF TWO INCREMENTS WITHOUT FUTURE EFFECT
 S3IWO - STOPPAGE OF THREE INCREMENTS WITH FUTURE EFFECT
 S3IWO - STOPPAGE OF THREE INCREMENTS WITHOUT FUTURE EFFECT
 SIMP1 - STOPPAGE OF INCREMENT WITH FUTURE EFFECT
 SIMP2 - STOPPAGE OF INCREMENT WITHOUT FUTURE EFFECT
SMAP - Sanction Maaping
 UNAA - Period of Unauthorized absence

Step 4: In order to search pay charge location, Type initials letters of pay charge location

Example 1: For DS Division Commercial East Amritsar **Type *div com amr***

Example 2: For DS Sub-Division West technical Patiala **Type *div west pat***

Note: Please ,don't type location code like LC 424,567etc.

Designation : ASSTT. MANAGER / IT Sanc Designation : -
 Office : SE/INFORMATION TECHNOLOGY PayCharge Loc :

Basic Details Job Details **Career History** Family Details Department Test Qualification

Event SMAP - Sanction Maaping

Date of Relieving

Date of Joining

Designation -Select-

Location Type Location Here and then press Enter

Pay Charge Location **ds div east amri**
 DS DIVISION COMMERCIAL EAST, AMRITSAR
 DS DIVISION COMMERCIAL EAST, AMRITSAR [22]
 DS DIVISION EAST COMMERCIAL, AMRITSAR
 DS DIVISION EAST TECHNICAL AMRITSAR

Sanctioned Designation

Office Order No **Date of Office Order**

Step 5: click on the Sanctioned designation and you will get a dropdownlist of sanctioned designation as shown below:

Step 6: Click on Save Button

Step 7: After the Approval of DDO, Sanc Designation and Pay Charge Location will get displayed as shown below:

Designation : ASSTT. MANAGER / IT Sanc Designation : DIVISIONAL ACCTT./ SUPDT. - 1 ←

Office : SE/INFORMATION TECHNOLOGY PayCharge Loc : DS DIVISION COMMERCIAL EAST, AMRITSAR ←

Select	#	Event	From Date	To Date	Desg	Posting Loc	Pay Charge Loc	Sanctioned Post	O
Original									
	1	Joined on first appointment (New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	SE/INFORMATION TECHNOLOGY	ASSTT. MANAGER / IT-6	0
Proposed									
<input type="radio"/>	1	Joined on first appointment (New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	SE/INFORMATION TECHNOLOGY	ASSTT. MANAGER / IT-6	0
<input type="radio"/>	2	Sanction Maaping				---DO---	DS DIVISION COMMERCIAL EAST, AMRITSAR	DIVISIONAL ACCTT./ SUPDT. -1	

Note:

- In case of Transfer/Promotion, you can directly add the pay charge location and sanctioned designation in career history with the following events:
 - CTRP for transfer event in public interest
 - CTRO for transfer event in own interest
 - CPRO for promotion event
 - JNEW for the joining of new employee

In the above cases, there is no need to add SMP event separately in career history of the employee.