

Management Services Division

15.05.2024

Circular : STC/MSD/IT/01/2024

Subject: Complete backup of online data / reports generated through PMS, LMS & Payroll

The existing cloud solutions arrangement for STC viz. Performance Management System (PMS) & Leave Management System (LMS) alongwith Payroll is going to expire on 06.11.2024 i.e. after 5.5 months (approx.) post which online data & reports pertaining to aforementioned applications and its sub-modules will not be available.

Division is in the process of examining the future course of action w.r.t. PMS, LMS & Payroll. In the meantime, in order to keep STC's operational efficiency undeterred, it would be appropriate to have the complete data back-up in the form of reports, documents (.pdf, .doc., .xls, etc.) as deemed fit which is currently available for download from the online applications by respective ePay / ATS / PMS Admins at all locations (CO & R.O.'s), to address any official requirement in future.

In view of above, all ePay / PMS / LMS Admins at respective locations are required to take the complete online data backup in consultation with the respective Divisional Heads at C.O. for which online applications viz. ePay, PMS and LMS are being used.

Hence, all ePay / PMS / LMS Admins at respective locations are required to execute the following tasks w.r.t. data back-up:

1. Download (date-wise / month-wise/ year-wise) all reports / documents (.pdf, .doc., .xls, etc.) available through ePay / PMS / LMS Admin accounts as per Annexure-A of this circular from the go-live date i.e. 07.11.2019 or the previous date since which data is available in the online system.
2. Open each report after downloading and check if the content is / are visible properly.
3. Create Year-wise folders at desktop which shall include month-wise sub-folders into which respective downloaded data i.e. reports / documents (.pdf, .doc., .xls, etc.) shall be placed accordingly. The folder details should be filled as per format given in Annexure-A of this circular.
4. Convert the year-wise folder into zip folder and upload onto ePay / PMS / LMS Admin's 'briefcase' folder available under Admin's NIC email account.



5. Share the briefcase folder with the concerned Divisional Head at C.O.
6. Also, take the back-up in exclusive external storage device (pen drive, etc.) and keep in safe custody under intimation to the concerned Divisional Head at C.O.
7. Submit the compliance report in 15 working days from the date of issue of this circular as per the format provided in Annexure-B.
8. After submission of compliance report to their respective Divisional Heads at C.O., all ePay / PMS / LMS Admin's will be required to download data of future months uptill 06.11.2024 as a monthly activity, and monthly compliance report to be submitted to the concerned Divisional Head at C.O. as per Annexure-C.

This issues with the approval of Competent Authority.



(Sonal Taneja)
DGM-MSD
15.05.2024

Cc: E.S. to CMD

E.S. to Dir-Fin

JGM-Personnel at C.O.

CM-Finance & CFO at C.O.

ePay / PMS / LMS Admins at all locations

Compliance Report

Ref: MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024

It is to state that the undersigned being an ePay / PMS / LMS Admin for(location) has complied with instructions issued vide MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024, and has taken complete back-up of the online-data in consultation with the Divisional Head at C.O., from the date of go-live i.e. 07.11.2019 till data corresponding to last month.

The downloaded data has been shared vide email dated with the concerned Divisional Head alongwith the summary report as per the format provided in Annexure-A of the referred MSD Circular.

Submitted

(.....Name.....)
Designation:.....
R.O.....
Date:.....

Enclosure: Duly filled Annexure-A of MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024

Cc : ePay / PMS / LMS Divisional Head at C.O.

Annexure-C

Monthly Compliance Report

Ref: MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024

In reference to MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024, the undersigned being an ePay / PMS / LMS Admin at submitted the Compliance Report on, after taking the complete data back-up w.r.t. ePay / PMS / LMS.

Further, as per MSD Circular No. STC/MSD/IT/01/2024 dated 15.05.2024, the undersigned took the monthly back-up as per below:

Sr.No.	Name of Report Downloaded	Module option no. available in ePay / PMS / LMS used for downloading report	Report Period	Report downloaded on	Report checked and found content in order after opening	Report format (pdf/doc/xls/ etc.)	File Name	Sub-Folder name	Folde Nam
			May'24						
			Jun'24						
			Jul'24						
			Aug'24						
			Sep'24						
			Oct'24						

The data back-up has also been shared with the concerned Divisional Head at C.O. vide email dated.....

(.....Name.....)
Designation:.....
R.O.....
Date:.....

Cc : ePay / PMS / LMS Divisional Head at C.O.