

OFFICE ORDER

The SAP implementation in CIDCO is at a crucial stage and to monitor it effectively, MD has instructed to create a SAP core team. Accordingly the following officers are included in the core team.

Sr. No	Name	Designation	SAP Designation
1	Mr. Faiyaz Khan	M(TS-I)	Chief SAP Administrator
2	Mr. Umesh Pote	EO (M TS-II)	Deputy Chief SAP Administrator
3	Mr. Vijin Vamanan	OSD to JMD-I	Deputy Chief SAP Administrator
4	Mr. Sandeep Bhowtik	AE(EE-NM)	SAP Co-Ordinator
5	Mr. Vaibhav Surkar	AE(Ap-III)	SAP Co-Ordinator
6	Mr. Swapnil S. Chormale	AE	SAP Co-Ordinator
7	Mr. Shivam M. Mundada	AE(EE-HSG-II)	SAP Co-Ordinator
8	Ms.Vrushali Khedkar	AE	SAP Co-Ordinator

1. Chief SAP Administrator shall be Controlling Authority and report to JMD-I. He will ensure smooth implementation phase wise.
2. Deputy Chief Administrators shall ensure smooth implementation by co-ordinating with Zensar team, conduct meetings with SAP coordinators & SAP nodal officers from respective depts. and maintain status report.
3. **Shri Umesh Pote** is hereby deputed as Deputy Chief SAP Administrator till 31st March 2017 & will be under administrative control of Chief SAP Administrator. He will coordinate with respective CIDCO departments and Zensar team and will be certifying the project progress report since no Project Management Consultant is engaged currently.
4. **Shri Ameet Shinde** will be responsible of training of staff for SAP. He will ensure availability of training infrastructure, preparation of training calendar in consultation with Zensar Team, monitoring of attendance and ensure smooth execution of the same. He will coordinate with the Deputy Chief Administrators to ensure the availability of the end users for the training. This will be an additional portfolio for him and will also be responsible for all necessary scanning and meta data entry of legacy and running files of the M (TS-I) department.
5. **Mrs. Shanta Panicker** will process the bills of M/s Zensar Technologies for payment through Chief SAP Administrator on the basis of project report certified by Shri Umesh Pote. This will be an additional portfolio for her.

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6. **Shri Vijin Vamanan** will monitor the progress of the SAP coordinators and identify the bottle necks if any from the department and resolve the same. This will be an additional portfolio for him.
7. The five SAP Coordinators deputed for this project shall monitor the tasks assigned to CIDCO Nodal officers from SAP project implementation point of view. They shall coordinate with department heads for Master and Cutover data collection in the required format, share the same with Zensar, participate in data upload in SAP along with Zensar and will be responsible for the successful UAT, Go Live and implementation of the modules assigned to them. They will be under administrative control of Chief SAP Administrator and will report to Shri Vijin Vamanan directly.
8. Implementation of SAP has huge administrative and financial implications to the organisation and it is necessary that this team is in place latest by 22.12.2016. Hence all HODs should relieve the concerned staff today itself.


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Prajakta Lavangare Verma

Jt. Managing Director

To,

All concerned officers

C.c. to : MD/JMD-II/CVO/CA(NT)/CE(NM)/MTS-I/MTS-II/PO(Est)/PO(Rct)/AAO(sal)

Separately to: Mr. Shekhar Sabnis, Project Manager, Zensar.