



WBSEDCL

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

OFFICE OF THE DIRECTOR (DISTRIBUTION)

A-BLOCK , 7TH FLOOR, VIDYUT BHAWAN, BIDHANNAGAR, KOLKATA- 700091

e-mail: dirdist@wbasedcl.in. TEL (033) 23591891, FAX (033) 23345607,

Website www.wbasedcl.in, CIN NO: U40109WB2007SGC113473

OFFICE ORDER NO.:- 86

DATE:- 15.5.26

Office Order

Subject: Enhancement of existing Distribution Transformer (DTR) life-cycle process in SAP ERP to include Non-Serialized DTRs and integration with the CRM application.

In continuation of the ongoing implementation of DTR life-cycle process in SAP ERP (as notified vide Office Order No. 267 dtd: 30.12.2022), and in order to achieve complete life-cycle visibility, it has been felt necessary to modify and extend the existing process.

In order to streamline operations and ensure proper tracking, accountability, and system integration, the following standardized procedures are hereby established for the procurement, utilization, and repair of Distribution Transformers (DTRs) across CRM and ERP.

All concerned are instructed to strictly adhere to the processes outlined below.

1. Procurement Process

- a. Purchase Order (PO) for new DTR shall be created and released using standard SAP transactions.
- b. Quality inspection at the vendor site shall be conducted prior to dispatch.
- c. Delivery Instruction (DI) shall be generated only after creation of transformer serial numbers in the system.
- d. Initial Goods Receipt (GR) shall be posted against DI with movement type 103.
- e. Post-receipt quality inspection at store shall be carried out.
- f. Final Goods Receipt (GR) shall be completed with movement type 105.
- g. The system shall automatically capture warranty details for each serial number, with:
 - o Start Date: Date of final GR (SRV)
 - o End Date: System-calculated based on warranty terms
- h. Inter-plant transfer of DTRs shall be executed through STO process along with serial number tracking.

2. Creation of Sub-Functional Location in ERP

- a. The DTR Code (Structure ID) created in CRM shall automatically get integrated into ERP and be generated as a sub-functional location under the corresponding Cost Centre.
- b. Creation, modification, or deletion of DTR Codes including DTR installed by WBSEDCL for bulk consumers (i.e., sub-functional locations) shall be performed only from the CRM system with necessary validations, and the changes shall be reflected in ERP in real time.
- c. Henceforth, all serialized DTRs shall be installed at their respective sub-functional locations in ERP.



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3. Utilization Process of DTR

3.1 Serialized DTRs

- Issuance shall be carried out through designated SAP transactions.
- Installation at the respective sub-functional location and consumption shall be recorded in the system.

3.2 Return of Serialized DTRs

- **Augmentation Cases:**
DTRs shall be dismantled from the respective sub-functional location through the system and received back into store.
- **Defective Replacement Cases:**
 - Replacement shall be processed through a PM Order (Order Type: ZTRP).
 - Sub-functional location is mandatory.
 - Material code of the good DTR may not be serialized.
 - Material code of the defective DTR must be serialized.
 - Only one defective DTR shall be allowed per PM Order.

3.3 Non-Serialized DTRs

- Issuance and consumption shall follow the standard process.
- Non-defective returns shall be accepted through standard GR process.

3.4 Return of Non-Serialized DTRs

- **Augmentation Cases:**
Return to store shall be done through reservation from Project System.
- **Defective Replacement Cases:**
 - Replacement shall be processed through PM Order (Order Type: ZTRP) with mandatory sub-functional location.
 - Material code of the good DTR may not be serialized.
 - Material code for defective DTR must be put as serialized.
 - Only one defective DTR shall be allowed per PM Order.
 - Non-serialized defective DTRs must be converted into serialized form before further processing.
 - Serial number creation and temporary embossing shall be carried out at store level.

3.5 System Control

- The system shall enforce validation such that consumption of newly issued DTRs shall not be allowed until the corresponding defective DTR is returned to the store.



