



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

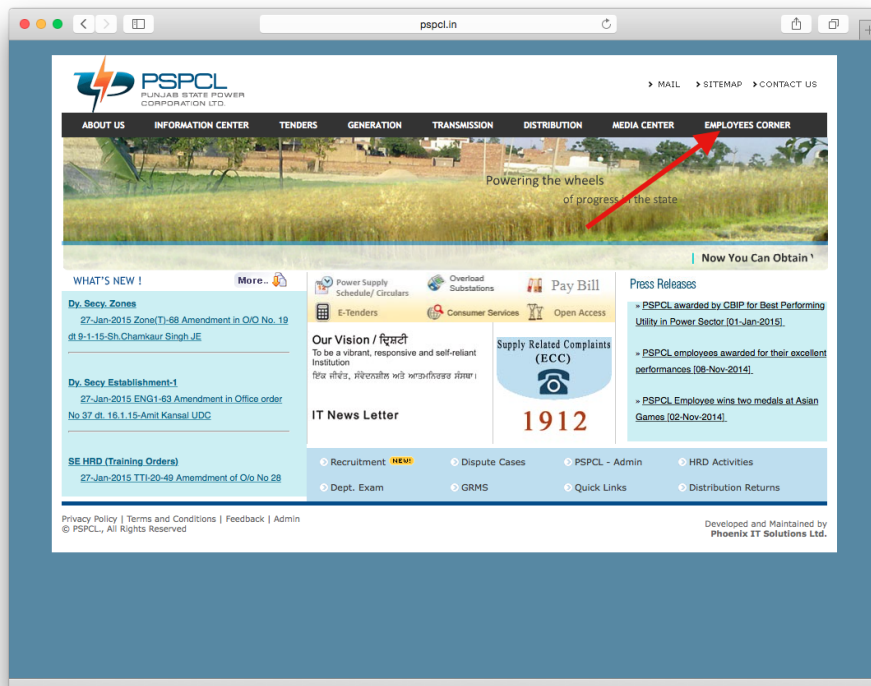


Figure 1: PSPCL Website

2. Login into HR Portal

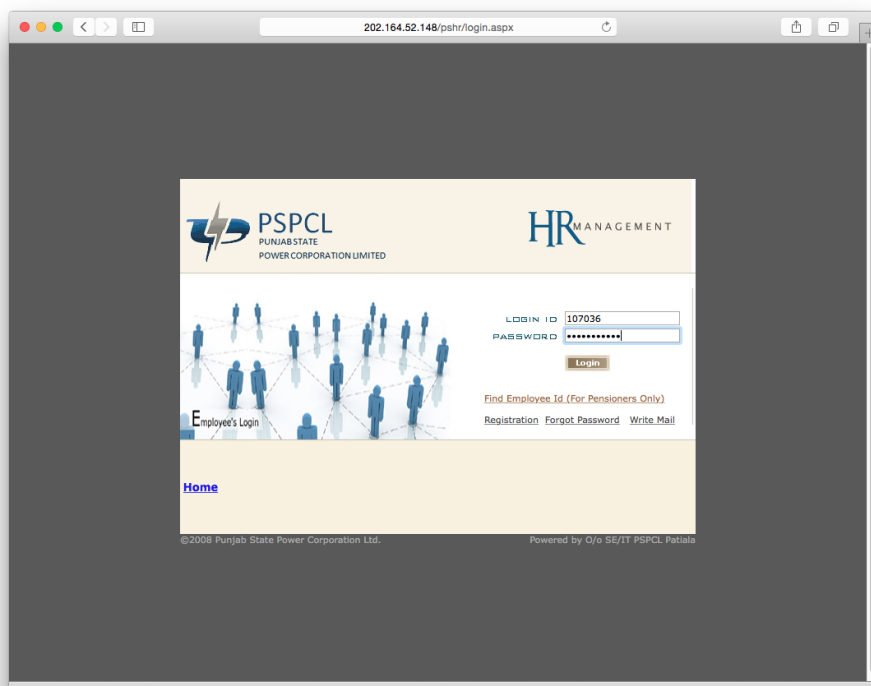


Figure 2: HR Portal Login Screen

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.

