



# West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

Office of the General Manager (HR&A), TP&AS

Registered Office: Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-91

**CIRCULAR NO : GM(HR&A)/TP&AS/2024/28**

**DATE: 17/12/2024**

It is hereby notified that Training Demand sub-module under the ESS-MSS Portal will Go-Live on & from **01.01.2025**. Employees will submit their self-accessed Training need for the F.Y 2024 – 2025. The modus operandi will be as follows:

- a. An employee will select maximum 03 (three) nos. self-assessed training preferences as fixed in the training Calendar 2024-2025 based on their location within **31.01.2025**. The employee, here referred as the **user-1** will perform the following to submit the preference:
  - i. User-1 will click on the Role **"Employee Self Service"** after logging into their account through ESS portal.
  - ii. After logging in user will click on **"Training Demand"** tab under the role.
  - iii. In the initial application screen, user-1 will provide (check if pre-fetched) relevant inputs in the screen like course preferences in: **1<sup>st</sup> Preference, 2<sup>nd</sup> Preference and 3<sup>rd</sup> Preference** (from the dropdown).
  - iv. The user-1 have to select three separate course preferences and Click on **Submit** Button.
  - v. A success message will appear **'Course Preferences submitted successfully'**.
- b. The Approving Authority of the respective employee will be as per details given in **Annexure-I**. The approving authority will approve the training demand of the employee depending on his/her assessment about the employee through their MSS tab. He/She may also change the training topic suggested by the employee and suggest reason for such changes depending on his/her assessment about the employee. The Approving Authority, here referred as the **user-2** will perform the following to submit the preference:
  - i. User-2 will click on the Role **"Manager Self Service"** after logging into their account through ESS portal.
  - ii. The User-2 will find the line item for Approving/Acceptance of Training Preference in their Tasks under **"Work Overview"** Tab.
  - iii. On clicking Approving/Acceptance of Training Preference submitted by User-1, the User-2 will receive the application in editable form.
  - iv. User-2 will be able to change the course preferences as per demand.
  - v. User-2 will click on **'Accept'** button and accept the application request after his or her satisfaction.
  - vi. A success message will appear **'Course Preferences confirmed and submitted successfully'**



WBSETCL

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- c. Based on the selection of the employee and recommendation by their Approving Officer the Training Department under the Office of the General Manager (HR&A), TP&AS, will issue an order for participation of the employee.
- However, the decision of issuance of order i.r.o. the employee for a particular training which he/she has opted and recommended by the Approving Authority will depend on the Training Department, based on availability of seats for maximum nos. of participants for that training program or any other untoward circumstances.
- d. The employee participated in a training program will have to submit their feedback after completion of the training programme within 03 days through their ESS portal and then they will be able to download Training Certificate. For this purpose the employee, here referred as the user-1 will perform the following to submit the feedback and obtaining the Certificate:
- The user-1 will Click on "**Course Feedback**" link under the **Training Demand** tab after logging into their account through ESS portal.
  - A screen will appear where the user-1 will provide necessary feedback by entering the Course ID, Year and clicking on the '**Give Feedback**' button.
  - A screen will appear where user-1 will be able to provide necessary feedback in various sections.
  - After completion of the necessary input for the feedback, the user has to click on '**SUBMIT FEEDBACK**' button to submit the feedback
  - After successfully submitted the Course Feedback Report, the User-1 can Download the **Attendance Report (Completion Certificate)**. A screen will appear where user-1 have to select the Course & Click on **Download Attendance Report**.
  - By clicking the Download Attendance Report button, a PDF file will be downloaded. The file name will contain SAP ID and that will be the Training Certificate for that Course.
- e. For the convenience of all the employees, the User Manual of the Training Sub Module will be available in the ESS-MSS portal.

For any further queries please contact with the Office of the GM(HR&A), TP&AS.

