Punjab State Power Corporation Limited

Online Charge Report

Instruction Manual

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1 Opening HR Portal

The Online Charge Report package uses HR portal. This section shows the steps to open the HR portal from PSPCL website:

1. The employee being transferred will open PSPCL Website (*www.pspcl.in*) and click on Employees Corner
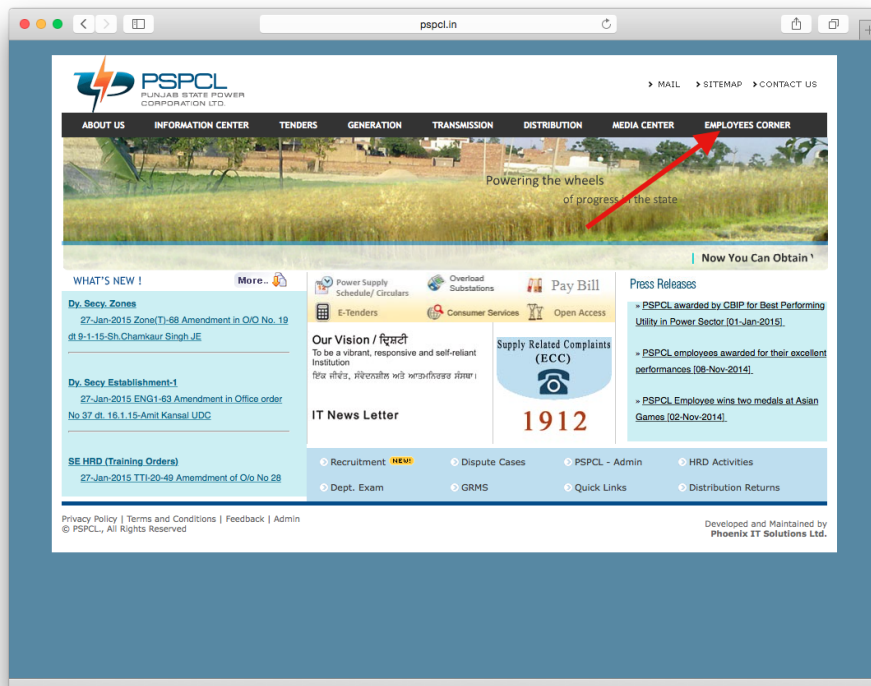

Figure 1: PSPCL Website
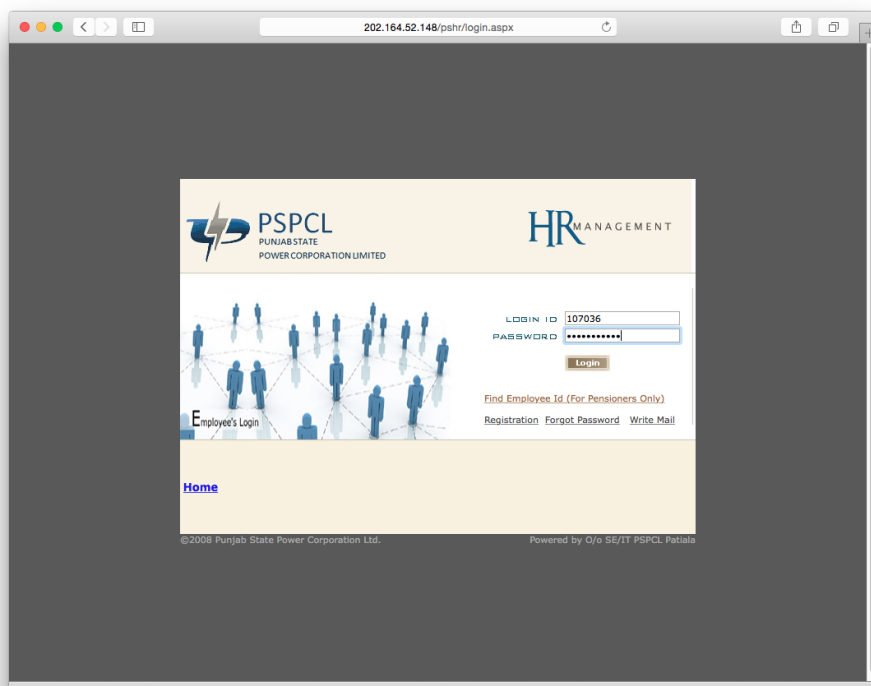
2. Login into HR Portal

Figure 2: HR Portal Login Screen

2 Submitting Relieve Request

The employee to be transferred will open his/her HR portal and will continue to submit his/her relieve request from there. The detailed steps are as follows:

1. Inside HR portal click on the message saying *"There is a change in your posting..."* on the top-left corner of the screen.

