

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]  
Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur -302005  
(AN ISO 9001: 2008 CERTIFIED COMPANY)



RVPN F&R No. **1424**

No. RVPN/AAO/F&R/F. 86(Pt.-II) /D. **94**

JAIPUR, Dated: **31.08.2021**

ORDER

Pursuant to the implementation of the Incentive Scheme for the employees of RVPN for the financial year 2017-18 onwards vide order No. RVPN/AAO/F&R/ F.86/D.32 dated 2.5.2018 and evaluation made by the Committee for detailed calculation & analysis based upon KPIs applicable for FY 2020-21 for RVPN as a company & various T&C Circles as per the approved Incentive Scheme, the Chairman and Managing Director, RVPN is pleased to approve distribution of applicable incentive amount to all employees of RVPN for the financial year 2020-21.

For claiming of incentive amount, ESS users have to apply incentive claim form through SAP-ERP portal as per attached Incentive Application process. Non ESS users have to fill incentive claim form and rest of the activities shall be carried out by respective location in-charge as per Incentive Application Process.

The orders for payment of incentive shall be issued separately.

This is subject to ratification by the Board of Directors of the Nigam.

Encl: - Incentive Claim Form,  
Detailed Guidelines & MF sheet,  
Incentive application process.

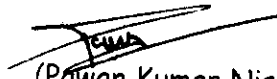
By Order,

  
(Sourabh Bhatt)  
Chief Accounts Officer (P&F)

Copy to the following for information and circulation in various offices under their jurisdiction and control:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Chief Controller of Accounts-I/II, RVPN, Jaipur.
3. The Chief Engineer (PP&D/IT/Procurement/MPT&S/NPP&RA/LD/ ), RVPN, Jaipur.

4. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Zonal Chief Engineer (Civil), RVPN, Jaipur/Jodhpur.
6. The Company Secretary, RVPN, Jaipur
7. The Controller of Internal Audit, RVPN, Jaipur.
8. The Chief Accounts Officer (A/Cs & W&M/Procurement/PP&D/P&F-Cont.), RVPN, Jaipur.
9. The RCAO, RVPN, Jaipur/Ajmer/Jodhpur Zone, Jaipur/Ajmer/Jodhpur.
10. The Joint Director Personnel (HRD), RVPN, Jaipur.
11. The Joint Legal Remembrancer, RVPN, Jaipur.
12. The Superintending Engineer ( ), RVPN, Jaipur.
13. The Incharge, Data Centre, RVPN, Chambal GSS, Hawa Sarak, Jaipur.
14. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
15. The Sr. Accounts Officer ( ), RVPN, Jaipur.
16. The Accounts Officer ( ), RVPN, Jaipur.
17. The PRO, RVPN, Jaipur.
18. PS to CMD, RVPN, Jaipur.
19. PS to Director (Finance/Technical/Operations), RVPN, Jaipur.
20. Office Order/Master File.

  
(Pawan Kumar Nishad)  
Asstt. Accounts Officer (F&R)

Note: Orders are also available on the Nigam's website [www.rvpn.co.in](http://www.rvpn.co.in)

Annex. C  
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**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED\***

**INCENTIVE CLAIM FORM FOR FINANCIAL YEAR 2020-21**

(Order No. RVPN/AAO/F&R/F.86/D.32 dated 2.5.2018 (RVPN F&R No. 1197))

[ To be Submitted in Duplicate by Claimant Person/Employee strictly as per Guidelines given at Annexure-F & Multiplying Factor (MF) given at Annexure-E ]

