



West Bengal State Electricity Distribution Company Ltd

(A Government of West Bengal Enterprise)

Registered Office : Vidyut Bhavan, Bidhannagar, Block- DJ, Sector-II, Kolkata-700 091

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Circular No: 212

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Subject: Tagging of soft copy of invoice with MIRO document in ERP system

WBSSEDCL has implemented the ERP system since Apr'2015 with an objective to retrieve MIS Centrally at different tiers of management of the company as well as to present the required MIS before the different stakeholders. During this past tenure of seven years certain developments had been taken up considering the requirements of the Organization and other Stakeholders of the company.

Time to time Statutory Auditor of the Company has repeatedly sought availability of soft copy invoice against which MIRO has been done in ERP system by the accounting units. The Statutory Auditor has also emphasized that the soft copy of passed invoice shall be tagged with the system generated MIRO document number so that the copy of passed invoice(s) is/are also visible on real time basis.

Based on the above recommendation of the Statutory Auditor, it has been decided to implement the standard process provided by SAP for storage of soft copies (pdf, jpg etc) in MIR4 for capturing soft copy of invoices in system. For availing this facility, MIRO need to be executed by the end user in usual manner followed till date. Post execution of MIRO, invoicing document generated through MIRO needs to be displayed using t_code MIR4 and follow the following path for execution of attachment.

Execution path: Enter T_code MIR4 ⇒ Put MIRO doc no & Fiscal year ⇒ Click on service for object ⇒ Create ⇒ Create attachment.

It is enjoined upon all concerned that DDO must adhere to the above procedure to avoid the any adverse comment from the auditors.

Any deviation to comply the above guideline will be viewed seriously.

(A.K. Latya)
Director(HR)

WBSSEDCL

Distribution :

1. The Director-Finance/Distribution/Projects/Generation/R&T, WBSEDCL.
2. The Chief Engineer: Dist./Dist. Planning/RE/Dist. Projects-I/II/III/Commercial/IT&C/ Hydel HQ/PTP/Regulation/CRM/P&C/PIDD/PSPD/PPSP/R&EM/Solar/Hydel HQ, WBSEDCL
3. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL
4. General Manager(F&A): Corp./IA, WBSEDCL.
5. Company Secretary, WBSEDCL.
6. Addl. Chief Engineer-IT&C (I,II,III)/Safety/S&LP, WBSEDCL
7. Officer on Special Duty, WBSEDCL.
8. Chief Vigilance Officer, WBSEDCL.
9. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
10. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower Planning/PTP/PSPD/Common Service Cell/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
11. Project Manager: Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL
12. Addl. Genl. Manager (F&A): Corp. Finance/B&A/MIS-ESTB/Terminal Claims/ Hydel HQ/Dist. HQ/RE/ P&C/ Internal Audit/Project-I/II/III/ IT/Solar/TPSP/Insurance Claim/Revenue/Dist HQ/Risk Mgt./ R&T, WBSEDCL.
13. Advisor (Corporate Communication), WBSEDCL.
14. Chief Medical Officer, WBSEDCL.
15. Resident Director, Liaison Office, New Delhi, WBSEDCL.
16. Chief Security Officer, WBSEDCL.
17. Adviser (Land)/Chief Land Officer, Land Acquisition Cell, WBSEDCL
18. Dy. General Manager(F&A)-Kolkata Zone/Midnapore Zone/EMD.
19. Sr. Manager/Manager (F&A)-Indirect Tax/ Estb. Corp/ CMC/ Treasury/Corp. F&P/PTP/L&B/Siliguri Zone/Berhampore Zone/Burdwan Zone, WBSEDCL
20. Regional Manager: South 24-Parganas/ Bidhannagar/ Balurghat/ North 24-Parganas/ Howrah/ Hooghly/ Burdwan/ Birbhum/ Tamluk/ Midnapur/ Bankura/ Purulia/ Nadia/ Alipurduar/ Murshidabad/ Malda/ Raiganj/ Jalpaiguri/ Darjeeling/ Coochbehar Region, WBSEDCL.
21. Project Manager, PPSP Site/RHP/TCFHP/JHP, WBSEDCL.
22. Divisional Manager: Behala/Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/Habra/Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/Katwa/Memari/Burdwan North/Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/Bolpur/ Tamluk/ Contai/ Haldia /Ghatal/ Midnapur/ Kharagpur/ Bankura/ Bishnupur/ Purulia/ Raghunathpur/Kalyani/ Krishnagar/ Tehatta/Berhampur/Kandi/ Raghunathganj/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/Domkal/Jiaganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburban / Kurseong/Islampur/Kalimpong/Mal/Mathabhanga/Belda/Egra/Jhargram/Khatra/Nakashipara/Kakdwip/Bhanganagar/New Town/Balurghat/Ranaghat /Baduria/Joynagar Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
23. P.S. to Chairman and Managing Director/Director(Finance)/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director (Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Com), WBSEDCL.