

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

(An ISO 9001-2008 Certified Company)

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

Regd Office Vidyut Bhawan, Jan Path, Jaipur - 302005

Website : rvpn.co.in

**HCM-16**

RVPN/SE(MIS&IT)/ 325

dated 8/6/18

**NOTICE**

**Sub: Changes in Order Details and Action in Transfer and Promotion**

On above cited subject, some changes have been made in the process of entering Transfer / Promotion - Relieving / Joining in HCM-Payroll module of SAP-ERP. Changes are as follows :

**A. Transfer :**

In case of Transfer orders, there are 3 types of orders in Order details Infotype in Custom IT of PA30 –

- R3 – Transfer Order
- R1 – Transfer Relieving Order
- R4 – Transfer Joining Order

Earlier, R4 was attached with Transfer Joining Action in PA40, but now onwards, payroll admin has to fill R1 and R4 first in PA30 and then execute Transfer action in PA40.

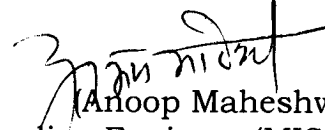
**B. Promotion :**

In case of Promotion orders, there are 4 types of orders in Order details Infotype in Custom IT of PA30 –

- P1 – Promotion Order
- P2 – Posting Order
- P3 – Promotion Relieving Order
- P4 – Promotion Joining Order

Earlier, P4 was attached with Promotion Joining Action in PA40, but now onwards, payroll admin has to fill P3 and P4 first in PA30 and then execute Transfer action in PA40.

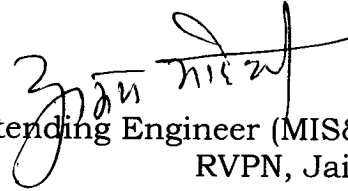
Thus, In case of Transfer and promotion Orders, all orders are to be completed in PA30 first and then joining action may be run in PA40. Transfer Order (R3) and Promotion Orders (P1 and P2) are filled in by admin dept. or through Transfer Order application. Payroll admin has to enter Transfer Relieving / Joining (R1 and R4) and Promotion Relieving / Joining (P3 and P4).



(Anoop Maheshwari)  
Superintending Engineer (MIS&IT)  
RVPN, Jaipur

Copy to the following for kind information and needful:-

1. Secretary (Admn.), RVPN, Jaipur.
2. Chief Engineer (IT), RVPN, Jaipur.
3. TA to CMD, RVPN, Jaipur.
4. TA to Director (Technical / Operation), RVPN, Jaipur.
5. SE (T&C / Civil / MPT&S / COMM), RVPN.....
6. Joint Director (Pers.), RVPN, Jaipur.
7. The Deputy / Assistant Secretary (Estt. I / II, III), RVPN, Jaipur.
8. The AO (Estt. & Control), RVPN, Jaipur.



Superintending Engineer (MIS&IT)  
RVPN, Jaipur