Sr.No.	Particulars	Details					
1	Name of Employee						
2	Employee ID						
3	Designation						
4	Present Place of Posting						
5	Whether in service/Retired						
6	If in service then Basic Pay as on March-21 (According to 7th Pay Commission)						
7	If retired then Last month's basic pay Month of Retirement _____ (According to 7th Pay Commission) (Mention)						
8	Bank A/C No. _____ Bank Name: _____ Branch: _____ IFSC Code: _____						
9	<b>Incentive Calculation table :</b>						
S.No.	For Financial Year 2020-21 (01.04.20 to 31.03.21=365 days)				Basic Pay per above Sr. No.6 or 7 as the case be)	Incentive Amount= (Basic Pay/2)* (No. of days of pstng period/365)*MF of the circle/wing	
	Name of Office with circle/wing (Mention Strictly as per Sr. No. 1 to 29 of Annexure-E)	Period of service/working tenure in Circle/wing / office (strictly as per MF Sheet at Annexure-E)	No. of days	Applicable Incentive MF as per (Annex.-E)			
a	b	From c	To d	e	f	g	$h = (e/365) * f * (g/2)$
1							
2							
3							
<b>Total Incentive Amount</b>							

Signature of Claimant Person/ Employee

**UNDERTAKING**

I hereby undertake that incentive amount claimed by me is not in excess of my half month's Basic Pay of March 2021/my last month's pay (in case of retired employee), and, in the event of any excess amount received, such excess incentive payment made to me shall be refunded by me to the Nigam either by adjustment against future payments due to me or in cash.

Date:  
Place:

Signature  
Name  
Designation

Received the above declaration and counter signed

Date:  
Place:

Signature  
Seal of Controlling Officer

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Examined and entered

Accountant

A.O./A.A.O.(EA-Cash)

## GUIDELINES OF INCENTIVE CALCULATION FOR FY 2020-21

Annex. F  
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1. The Scheme shall be applicable for all the full time employees excluding probationer trainees of RVPN but including employees of the State/Centre Govt./PSU working/appointed in RVPN and drawing their salary from RVPN.
2. The Scheme shall not be applicable for all the RVPN employees who are deputed in other Govt. departments and drawing their salary from that particular Govt. office/ department.
3. The scheme shall not be applicable to people working on Contract, Consultants, Security Guards (working on contracts), Voluntary retired personnel and persons who have resigned during the concerned financial year from the RVPN services and part time officials.
4. The Scheme for a financial year shall not be applicable for those employees who have been punished during the Financial Year 2020-21 in any disciplinary action taken against them by RVPN.
5. The maximum amount of incentive payable to an employee shall be calculated as per his/her half month's basic pay (Pay in the pay level) of the month of March of that particular financial year ( for example March,2021 for calculation of Incentive of FY 2020-21). (As per 7<sup>th</sup> pay commission).
6. For employee who get retired in the FY 2020-21, then their last month pay shall be considered for evaluation of incentive on pro rata service period in the FY 2020-21. (As per 7<sup>th</sup> pay commission).
7. Employees whose fixation has not been done as per 7<sup>th</sup> Pay Commission, then in such cases their Basic Pay is to be considered accordingly to 7<sup>th</sup> Pay Commission only for the purpose of calculation of Incentive amount payable to them.
8. Period of long term training/deputation/absence/ leaves of all kinds except casual leave totalling more than one month shall not be counted for calculation of incentive.
9. The incentive for all categories shall be applicable on achievement of KPI marks equal to or more than 80%. The category wise amount of incentive calculated on the basis of KPI's shall be as per following :

Category	Name of wing/office	Method of calculation of Incentive Amount
A.	T&C wing [All employees posted in T&C wing].	100% (70% on the basis of achieved KPI of RVPN as company plus 30% on the basis of achieved KPI of concerned T&C circle). The KPIs for all ZCE(T&C) offices shall be calculated on the basis of average KPIs of SE(T&C)s in their respective zone.
B.	MPT&S, Communication, LD and Civil wings [ All employees posted in these wings].	90% on the basis of achieved KPI of RVPN as company.
C.	All remaining wings not covered in above A & B category.	80% on the basis of achieved KPI of RVPN as company.

10. As per the above Sr. No.9, the **Multiplying Factor (MF)** for all the above Categories (i.e. A,B, & C) as per achieved KPIs & further approved by the Committee are as per Annexure-E.
11. The method of calculation of incentive amount for each employee in a FY 2020-21 shall be calculated proportionately as per his/her working tenure in above three categories. If, an employee of RVPN is deputed in other office of RVPN then his/her incentive shall be calculated as per the basis of achieved KPI of their deputed working office, irrespective of their salary drawn office.
12. In case of transfer of employees, if an employee is relieved/ charge is relinquished from one office to join duty in other office, then Multiplying Factor (MF) of new office to be joined by him/her shall be considered for calculation of incentive. Further, in this, the joining period extension is to be considered only after approval of competent authority.