The screenshot shows the HR Portal Home Screen for PSPCL. At the top, there is a navigation bar with links: Find, Change password, GPF, Pension Slip, Pay Slip, and Logout. Below the navigation bar, a message states: "There is a change in your posting. Click here to submit Relieve Request". A red arrow points to this message. Below the message, there is a section titled "Employee Details" with a "Print" button. The "Employee Details" section includes a warning: "Incase of any discrepancy get it corrected by filling HR Performa duly attested by the DDO." Below this, there is a "Pending Requests" section. The "Personal Details" section includes fields for Employee ID (107036), Name (PANKAJ SAHNI), GPF No., PAN No., Father's Name (VED PARKASH SAHNI), Blood Group, Designation (AEE), Date Of Birth, Office (DY.SEC./COMPUTERISATION), Date Of Join, Mobile No., and Email ID. There is a photo of the employee and a link to "Update Mobile No. / Email ID". Below the "Personal Details" section, there is a "Family Details" section with a table for NAME, RELATION, and DOB. Below the "Family Details" section, there is a "GPF Nominee(s)" section with a table for NAME and RELATION. At the bottom, there are sections for "Permanent Address" and "Correspondence Address".

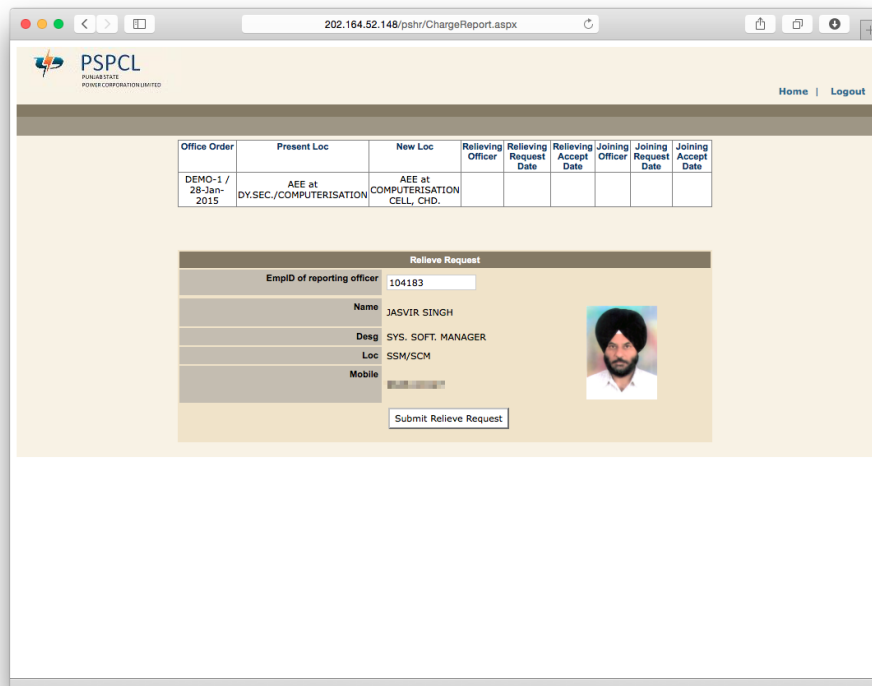
Figure 3: HR Portal Home Screen

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

The screenshot shows the Relieve Request Screen. At the top, there is a navigation bar with links: Home and Logout. Below the navigation bar, there is a table showing the change in posting. The table has columns: Office Order, Present Loc, New Loc, Relieving Officer, Relieving Request Date, Relieving Accept Date, Joining Officer, Joining Request Date, and Joining Accept Date. The data row shows: DEMO-1 / 28-Jan-2015, AEE at DY.SEC./COMPUTERISATION, AEE at COMPUTERISATION CELL, CHD., and empty cells for the other columns. Below the table, there is a "Relieve Request" section with a form. The form has fields for: EmpID of reporting officer, Name, Desg, Loc, and Mobile. There is a "Submit Relieve Request" button at the bottom.

Figure 4: Relieve Request Screen 1

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



Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.						

