

26th July, 2017  
28<sup>th</sup> July 2017

CIRCULAR FOR ESS / MSS

Implementation of SAP in CIDCO is in process. The phase of making the SAP Live with regards to ESS -MSS (Employee Self Service & Manager Self Service) is on the verge of go live hence, it is decided to launch beta version of SAP ESS -MSS portal. This will enable the employees to do following transactions related to personnel department online in an integrated manner with seamless data sharing and automatic data updates.

- Leave Applications – EL, CL, SL, Special Leaves and Leave Encashment
- Claims – LTA, Medical
- Education Allowance
- Charge Allowance
- TA /DA
- Loan Applications - Housing Loan, Vehicle Loan, Computer Loan, Petty Loan

As part of this Beta Version Employees need to validate their personal information and report discrepancies (if any), during this period the manual application process for the above-mentioned transactions will continue as it is up to 20<sup>th</sup> August 2017.

From 21st August 2017, full-fledged ESS/MSS services will be commenced and all manual transactions will be discontinued. Employees need to transact and raise request for above mentioned transactions through SAP system only.

Disciplined efforts are required by every Officer / Employee for stabilization of SAP system in Personnel Department. To ensure this stabilization, the following orders have to be followed:-

1. There will be no manual processing of transactions related to Personnel Department as enumerated above after 21<sup>st</sup> August 2017. All applications (mentioned above) shall be processed through ESS -MSS portal. There will be zero tolerance on this issue.

2. Mr. Hitesh Pawar (C/T) and Mr. Sandeep Bhoutik (SAP HR coordinator) will be the single point of contact from Personnel Department and all issues that need to be resolved will be routed through them.

Besides, all SAP Nodal officers of each department will act as troubleshooters for their concerned department and they will ensure that all employees within their department are able to access and use ESS -MSS portal effectively. List of nodal officers is enclosed. These nodal officers are required to be present at SAP training room on 6<sup>th</sup> floor CIDCO Bhavan as per the schedule attached for undertaking training which will be imparted by the Zensar Team.

The reported issues will be resolved by Zensar within 5 days (maximum) without fail. The representative of Zensar team Mrs Dnyanada will be the point of contact for resolving the issues related to ESS /MSS. Ms. Kirti Khandelwal will be kept in the loop and she will escalate at JMD level if these issues fail to resolve. The de - briefing session will be held every Monday at 6 pm in JMD chamber.

1. Web based solution (CIDCO Help Desk) deployed by Zensar will be utilized to log issues that need to be resolved. Any process related issues will be resolved by CIDCO Coordinators (Policy related issues) and Technical issues will be resolved by Zensar Support team.

2. All the ESS -MSS transactions will henceforth be done in the SAP platform only. Accounts department approvals will be done only if relevant transactions are done through SAP and Personnel Department will not accept and process any manual transaction / approval after 20th August.

3. It is requested that all HODs should take interest post go live phase and help stabilisation of the SAP system even if this entails temporary slowdown. At no point of time, will there be any slip back to manual system. This will be adhered to by everyone scrupulously.

4. It is informed that internet services are available on certain limited computers at nodal offices, hence it is intimated that the employees shall use those computers for using ESS/MSS portal.

5. System Manager is requested to make the below mentioned portal link available on the CIDCO intranet. <http://nmepprd.cidcoindia.local:50000/iri/portal>

**Coordinator Details:**

Sr. No.	Name	Department	Contact Number	Email ID
1	Hitesh Pawar	Personnel	+91 -108927170	pawar.hitesh07@gmail.com
2	Sandeep Bhoutik	CIDCO -SAP Coordinator Team	+91-82372 28365	Sap-hcm@cidcoindia.com
3	Dnyanada Desai	Zensar	+ 91 9819937260	hcmsupport@cidcoindia.com



**Login Details:**

<http://nmepprd.cidcoindia.local:50000/irj/portal>

**This link will be available on CIDCO Intranet**

User ID : Employee ID

Password: combination of first 4 or 3 letters (as applicable) of surname( first letter in capital)and year of birth ( AbcdYYYY)

Example : User ID : 1234

Password: Mhat1980 OR Pai1965 for Mr Mhatre who is born in the year 1980 and for Mr Pai who is born in the year 1965



Joint Managing Director

cc to:

VC&MD / JMD-II

All HODs

Zensar Project Head.