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Annex E

**MULTIPLYING FACTOR (MF) FOR INCENTIVE CALCULATION FOR VARIOUS OFFICES/CIRCLES/WINGS OF RVPN FOR FY 2020-21**

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Sr. No	Name of office	Raw Marks Obtained for KPIs of T&C circles out of 100(As per Annexure 'A')	% weightage of marks of RVPN as company	30 % weightage of marks (only for T&C circles & Zones)	Total % weightage of marks	MF for Incentive Calculation
<b>1. Category A :</b>						
1	SF(T&C)Jpr Rural	96.7500	62.7200	29.0250	91.7450	0.9954
2	SE(I&C)Jpr City	95.7000	62.7200	28.5600	91.2800	0.9904
3	SF(I&C)Sawai Madhopur	92.4000	62.7200	27.7200	90.4400	0.9813
4	SL(T&C)Bharatpur	87.4000	62.7200	26.7200	88.9400	0.9650
5	SI(T&C)Kota	90.1500	62.7200	27.0450	89.7650	0.9740
6	SF(I&C)Alwar	94.4000	62.7200	28.3200	91.0400	0.9878
7	SE(T&C)Hindaun	87.4000	62.7200	26.2200	88.9400	0.9650
8	ZCE Jaipur Zone	91.9571	62.7200	27.5871	90.3071	0.9798
9	SE(T&C)Barmer	87.3000	62.7200	26.1900	88.9100	0.9647
10	SE(T&C)Bhadla	88.9500	62.7200	26.6850	89.4050	0.9701
11	SI(T&C)Bikaner	85.9500	62.7200	25.7850	88.5050	0.9603
12	SE(T&C)Hanumangarh	85.7000	62.7200	25.7100	88.4300	0.9595
13	SI(T&C)Jaisalmer	85.2000	62.7200	25.5600	88.2800	0.9578
14	SI(T&C)Jodhpur	83.2500	62.7200	24.9750	87.6950	0.9515
15	SI(T&C)Kankani	89.2500	62.7200	26.7750	89.4950	0.9710
16	SL(T&C)Ratangarh	84.8000	62.7200	25.4400	88.1600	0.9565
17	SI(T&C)Sirohi	91.9000	62.7200	27.5700	90.2900	0.9797
18	SF(T&C)Ramgarh	89.4000	62.7200	26.8200	89.5400	0.9715
19	ZCE Jodhpur Zone	87.1700	62.7200	26.1510	88.8710	0.9643
20	SI(T&C)Babai	96.4500	62.7200	28.9350	91.6550	0.9945
21	SE(T&C)Ajmer	98.1500	62.7200	29.4450	92.1650	1.0000
22	SF(I&C)Bhilwara	96.6000	62.7200	28.9800	91.7000	0.9950
23	SE(T&C)Udaipur	94.8000	62.7200	28.4400	91.1600	0.9891
24	SF(I&C)Sikar	96.8000	62.7200	29.0400	91.7600	0.9956
25	SE(I&C)Merta	93.5000	62.7200	28.0500	90.7700	0.9849
26	SI(T&C)Chittorgarh	95.0500	62.7200	28.5150	91.2350	0.9899
27	ZCE Ajmer Zone	95.9071	62.7200	28.7721	91.4971	0.9927
<b>2. Category B :</b>						
28	MPT&S, Comm., LD and Civil Wing	-	80.6400	N.A.	80.6400	0.8750
<b>3. Category C :</b>						
29	All other Wings & Corporate	-	71.6800	N.A.	71.6800	0.7777

*Amal Gupta*  
Amal Gupta  
AEN (C-Inst)

*GD PANI*  
GD PANI  
SE/OC (Inst)

*COMMUNITY*

*Manish Sharma*

*Manish Sharma*  
Manish Sharma  
ZCE (Inst) JPR

*Manish Sharma*  
Manish Sharma  
MANISH SHARMA  
(JPR Account AC PPO)