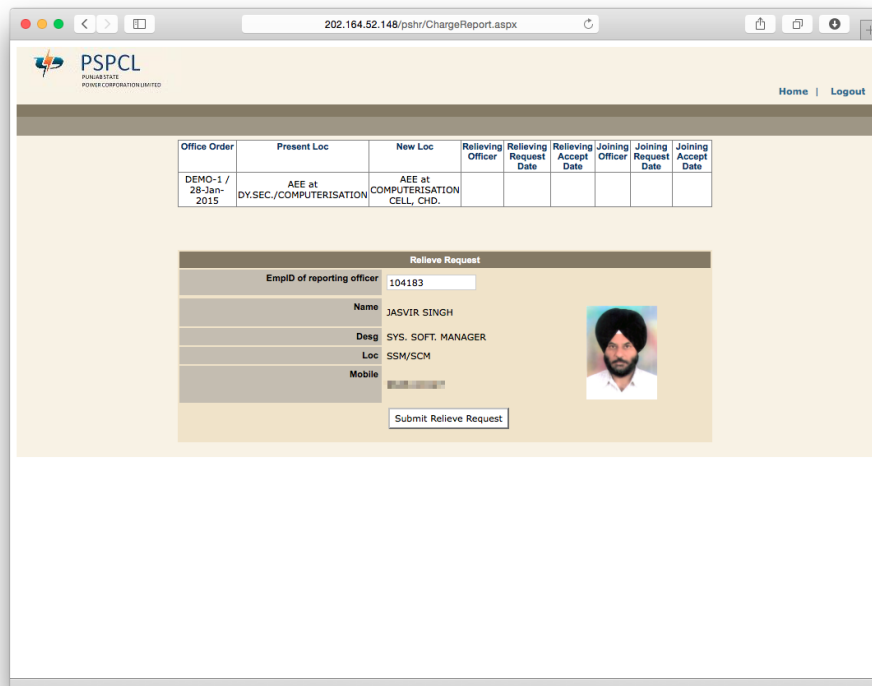Figure 3: HR Portal Home Screen

2. Now the screen will be showing the change in the posting along with the O/o No. and date.

Figure 4: Relieve Request Screen 1

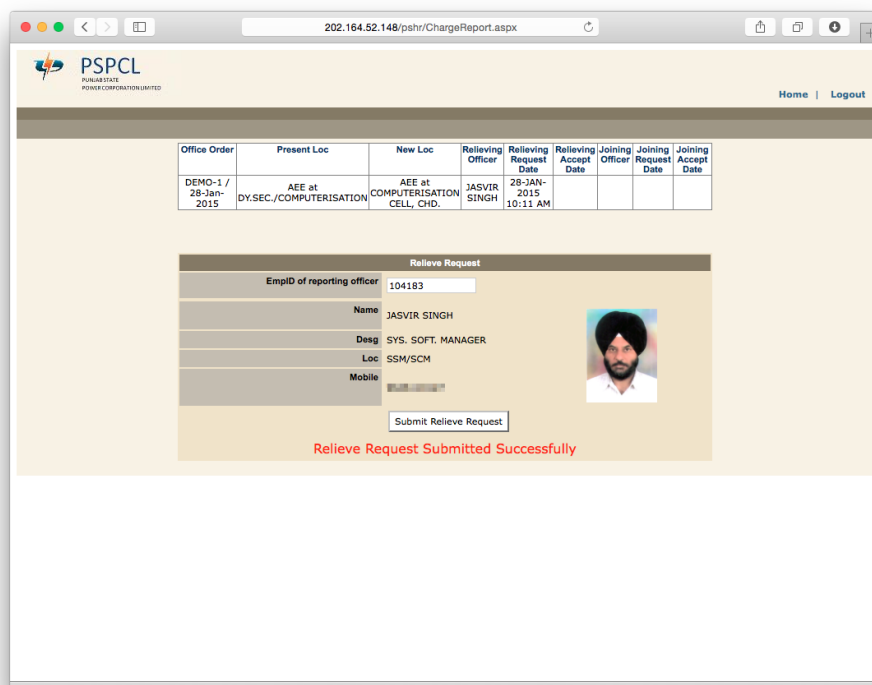3. Enter the EmpID of relieving officer and press *tab* key. After checking the particulars of relieving officer press the *Submit Relieve Request* button.