Relieve Request

EmpID of reporting officer: 104183

Name: JASVIR SINGH

Desg: SYS. SOFT. MANAGER

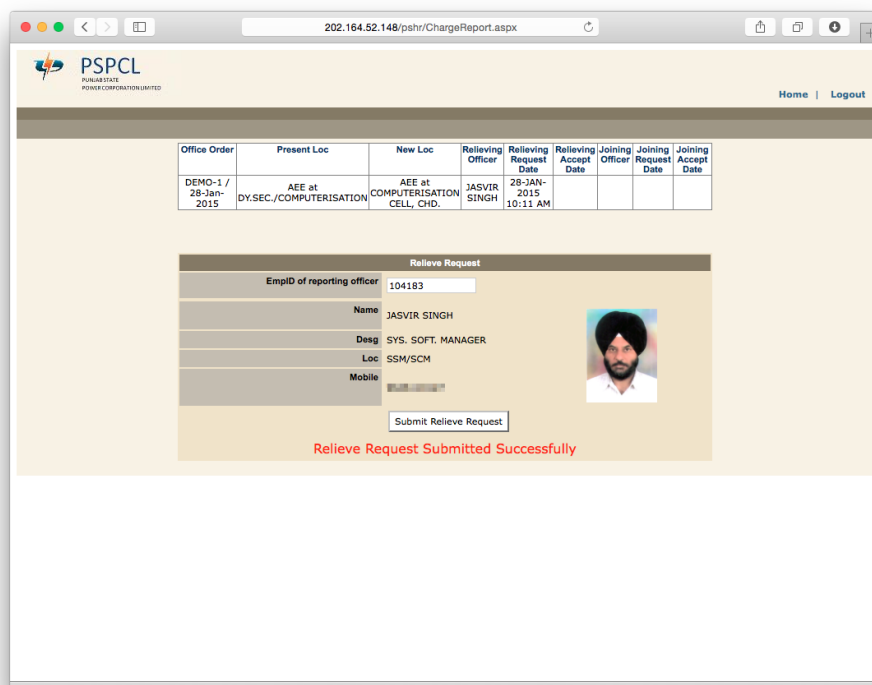
Loc: SSM/SCM

Mobile:

[Submit Relieve Request](#)

Figure 5: Relieve Request Screen 2

- 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.



Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11 AM				

Relieve Request

EmpID of reporting officer: 104183

Name: JASVIR SINGH

Desg: SYS. SOFT. MANAGER

Loc: SSM/SCM

Mobile:

[Submit Relieve Request](#)

Relieve Request Submitted Successfully

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).

The screenshot shows the PSPCL HR Portal interface. At the top, there's a navigation bar with links: Find, Change password, GPF, Pension Slip, Pay Slip, and Logout. Below this, a message states: "You Can Submit Request For ICARD To Concerned DDO." A "Print" button is visible. The main section is titled "Employee Details" and includes a note: "Incase of any discrepancy get it corrected by filling HR Performa duly attested by the DDO." Under "Pending Requests", there's a link for "Transfer/Promotion Relieve Requests (1)". A red arrow points to this link. Below this, the "Personal Details" section shows fields for Employee ID (104183), Name (JASVIR SINGH), Father's Name (AJIT SINGH), Designation (SYS. SOFT. MANAGER), Office (SSM/SCM), Mobile No., and Email ID. There are also fields for GPF No., PAN No., Blood Group, Date Of Birth, and Date Of Join. A photo of the employee is displayed. Below the personal details, there's a "Family Details" section with columns for NAME, RELATION, and DOB. At the bottom, there's a "GPF Nominee(s)" section with columns for NAME and RELATION, and a "Permanent Address" and "Correspondence Address" section.

Figure 7: Relieving Officer HR Portal

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

The screenshot shows the PSPCL HR Portal interface displaying details of all pending requests. At the top, there's a navigation bar with links: Home and Logout. Below this, a table lists pending requests. The table has columns: EMPID, NAME, Office Order, Present Loc, NEW Loc, Relieving Officer, Relieving Request, Relieving Accept, Joining Officer, Joining Request, and Joining Accept. The first row shows a request for EMPID 107036, NAME PANKAJ SAHNI, Office Order DEMO-1 / 28-Jan-2015, Present Loc AEE at DY.SEC./COMPUTERISATION, NEW Loc AEE at COMPUTERISATION CELL, CHD., Relieving Officer JASVIR SINGH, Relieving Request 28-JAN-2015 10:11:34 AM, and Relieving Accept, Joining Officer, Joining Request, and Joining Accept fields are empty. Below the table, there's a form for the selected request. The form has fields for EmpID, Name, desg, Loc, Mobile, and a dropdown for Accept (set to No). There's also a text area for Relieving Officer Comment and a Submit button.

