

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

DGM(T)/SPA/2012-13



Corporate Office,
Kaveri Bhavan,
Bangalore – 560 009

Dated:

16 FEB 2013

CIRCULAR

Sub: Implementation of "File Tracking System"

It is proposed to introduce "File Tracking System" in the Corporate office, KPTCL, Kaveri Bhavan, Bangalore for effective monitoring of letters / files received and attended by each section of the corporate office. A software has been developed for this purpose and hosted in "kptcl.com ->ePrasarana ->File Tracking System" intranet portal. This software keeps record of all the files / papers sent and received by a section.

To enter the details in this software an "User Id" and "Password" is required, which may be obtained from computer center for operating the software. All the papers / files put up after 18.02.2013 should be through the "File Tracking System" only.

Any clarifications in implementation of the above software may please be obtained from computer centre, KPTCL, Kaveri Bhavan, Bangalore.

B. S. S. S.
Deputy General Manager(Tech)
KPTCL

Copy to:

1. All Chief Engineer Electy., Corporate Office, KPTCL, Kaveri Bhavan, Bangalore.
2. The Financial Advisor (A&R) / (IA) / (RA), KPTCL, Kaveri Bhavan, Bangalore.
3. All Superintending Engineers, KPTCL, Kaveri Bhavan, Bangalore.
4. All Controller of Accounts /DGM(P), KPTCL, Kaveri Bhavan, Bangalore.
5. All Executive Engineer (Ele) / (Civil) / AGM, KPTCL, Kaveri Bhavan, Bangalore.
6. All Deputy Controller of Accounts / AGM, KPTCL, Kaveri Bhavan, Bangalore.
7. All AEE/AO/Managers/AAO/Asst. Managers, KPTCL, Kaveri Bhavan, Bangalore.
8. PS to MD/Director(Transmission)/Director(Finance)/Director(A&HR)/ Director(RA) & Secretary, KPTCL, Kaveri Bhavan, Bangalore with a request to place the same before the Directors.