



भूमिपुत्र  
ONE EARTH - ONE FAMILY - ONE FUTURE

CENTRAL COALFIELDS LIMITED  
संयुक्त कोयलेखन लिमिटेड  
(A Miniratna Subsidiary Company of Coal India Limited)  
कोयला संशोधन विभाग की प्रधानाधी, एक मिनी एक इकाई  
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Ref No. CCL/TS to DTO/SAO-ERP\_HCM Module/2024/ 28.

Dated: 05.01.2024

To  
The General Manager/HOD  
System, P&IR, CCL, Ranchi.

Sub: Systematic Improvement for Human Capital Management (HCM) module of SAP-ERP.

Sir,  
While reviewing the HCM module of SAP-ERP, CCL Vigilance has pointed out that even after eighteen months of implementation since March 2022, certain discrepancies persist in processes compared to CIL's specified modalities. The following processes are still not functional in the module and demand immediate action:

1. Leave applications for executives in Areas and other CCL establishments, excluding CCL HQ, are not submitted through the ESS (Employee Self-Service) portal. Instead, leaves are manually uploaded in SAP HCM using the LSMW bulk upload provision.
2. Attendance records are not fed directly into the SAP-HCM system; rather, they are manually uploaded in CATS format via an Excel sheet. Continuation of these workaround remains unjustifiable after eighteen months of implementation of SAP.
3. Due to the absence of direct integration of attendance with the SAP-HCM system, there is a significant possibility of human errors. This leads to discrepancies between billed attendance post-payroll and actual attendance after payroll finalization, causing potential over or underpayments, especially on Sundays and Public Holidays. It is essential to implement a regular audit mechanism for attendance to consistently monitor and rectify any excesses or shortfalls in payments and attendance records.
4. The employee data within the HCM module has not been verified against service records, making the system function more as a preliminary database for payroll rather than a reliable source. Immediate attention is required to guarantee the precision of the employee database, facilitating its utilization for processing different employee-related payments and potentially reducing dependence on service records.

You are requested to take appropriate actions to address and rectify the discrepancies at the earliest. An ATR in this regard may be forwarded to this office fortnightly.

*TS*  
TS to Dir. (T/O)  
CCL, Ranchi

- Copy for kind information to :
1. Director (T/O), CCL, Ranchi.
  2. CVO, CCL, Ranchi.
  3. GM/TS to CMD, CCL

copy to 1 -  
1) Shri. Vishwas  
2) Shri. Deepak - for updating S.T. file.  
*TS*  
08/1/24