Figure 8: Details of all the Pending Requests

- 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.

The screenshot shows a web browser window with the URL 202.164.52.148/pshr/ChargeReport.aspx. The page header includes the PSPCL logo and navigation links for Home and Logout. A table at the top lists employee records with columns: EMPID, NAME, Office Order, Present Loc, NEW Loc, Relieving Officer, Relieving Request, Relieving Accept, Joining Officer, Joining Request, and Joining Accept. The selected record for EMPID 107036, PANKAJ SAHNI, is highlighted. Below the table, the employee details form is displayed, including fields for EmpID, Name, desg, Loc, Mobile, and a dropdown for Accept (currently set to No). A text area for Relieving Officer Comment and a Submit button are also present. A photograph of the employee is shown on the right.

EMPID	NAME	Office Order	Present Loc	NEW Loc	Relieving Officer	Relieving Request	Relieving Accept	Joining Officer	Joining Request	Joining Accept
107036	PANKAJ SAHNI	1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11:34 AM				

EmpID: 107036
 Name: PANKAJ SAHNI
 desg: AEE
 Loc: DY.SEC./COMPUTERISATION
 Mobile: [redacted]
 Accept: No
 Relieving Officer Comment: [text area]
 Submit

Figure 9: Details of selected employee

- 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.

This screenshot is identical to Figure 9, but the 'Accept' dropdown menu is now set to 'Yes'. The 'Relieving Officer Comment' field is empty, and the 'Submit' button is visible at the bottom.

EMPID	NAME	Office Order	Present Loc	NEW Loc	Relieving Officer	Relieving Request	Relieving Accept	Joining Officer	Joining Request	Joining Accept
107036	PANKAJ SAHNI	1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11:34 AM				

EmpID: 107036
 Name: PANKAJ SAHNI
 desg: AEE
 Loc: DY.SEC./COMPUTERISATION
 Mobile: [redacted]
 Accept: Yes
 Relieving Officer Comment: [text area]
 Submit

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.

The screenshot shows a web browser window with the URL `202.164.52.148/pshr/ChargeReport.aspx`. The page header includes the PSPCL logo and the text "PUNJAB STATE POWER CORPORATION LIMITED". There are links for "Home" and "Logout". The main content area contains a form for a charge report. The form fields are as follows:

EmpID	107036
Name	PANKAJ SAHNI
desg	AEE
Loc	DY.SEC./COMPUTERISATION
Mobile	
Accept	Yes
Relieving Officer Comment	

Below the form is a "Submit" button. A red message at the bottom of the form states: "Relieve Request Accepted for empid 107036". To the right of the form is a small portrait photo of a man in a suit and tie.

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.

The screenshot shows the PSPCL HR Portal interface. At the top, there's a navigation bar with links: Find, Change password, GPF, Pension Slip, Pay Slip, and Logout. Below this, a message states: "Your Relieve Request have been accepted. Click here to submit Joining Request". Another message below it says: "You Can Submit Request For ICard To Concerned DDO." A red arrow points to this second message. The main content area is titled "Employee Details" and includes a "Print" button. It contains a section for "Pending Requests" and a "Personal Details" section with fields for Employee ID, Name, Father's Name, Designation, Office, Mobile No., and Email ID. There are also fields for GPF No, PAN No, Blood Group, Date Of Birth, and Date Of Join. A small profile picture of a man is shown next to the personal details. Below the personal details is a "Family Details" section with a table for Name, Relation, and DOB. At the bottom, there's a "GPF Nominee(s)" section with a table for Name and Relation. The page also has sections for "Permanent Address" and "Correspondence Address".

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.



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[Home](#) | [Logout](#)

Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11 AM	28-JAN-2015 10:15 AM			

Joining Request

EmpID of reporting officer

Name

Desg

Loc

Mobile

Submit Joining Request

Figure 13: Joining Request Screen 1

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

Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11 AM	28-JAN-2015 10:15 AM			

Joining Request

EmpID of reporting officer: 106472

Name: PARAMJIT SINGH

Desg: SR. XEN

Loc: COMPUTERISATION CELL, CHD.

