

**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. 1309

Dated 16-1-2019

**NOTICE**

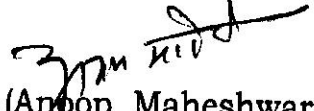
Subject:- Regarding updation of Educational qualification of employee in SAP.

On the subject cited above, it is to intimate that following updation is required to be carried out by payroll administration/Location administration in HCM-Payroll module Of SAP

- **Educational Qualification:-** Educational Qualification of all the employees of RVPN is required to be updated in SAP HCM-payroll. Therefore AEN(ERP) shall collect this information for all wings of their circle in the attached Excel template from Location Administration (i.e. AEN/XEN(GSS/T&C/Comm./Civil/MPT&S) and provide it to Payroll Admin. This activity is to be completed by **30<sup>th</sup> Jan. 2019**
- All Payroll Admins are directed to verify information with service book for all the employees of their respective payroll area and send this information back to AEN (ERP). This activity is to be completed by **15<sup>th</sup> Feb.2019**
- AEN (ERP) shall consolidate the information in one sheet for all wings of their circle and send this sheet to IT wing by **22<sup>nd</sup> Feb. 2019** for migrating this information into SAP-ERP

Qualification template format attached here with. You are requested to not change any basic detail of the employee given in the sheet like - empcode, designation, Orgunit etc.

- Encls: 1. Excel Template  
2. Stepwise Guidelines

  
(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. Chief Account Officer (P&F-Cont./Acct-Insp/EA-Cash),RCAO (T&C-JP/AJ/JDP) RVPN, Jaipur/\_\_\_\_\_
6. Superintending Engineer (\_\_\_\_\_.), 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