RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

No. RVPN/SE(MIS&IT)/XEN(MIS)/F. / D. **416**   Dated **11.07.2017**

NOTICE REGARDING AGI program AND AGI Certificate THROUGH SAP-ERP

DURING FY 2017-18

1. ANNUAL-GRADE-INCREMENT (**AGI**), which is applied every year on 1st July or on the date of joining after availing leave on 1st 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.

2. Payroll Admins are required to execute T-Code **ZHR_AGI**. Enter empcode, Payroll Area, AGI date, AGI % as 3 and check the result with Test processing. If everything is correct, remove Test tick mark and execute for actual processing.

3. A AGI Certificate may be generated after processing AGI in SAP through T-Code **ZHR_AGICERT**. This Certificate may be generated by Accounts Officers and Payroll Admins.

This is for your information and needful.

Superintending Engineer (MIS&IT)

RVPN, JAIPUR