



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

(AN ISO 9001-2008 CERTIFIED COMPANY)

Corporate Identity Number (CIN) : L40109RJ2000SGC016485

**OFFICE OF THE CHIEF ENGINEER (IT)**

Vidhyut Bhawan, Jyoti Nagar, Jaipur-302005

Email: ce.it@rvpn.co.in

No. RVPN/CE(IT)/SE(MIS&IT) /F.

/D. 91

Dated 22.05.2019

All Add/Chief Engineer),RVPN  
All Superintending Engineer, RVPN  
All Chief Accounts Officers, RVPN  
All Sr. Accounts Officers, RVPN  
All Executive Engineers, RVPN  
All Assistant Engineers, RVPN  
All Accounts Officers, RVPN

**Sub: Proper utilization of SAP ERP system**

A thematic audit of implementation of SAP ERP in RVPN was carried out by Accountant General (Economic & Revenue Sector Audit), Raj. The auditors after extensive audit of the entries being made by end users in SAP ERP system have observed certain shortcomings. It has been advised that these shortcomings be addressed and compliance be reported to AG.

In view of above all the end users are directed to attend issues as under:-

**(1) Timely Issuance of Dispatch Instructions/ Purchase Order**

In this context, please refer to the DO letters issued by CMD, RVPN vide no. 389 dated 19.09.2017 & 197 dated 10.07.2018 vide which it was directed to create POs/WOs/DIs through SAP-ERP only. It is once again advised to all purchasing authorities to generate PO/WO/DI through SAP ERP. Only system generated printout are to be issued to vendors. T-code for generating printout of PO/WO/DI is ZMMPT01.

**(2) Creation of Purchase Requisition(PR)**

It has been observed by AG Audit that purchase requisition is not being created in most of cases of R&M works and material purchase case. The DO letter in this reference has already been issued vide no. 68 dated 19.04.2017. It is therefore once again advised to create purchase requisition in case of procurement of material and service before procurement case is processed. For creation of PR for Project use T-code CJ20N and for R&M use T-code ME51N. PO approval officer are also advised to check whether PR has been created in system for the said PO for which approval is being sought.

**(3) Bank Guarantee Entry:**


Screen for Bank Guarantee was developed at the time of SAP-ERP implementation, T code for the same is ZFIG01. Initially some entries were made in this screen, but it is not fully utilized. Therefore, all CAOs/ Sr. AOs/AOs are advised to make all BGs in SAP. In this screen, provision for acceptance of BG, Letter for extension, Release, BG invocation is given.

**(4) Physical progress entry of the projects (Lines and Sub-stations)**

AG audit has observed that though there is facility of entering Physical progress in SAP but it is not being used by the Senior officers to monitor the progress. It is therefore enjoined to all the AEns(T&C)/AEN(Civil) to enter the progress of all ongoing capital works in the screen of the PS module. The T-code for entering physical progress and generate report are ZPSPP01/02/03/04/05

**(5) Preparation of technical estimates in SAP**

The technical estimate is also being prepared through SAP-ERP but the same is not being saved through T-Code ZPSTE01. As a result no record is getting saved in SAP-ERP which can be used for future reference. Therefore all the AEN(T&C) are directed to prepare and save the technical estimate.

  
22/5/18

(R.K. Jain)  
Chief Engineer (IT)  
RVPN, Jaipur

Copy to the following for kind information and needful:-

1. TA to CMD, RVPN, Jaipur
2. TA/PS to Director(Tech./Fin.), RVPN, Jaipur
3. All AEN(ERP), RVPN with the advise to ensure the compliance of the aforesaid directions.

  
22/5/18

Chief Engineer (IT)  
RVPN, Jaipur