  
(Sabyasachi Roy)  
Director (HR&A)

Memo No: GM(HR&A)/Training/SAP-ERP/4552

Date: 17/12/2024



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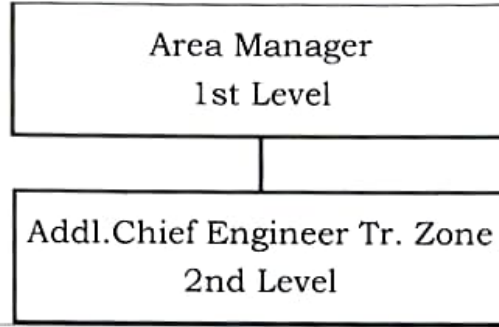
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**Annexure-I**

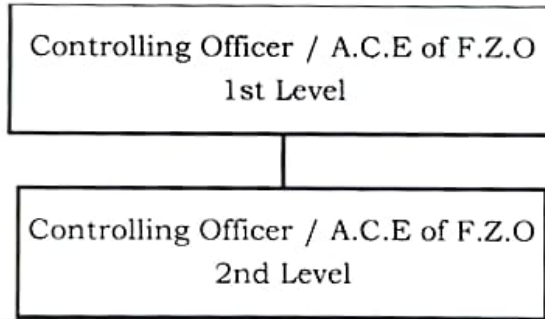
## **Architecture for execution of approval of Training demands of Employees**

- ❖ Recommendation will be at 2 (Two) levels, one at Controlling Officer and 2<sup>nd</sup> is the next higher level.

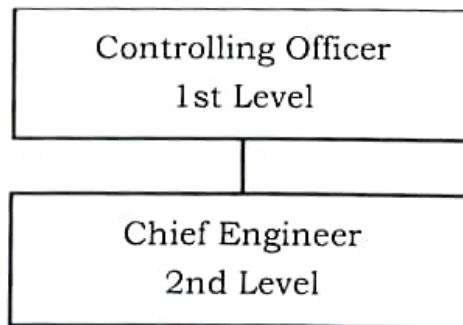
### **For Area Offices & Sub-Station:**



### **For Field Zonal Offices & Camp Offices:**



### **For Testing / Communication / SLDC Offices:**



### **For Head Quarters:**

- In case of Head Quarter Approving Authority is respective Controlling Officers for both level.



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Memo No: GM(HR&A)/TP&AS/Circular /4552 (1-100)

Date: 17-12-24

Copy forwarded for information and necessary action please to: -

- 1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/ Engineering / SLDC / CPD / Procurement /EMD/ Communication, WBSETCL.
- 2) The General Manager (HR&A), Corporate, WBSETCL.
- 3) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
- 4) The Company Secretary, WBSETCL.
- 5) The Head I.T., WBSETCL.
- 6) The Addl. C. E., RAC /Quality Control & Inspection Cell / Kolkata Tr Zone / Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone /Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Burdwan FZO / Bankura FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone, WBSETCL.
- 7) The Addl. General Manager (F&A), Corporate, WBSETCL.
- 8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
- 9) The Chief Medical Officer, WBSETCL
- 10) The Chief Security Officer, WBSETCL
- 11) The Chief Land Officer, WBSETCL
- 12) The Addl. General Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
- 13) The Dy CE / SE & Area Manager/SE (E) / SE, In-charge /: -

**i) Area Office :-**

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

**ii) 400KV Area Office:** -Arambag / Durgapur /Jeerat / Kharagpur /Gokarna / New Chanditala, WBSETCL

**iii) Testing Area Office:** -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL

**iv) Communication Area Office;** Siliguri / Durgapur, WBSETCL

- 14) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A) Corporate / O&M-I /O&M-II / Procurement / Projects-I /Projects-II / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV / Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala 400 KV / SLDC, WBSETCL
- 15) The Asstt. Manager (Corp. Comm.), WBSETCL
- 16) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (F&A) / Director (Projects) / Director (Operations), WBSETCL

(Sujoy Goswami)

General Manager (HR&A)

Training, Planning & Allied Services