**List of SAP Nodal officers for training on ESS / MSS to be held on 6th floor SAP training room**

Sr. No	Name	Department	Phone No.	Email ID	Date	Timing
1	Faiyaz Khan	Estate	9167399910	<a href="mailto:mts1@cidcoindia.com">mts1@cidcoindia.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
2	T L Parab	Estate	9820845575	<a href="mailto:mts3@cidcoindia.com">mts3@cidcoindia.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
3	K S Patil	Estate	9821215049	<a href="mailto:mts2@cidcoindia.com">mts2@cidcoindia.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
4	Mr. Raj Badve	Estate	9619423388	<a href="mailto:eo3.mts3@cidcoindia.com">eo3.mts3@cidcoindia.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
5	Mr. Karan Shinde	Estate	9527100333		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
6	Umesh Pote	Estate	9561415551		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
7	Ameet Shinde	Estate	8767914745	<a href="mailto:eo1.mts1@cidcoindia.com">eo1.mts1@cidcoindia.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
8	Pramada Bidve	Estate	7588012758	<a href="mailto:pramada.bidave@gmail.com">pramada.bidave@gmail.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
9	Bharat Thakur	Lands	9594055775		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
10	Bibhakar Jha	Data Centre	9930179133		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
11	Kiran Chitnis	Data Centre	9920939885	<a href="mailto:kiran_chitnis@hotmail.com">kiran_chitnis@hotmail.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
12	Sunil Koli	Accounts	9920116624		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
13	Mahesh Meshram	Estate	7715990750	<a href="mailto:cidcomts2@gmail.com">cidcomts2@gmail.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
14	Shital Ghope	Estate	9819985067		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
15	Mayur Agone	Estate	9768014348		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
16	Ajay Dubal	Estate	9323353999	<a href="mailto:ajaydubal@yahoo.co.in">ajaydubal@yahoo.co.in</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
17	Abhijeet Rathod	Estate	8452819325		<a href="#">31st July, 2017</a>	1300 to 1430 HRS
18	Ganesh Madhavi	Estate	9869441964	<a href="mailto:ganeshmadhavi64@gmail.com">ganeshmadhavi64@gmail.com</a>	<a href="#">31st July, 2017</a>	1300 to 1430 HRS
19	PravinBodkhe	Fire	8108380101		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
20	Somnath Gatkhal	CUC	9920873322		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
21	Sandip Sathe	Health	9260210028		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
22	GautamMhaske	Health	9819612129		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
23	Nikhil Raul	Architecture	9820291317		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
24	Hemant Koli	HKS	9969032021		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
25	Nishant Tupe	HKS	9773401802		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
26	YatinJoshi	T&C	9920723390		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
27	Yadav Gaikwad	Security	8097188683		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
28	MadhuriManikkuwar	Statistics	9768449299		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
29	PriyaRatambe	Public Relations	7387555907		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
30	Mahesh Pimpale	Data Centre	9860560319		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
31	Prashant Katkar	CE (NMIA)	9867299460		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
32	Sonali Talele	EE (HSG-II)	9833043780		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
33	V. Hema latha	TE (S-II & BTS)	9819735544		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
34	Shanta Panicker	Engineering	7506143374		<a href="#">31st July, 2017</a>	1500 to 1630 HRS
35	Geeta Wagh	Engineering			<a href="#">31st July, 2017</a>	1500 to 1630 HRS