Figure 5: Relieve Request Screen 2

4. After successful submission of relieve request the employee will see the change in his/her posting information. The columns *Relieving Officer* and *Relieve Request Date* will be shown as filled.

Figure 6: Relieve Request Screen 3

3 Reviewing Relieve Request

After the employee to be transferred has submitted his/her relieving request the current officer of the employee (relieving officer) will have to accept or reject the relieving request. The detailed steps are as follows:

1. After logging-in in the HR portal, the relieving officer will see the Pending Request(s).

Figure 7: Relieving Officer HR Portal

2. After clicking on the *Pending Request* link the details of all the pending requests will be shown.

Figure 8: Details of all the Pending Requests

3. To Accept/Reject a particular request, click on the *Select* link-button to the left of the corresponding record. This will show all the details of the employee along with his/her photograph.

Figure 9: Details of selected employee

4. The relieving officer has an option to accept or reject the request by selecting choice Yes/No and then pressing the *Submit* button. In case request is not to be accepted the officer has to give his/her remarks.

Figure 10: Accepting the Request

5. After accepting/rejecting the request the record will be removed from pending requests and the relieving officer will get the confirmation of the same.

Figure 11: Request Accepted

4 Submitting Joining Request

After the relieving officer accepts relieving request of the employee the next step is for the employee to submit his/her joining request to the officer under whom he/she is going to be joined (joining officer). The detailed steps are as follows:

1. Once the relieve request is accepted the employee will see the status showing that the relieve request has been accepted. Later on the employee can submit his/her joining request by clicking on the same message.

Figure 12: HR Portal upon acceptance of Relieve Request

2. Upon clicking the *Submit Joining Report* link the employee will see the updated record showing *Relieving Accept Date* column filled.

Figure 13: Joining Request Screen 1

3. The employee will now enter the EmpID of the joining officer and press *tab*. The particulars of the joining officer will be shown.

Figure 14: Joining Request Screen 2

4. After checking the particulars of the joining officer the employee will click the *Submit Joining Request* button. After successful submission of joining request the employee will see the change in his/her posting information i.e. the columns *Joining Officer* and *Joining Request Date* will be shown as filled. The joining request is submitted.

Figure 15: Joining Request Screen 3

5 Reviewing Joining Request

Once the employee has submitted his/her joining request the joining officer has the option to either accept the request or reject it with remarks. The steps to accept the joining request are detailed as under:

1. After logging-in in the HR portal, the joining officer will see the Pending Request(s).

Figure 16: Joining Officer HR Portal

2. After clicking on the *Pending Request* link the details of all the pending request will be shown.

Figure 17: Details of all the Pending Requests

3. To Accept/Reject a particular request, click on the *Select* link-button to the left of the corresponding record. This will show all the details of the employee along with his/her photograph.

Figure 18: Details of selected employee

4. The relieving officer has an option to accept or reject the request by selecting choice Yes/No and then pressing the *Submit* button. In case request is not to be accepted the officer has to give his/her remarks. After accepting/rejecting the request the record will be removed from pending requests and the joining officer will get the confirmation of the same.

Figure 19: Accepting the Request

6 Completion of Process

Once joining officer accepts the request the transfer process is complete. The changes are automatically reflected in the HR portal. The following steps show the changes happened after successful transfer:

1. After joining request is accepted, the employee will see the confirmation in his/her HR portal.

Figure 20: Confirmation of Joining

2. Upon clicking the confirmation message the employee can see the details of the transfer.

Figure 21: Details of Transfer

3. On the home page of HR portal the employee can see that his/her working location and carrier history has been updated, showing that the transfer process is complete.

Figure 22: Changes in Working Location and Carrier History

7 Rejection

An officer can also reject the relieve or joining request of an employee which is described as under:

1. The officer can choose *No* at the *Accept* dropdown and click on *Submit* after giving the reason for rejection.

Figure 23: Rejecting Relieve Request

2. Once rejected, the employee can see the reason for rejection at his/her side and can resolve the issue by talking to the officer concerned. Once satisfied the officer can again open his/her HR portal and accept the request.

Figure 24: Viewing the Reason for Rejection