Mobile:

Figure 14: Joining Request Screen 2

- 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.

Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11 AM	28-JAN-2015 10:15 AM	PARAMJIT SINGH	28-JAN-2015 10:15 AM	

Joining Request

EmpID of reporting officer: 106472

Name: PARAMJIT SINGH

Desg: SR. XEN

Loc: COMPUTERISATION CELL, CHD.

Mobile:

Joining Request Submitted Successfully

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).

202.164.52.148/pshr/empdetail.aspx

PSPCL
PUNJAB STATE
POWER CORPORATION LIMITED

Find | Change password | GPF | Pension Slip | Pay Slip | Logout

You Can Submit Request For ICARD To Concerned DDO.

Print

Employee Details

Incase of any discrepancy get it corrected by filling [HR Performa](#) dully attested by the DDO.

Pending Requests

[Transfer/Promotion Joining Requests \(1\)](#)

Personal Details

Employee ID	106472	GPF No	
Name	PARAMJIT SINGH	PAN No	
Father's Name	CHARAN SINGH	Blood Group	
Designation	SR. XEN	Date Of Birth	
Office	COMPUTERISATION CELL, CHD.	Date Of Join	
Mobile No.			
Email ID			

Update Mobile No. / Email ID

Family Details

NAME	RELATION	DOB

GPF Nominee(s)

NAME	RELATION

Permanent Address

Correspondence Address

Figure 16: Joining Officer HR Portal

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

202.164.52.148/pshr/ChargeReport.aspx

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Home | Logout

	EMPID	NAME	Office Order	Present Loc	NEW Loc	Relieving Officer	Relieving Request	Relieving Accept	Joining Officer	Joining Request	Joining Accept
Select	107036	PANKAJ SAHNI	DEMO 1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11:34 AM	28-JAN-2015 10:15:42 AM	PARAMJIT SINGH	28-JAN-2015 10:19:59 AM	

EmpID

Name

desg

Loc

Mobile

Accept

Joining Officer Comment

Submit

Figure 17: Details of all the Pending Requests

- 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.

The screenshot shows a web browser window with the URL 202.164.52.148/pshr/ChargeReport.aspx. The page header includes the PSPCL logo and navigation links for Home and Logout. A table lists employee records with columns: EMPID, NAME, Office Order, Present Loc, NEW Loc, Relieving Officer, Relieving Request, Relieving Accept, Joining Officer, Joining Request, and Joining Accept. The first record is highlighted for EMPID 107036, PANKAJ SAHNI, with a joining date of 28-JAN-2015. Below the table, a detailed form for this employee is displayed. The form includes fields for EmpID (107036), Name (PANKAJ SAHNI), desg (AEE), Loc (DY.SEC./COMPUTERISATION), Mobile (masked), and an Accept dropdown menu currently set to 'No'. There is also a text area for 'Joining Officer Comment' and a 'Submit' button. A small portrait photograph of the employee is shown on the right side of the form.

EMPID	NAME	Office Order	Present Loc	NEW Loc	Relieving Officer	Relieving Request	Relieving Accept	Joining Officer	Joining Request	Joining Accept
107036	PANKAJ SAHNI	1 / 28-Jan-2015	AEE at DY.SEC./COMPUTERISATION	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11:34 AM	28-JAN-2015 10:15:42 AM	PARAMJIT SINGH	28-JAN-2015 10:10:59 AM	

Figure 18: Details of selected employee

- 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.

This screenshot shows the same web application after the request has been accepted. The 'Accept' dropdown menu is now set to 'Yes'. Below the form, a red message states 'Join Request Accepted for empid 107036'. The 'Submit' button remains visible. The employee details and photograph are the same as in Figure 18.

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.