36	Manohar Bhoir	Accounts - T&C	9821074989		31st July , 2017	1500 to 1630 HRS
37	Rahul Gopnarayan	T&C	9820699789		1st August, 2017	1100 to 1230 HRS
38	Chetana Patil	Engineering	9867849013		1st August, 2017	1100 to 1230 HRS
39	Vaibhavi Mahalkar	Pianning	9869993957		1st August, 2017	1100 to 1230 HRS
40	Amodh Pandit	Planning	9930276476		1st August, 2017	1100 to 1230 HRS
41	Dhanashri Bhugaonkar	Planning	9892523211		1st August, 2017	1100 to 1230 HRS
42	Nikhil Raul	Architecture	9820291317		1st August, 2017	1100 to 1230 HRS
43	K G Gupta	Marketing 1	9869201562		1st August, 2017	1100 to 1230 HRS
44	Ameet Rajput	Marketing 2	9004011234		1st August, 2017	1100 to 1230 HRS
45	Laxmikant Daware	Marketing 2	9594989488		1st August, 2017	1100 to 1230 HRS
46	Pratap Nalavade	Marketing 1	9819323298		1st August, 2017	1100 to 1230 HRS
47	Jayesh Sable	Accounts - Salary	7738822098		1st August, 2017	1100 to 1230 HRS
48	Rajendra Kudale	Social Service	9821683455		1st August, 2017	1100 to 1230 HRS
49	Shreekant Pawaskar	Social Services	9870543204		1st August, 2017	1100 to 1230 HRS
50	Deepa kamble	Social Services	9892946755		1st August, 2017	1100 to 1230 HRS
51	Korde	Rehab	9321062461		1st August, 2017	1100 to 1230 HRS
52	Savita Titkare	Rehab	9322510008		1st August, 2017	1100 to 1230 HRS
53	Kiran Chitnis	12.50%	9920939885		1st August, 2017	1100 to 1230 HRS
54	Jitendra Pardeshi	22.50%	9867782443		1st August, 2017	1100 to 1230 HRS
55	Shweta Wadekar	CUC	9970285784		1st August, 2017	1430 to 1600 HRS
56	Ganesh Zine	CUC	9892411303		1st August, 2017	1430 to 1600 HRS
57	P.B. Rajput	CUC	7506695177		1st August, 2017	1430 to 1600 HRS
58	Sunil Chidchale	CUC	9860049393		1st August, 2017	1430 to 1600 HRS
59	Chetna Bhadange	Legal	9850108259		1st August, 2017	1430 to 1600 HRS
60	Sarika Dhadam	Legal	9594095135		1st August, 2017	1430 to 1600 HRS
61	D.D Sabale	Economics	67918582/9768873801		1st August, 2017	1430 to 1600 HRS
62	M.R Jadhav	Economics	67918509		1st August, 2017	1430 to 1600 HRS
63	Sandhya Gaikwad	Marketing(Accounts)	9702426898		1st August, 2017	1430 to 1600 HRS
64	Vinod Patil	Salary	9870560800		1st August, 2017	1430 to 1600 HRS
65	Kavita pagare	Salary	9833146759		1st August, 2017	1430 to 1600 HRS
66	Shyamal Bhirangi	Salary	9833146759		1st August, 2017	1430 to 1600 HRS
67	Sunil Koli	Estate	9920116624		1st August, 2017	1430 to 1600 HRS
68	Manohar Bhoir	T&C(Accounts)	9821074989		1st August, 2017	1430 to 1600 HRS
69	Gitanjali Nanaware	Tara	9702001277		1st August, 2017	1430 to 1600 HRS
70	Rushikesh Ligam	Accounts Stores	9619186648		1st August, 2017	1430 to 1600 HRS
71	Asmita Dalvi	Accts Stores and Finance	9819199043		1st August, 2017	1430 to 1600 HRS
72	Jagdeep Tathe	Accounts E tendering	9819414293		1st August, 2017	1430 to 1600 HRS