



## RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(AN ISO 9001-2008 CERTIFIED COMPANY)

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

### OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)

IT centre, Chambal Power House campus, HawaSarak, Jaipur -302019

Email:- se.mis@rvpn.co.in

No. RVPN/SE(MIS)/XEN(MIS)/F. /D. ५१०

Dated 11.07.2018

### NOTICE

Subject: - ANNUAL-GRADE-INCREMENT (AGI) program.


ANNUAL-GRADE-INCREMENT (AGI), which is applied every year on 1<sup>st</sup> July or on the date of joining in case availed leave on 1<sup>st</sup> July, may be processed in SAP-ERP during the payroll processing of July by Payroll Admins as per the date of increment of employees in their respective circles.

Few changes have been made in this process and now Payroll Admins are required to execute **T-code ZHR\_INCREMENT for applying AGI** as per the following process:-

- Enter employee code,
- payroll area,
- Effective Date Of Increment and check the result with test processing.
- If everything is correct, remove test tick mark and execute for actual processing.

An AGI Certificate shall also be generated after processing Increment program in SAP-ERP through **T-Code ZHR\_AGICERT**. This certificate may be generated by Accounts Officer and payroll Admins.

This is for your information and needful action.

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

Copy to the following for kind information and needful:-

1. Addl./Chief Engineer (\_\_\_\_\_), RVPN, Jaipur
2. Zonal Chief Engineer ( T&C-JP/AJ/JDP), RVPN \_\_\_\_\_
3. Secretary(Admin), RVPN, Jaipur,

4. Chief COA, RVPN, Jaipur,
5. Superintending Engineer (\_\_\_\_\_.), RVPN, Jaipur
6. Chief Account Officer (P&F-Cont./Acct-Insp)/RCAO (T&C-JP/AJ/JDP)  
RVPN, Jaipur/\_\_\_\_\_
7. TA to CMD, RVPN, Jaipur for kind perusal of CMD, RVPN
8. TA/PS to Director(Tech./Op./Fin.), RVPN, Jaipur
9. Sr. Account Officer (EA-Cash)

  
Superintending Engineer (MIS&IT)  
RVPN, Jaipur