



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
(AN ISO 9001-2008 CERTIFIED COMPANY)
OFFICE OF THE SUPERINTENDING ENGINEER (MIS & IT)
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No. RVPN/SE (MIS&IT)/SAP/F. /2016-17/D. 1096

Jaipur, Dated 04 Jan 2017

Superintending Engineer (T&C/Civil/MPT&S/COMM)
Sr. AO (EA-Cash/SLDC)
AO (Estt.-Cont)
RVPN, _____

Sub: - Regarding updation of UID no (Aadhar card No) ,PAN no., Absence/leaves, relieving-joining in SAP-HCM Module.

With reference to above cited subject, the following actions are required to be taken by the payroll administrators/Location administrators in HCM –Payroll Module of SAP :-

- 1) To update leave entries (leaves availed from Sept. 2016 to 31st Dec. 2016) in HCM Payroll module of SAP. This activity must be completed by 12th Jan 2017. Thereafter the system will generate leaves quota for the year 2017 and entries for the previous year shall not be allowed. This activity will be performed by all the locations Administrator.
- 2) The pending entries for relieving and joining shall also be completed in SAP till 12th of Jan 2017 for their payroll area by the respective Payroll Administrator. If any problem arises in making such entries, the same may be informed to the IT/Domain core team.
- 3) Please note that UID number (Aadhar card no.) and PAN number of all the employees of RVPN is required to be captured in SAP. Therefore all the Payroll Administrators are directed to enter UID and PAN card no. by 31st March 2017 for all employees of their respective payroll area. The Location Administrators shall provide this information to their Payroll Administrators .Please note that this information should be verified /checked by the concerned location administrator/Controlling officer and a photocopy of the UID card and PAN card duly signed by the concerned employee should also be kept on record with the concerned controlling officers. Also the controlling officer will intimate the employees to arrange to get issued UID no.(Aadhar Card) /PAN no., in case the same has not been issued to them, this will be mandatory from 1st April 2017.

The above activities shall be supervised and got completed by the concerned Payroll Administrator.

This bears the approval of Secretary(Admin), RVPN, Jaipur

Mamika Sharma
11/1/17
Superintending Engineer (MIS & IT)
RVPN, Jaipur

Copy forwarded/submitted to the following for information & necessary action:

1. The Zonal/ Addl./Chief Engineer (_____), RVPN, _____.
2. The Secretary (Admin), RVPN, Jaipur.

3. The Personnel Officer (_____), RVPN, _____

4. The Feeder Manager (_____), RVPN, _____

Manish Kharia
Superintending Engineer (MIS & IT)
RVPN, Jaipur