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4. Repair Process for Defective DTRs

1. Intimation to OEM/authorized repair vendor shall be initiated through the system for warranty cases. Intimation to Authorized repairer shall also be initiated through the system for non warranty cases for tracking /scrape disposal of DTR / repairer performance monitoring.
2. PM Orders shall be created as follows:
 - Warranty Cases: Specific order type for claim processing
 - Non-Warranty Cases: Specific order type for repair
3. Letter of Intent (LOI) shall be issued to vendor as per standard contract process.
4. Requisition shall be created and approved prior to issuing defective DTRs.
5. Defective DTRs shall be issued to vendor through system-based material movement.
6. For non-serialized DTRs, the vendor shall mandatorily emboss the system-generated serial number permanently.
7. Repaired DTRs shall be received back in the system with proper serial number tracking.

5. Compliance and Control

- All field units, stores, and maintenance teams shall ensure strict adherence to this process.
- Any deviation shall require prior approval from the CE (Dist. South/ CE (Dist.-North)..
- System validations and controls implemented shall be binding and shall not be bypassed.

6. Effective Date

This Office Order shall come into force from 01.06.2026.

As per present requirement as well as to have transparency in the system, DTR related reports (DTR count & failure) are now being generated from the system. Hence, manual mode of reporting, which is so far done at CMPD cell is hereby discontinued with effect from the month of June'2026.

All concerned are requested to act accordingly.

S. Mukherjee
(S. Mukherjee)

Director (Distribution)

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Memo No: D/D/O.O./195 (1-116)

date: 15.5.26

Distribution:

1. The Executive Director (Distribution), WBSEDCL
2. The CE (Dist- South) / CE (Dist. North) , WBSEDCL
3. The CE, R&EM Cell, WBSEDCL
4. The CE, IT Cell, WBSEDCL
5. The OSD to CMD, WBSEDCL
6. The Zonal Manager
Kolkata / Burdwan / Berhampore / Midnapur / Siliguri / Malda Zone, WBSEDCL
7. The Regional Manager,
Bidhannagar / 24-Parganas (North) / 24-Parganas(S) / Howrah / Purba Burdwan / Paschim Burdwan / Hooghly / Birbhum / Paschim Midnapore / Purba Midnapore / Jhargram / Bankura/ Purulia / Murshidabad / Nadia / Malda / Coochbehar / Alipurduar / Darjeeling / Jalpaiguri / Kalimpong / Uttar Dinajpur / Dakshin Dinajpur Regional Office, WBSEDCL.
8. The Divisional Manager :
Bidhannagar- I/ Bidhannagar- II/New Town /Bhangar/ Barrackpore/ Naihati/ Barasat/ Baduria / Basirhat/ Bongaon/ Habra/ Uluberia/ Howrah-I/ Howrah- II/ Behala/ Garia/ Baruipore/Joynagar/ Canning/ Diamond Harbour/ Kakdwip/ Serampore/ Chandannagar/ Tarakeswar/ Arambag/ Singur- Haripal/ Mogra/ Memari/ Burdwan South/ Burdwan North/ Katwa/ Kalna/ Durgapur/ Asansol/ Rampurhat/ Suri/ Bolpur/ Kharagpur/ Belda/ Jhargram/ Midnapur/ Ghatal/ Contai/ Egra/ Haldia/ Tamluk/ Bankura/ Bishnupur/ Khatra/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Ranaghat/Nakashipara/ Berhampore/ Raghunathgunj/ Kandi/ Domkal/ Jiaganj/ Malda/ Gazole/ Chanchol Raiganj/ Islampur / Balurghat/Buinadpur/ Coochbehar/ Dinhata/Mathabhanga/ Alipurduar/ Jalpaiguri/ Mal/ Siliguri Subarban/ Siliguri Town/ Darjeeling/ Kurseong/ Kalimpong Division : WBSEDCL.
9. PS to CMD / Director (Finance) / Director (HR) / Director (Project), WBSEDCL

[Signature]
15/05/26
Director (Distribution)

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