The screenshot shows the PSPCL HR portal interface. At the top, there's a navigation bar with links: Find, Change password, GPF, Pension Slip, Pay Slip, and Logout. Below this, a message states: "Your Request is Accepted. Click here to view Request". A red arrow points to this message. Below the message, there's a section for "Employee Details" with a "Print" button. The details include: Employee ID (107036), Name (PANKAJ SAHNI), Father's Name (VED PARKASH SAHNI), Designation (AEE), Office (COMPUTERISATION CELL, CHD.), Mobile No., and Email ID. There's also a section for "Family Details" with columns for NAME, RELATION, and DOB. Below that is a section for "GPF Nominee(s)" with columns for NAME and RELATION. At the bottom, there are fields for "Permanent Address" and "Correspondence Address".

Figure 20: Confirmation of Joining

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

The screenshot shows the PSPCL HR portal interface. At the top, there's a navigation bar with links: Home and Logout. Below this, there's a table with the following data:

Office Order	Present Loc	New Loc	Relieving Officer	Relieving Request Date	Relieving Accept Date	Joining Officer	Joining Request Date	Joining Accept Date
DEMO-1 / 28-Jan-2015	AEE at COMPUTERISATION CELL, CHD.	AEE at COMPUTERISATION CELL, CHD.	JASVIR SINGH	28-JAN-2015 10:11 AM	28-JAN-2015 10:15 AM	PARAMJIT SINGH	28-JAN-2015 10:19 AM	28-JAN-2015 10:21 AM

Figure 21: Details of Transfer

- 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.

202.164.52.148/pshr/empdetail.aspx

Name: PANKAJ SAHNI | PAN No: [REDACTED] | Update Mobile No. / Email ID

Father's Name: VED PARKASH SAHNI | Blood Group: [REDACTED]

Designation: AEE | Date Of Birth: [REDACTED]

Office: COMPUTERISATION CELL, CHD. | Date Of Join: [REDACTED]

Mobile No.: [REDACTED]

Email ID: [REDACTED]

Family Details

NAME	RELATION	DOB
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

GPF Nominee(s)

NAME	RELATION
[REDACTED]	[REDACTED]

Permanent Address | **Correspondence Address**

[REDACTED]

Career History

EVENT	RELIEVING_DATE	JOINING_DATE	DESIGNATION	LOCATION
Joined on first appointment (New Employee)		21-May-08	JUNIOR ENGINEER	DS DIVISION, SAMANA
Transfer - Public Interest	22-Nov-01	22-Nov-01		DIRECTOR/COMPUTER SERVICES, PATIALA
Transfer - Public Interest	09-Jun-04	09-Jun-04		DEPUTY SECRETARY/COMPUTERISATION, PATIALA
Promotion	01-Jul-05	01-Jul-05	ASSTT. ENGINEER	DEPUTY SECRETARY/HR (HUMAN RESOURCES), PATIALA
Promotion	16-Feb-09	16-Feb-09	ASSISTANT EXECUTIVE ENGINEER	DEPUTY SECRETARY/COMPUTERISATION
Transfer - Public Interest	28-Jan-15	28-Jan-15	ASSISTANT EXECUTIVE ENGINEER	COMPUTERISATION CELL, CHANDIGARH

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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.

The screenshot shows a web browser window with the URL 202.164.52.148/pshr/ChargeReport.aspx. The page header includes the PSPCL logo and navigation links for Home and Logout. A table at the top lists employee details: EMPID (107036), NAME (PANKAJ SAHNI), Office Order (DEMO-1 / 28-Jan-2015), Present Loc (AEE at COMPUTERISATION CELL, CHD.), NEW Loc (AEE at COMPUTERISATION CELL, CHD.), Relieving Officer (JASVIR SINGH), Relieving Request Date (09-FEB-2015 10:07:03 AM), and columns for Relieving Officer Accept, Joining Officer Request, and Joining Officer Accept. Below the table, a form displays employee details: EmpID (107036), Name (PANKAJ SAHNI), desg (AEE), Loc (COMPUTERISATION CELL, CHD.), and a photo. The 'Accept' dropdown is set to 'No'. The 'Relieving Officer Comment' field contains 'Rejecting due to reason...'. A 'Submit' button is at the bottom. A red message at the bottom states 'Your change is saved for empid 107036'.

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.

The screenshot shows the same web browser window as Figure 23. The table at the top is identical. Below the table, the 'Relieving Officer Comments' field now displays 'Rejecting due to reason...'. The 'Joining Officer Comments' field is empty. The 'Submit' button is still present.

Figure 24: Viewing the Reason for Rejection