



RAJASTHAN RAJYA VIDYUT PRASARN NIGAM LTD.

[Corporate Identity Number(CIN): U40109RJ2000SGC016485]

OFFICE OF THE SR.ACCOUNTS OFFICER (EA-CASH)

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Sub.: Regarding entry of Privilege Leave / Medical Leave in SAP-ERP.

It has been observed that sanction of Privilege Leave / Medical Leave is being sent without entering the details in SAP-ERP. Consequently, leave balances are not updated which cause problems in collection of data for Actuarial Valuation.

As such, all the leave sanctioning authorities are requested to take necessary steps for updating the leave balances in SAP-ERP. Sanction of Privilege Leave/Medical Leave must not be issued without entering in SAP-ERP and a certificate to the effect that ***"the sanctioned leave has/have been entered in SAP-ERP"*** may invariably be recorded in the leave sanction order.

Chand 28/04/17
(C.P.S.Bundel)
Sr.A.O.(EA-Cash)
RVPN, Jaipur.

Copy to Incharge, Data Centre, RVPN, Chambal Power House, Hawa Sarak, Jaipur, to please upload this circular on RVPN Website at What's New.

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