

Ref No. ECL/TS to D(P)/56

Dated: 15.12.2023

To,  
The General Manager (All Areas),  
General Manager (P/EE) I/C, ECL Hq,  
HOD(P&IR), ECL Hq

**Sub: System improvement measures related to employment files.**

Dear Sir,


The Competent Authority has directed following measures for system improvement related to employment files and preservation of records thereof.

**SYSTEM IMPROVEMENT SUGGESTION:**

1. Identification of available employment files from Areas/Unit as well as ECL HQ.
2. Segregate employment files in groups (Every 05-year period) & store at proper place.
3. Scanning of all employment files individually.
4. Storage of one soft copy of employment file at ECL HQ as well as at concerned Area level.
5. Possibility to be explored regarding uploading of Soft copy of individual employment file in SAP, so that data can be kept secure forever & can easily be accessible to competent authority.
6. If entry in SAP is not possible then effort should be made to store the records i.e. the employment files in Cloud Server or ECL Intranet.
7. Custodian of employment files should be nominated by Area/ HQ, who will access these files by Login & Password.

As such, it is requested to follow the above suggestions in letter and spirit so that, a compliance report can be submitted to the Authorities.

Yours faithfully,

  
15/12/2023  
Dy. GM(P)/ TS to D(P)

**Copy:**

1. TS to CMD
2. TS to D(T) OP
3. TS to D(T)P&P
4. TS to D(F)
5. TS to CVO

For kind information please

पंजीकृत कार्यालय Regd. Office

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