# Incentive Application process

1. Process for Incentive Application apply at location level
2. Process for Incentive Application Approval at circle level
3. Process for Incentive Application Approval at Accounts Officer level
4. Process for Incentive Application Approval at Payroll admin level

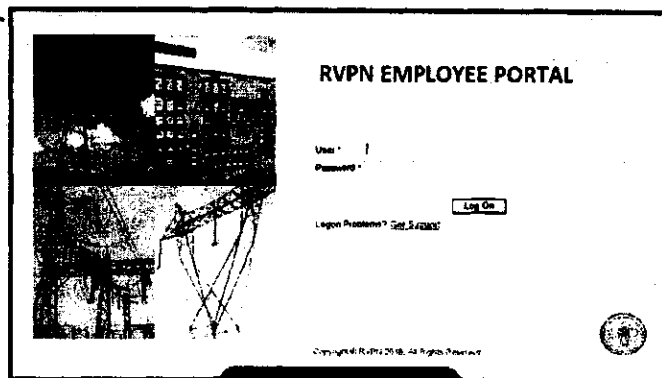
*Demore*

*Manish Athaiya*  
(MANISH ATHAIYA)  
XEN-I (MIS & IT)

# Process for Incentive Application apply at location level For ESS user

Step-1 :- Login on ESS portal

RVPN Employee Portal  
File Edit View Favorites Tools Help

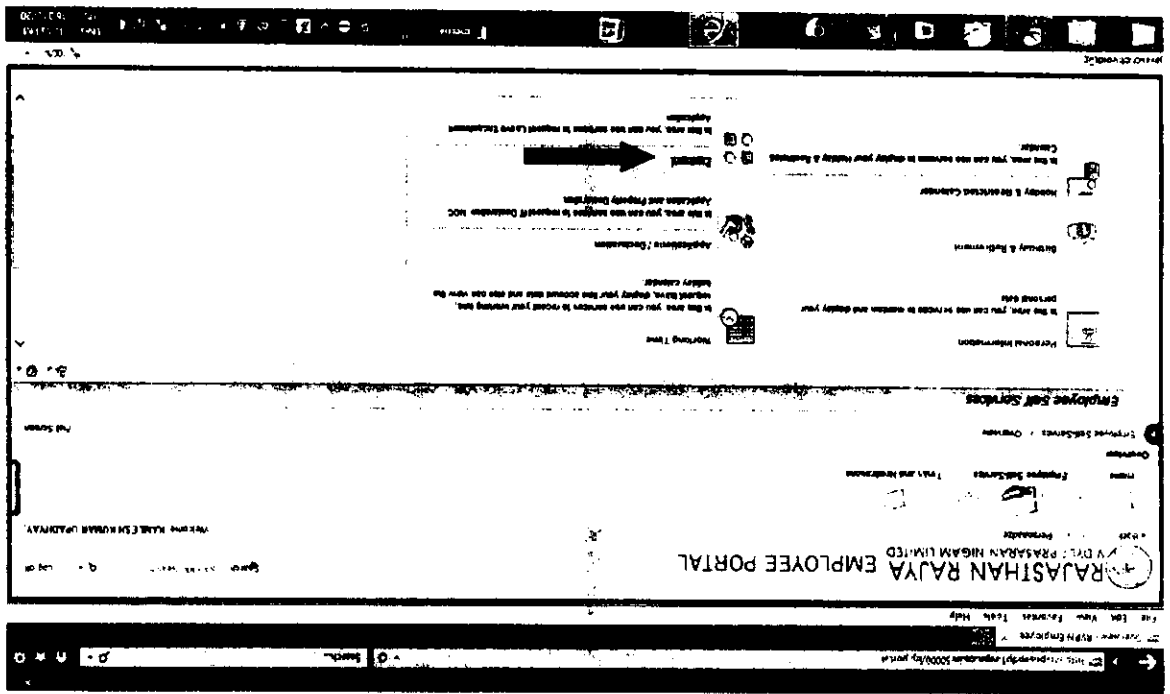


Remove

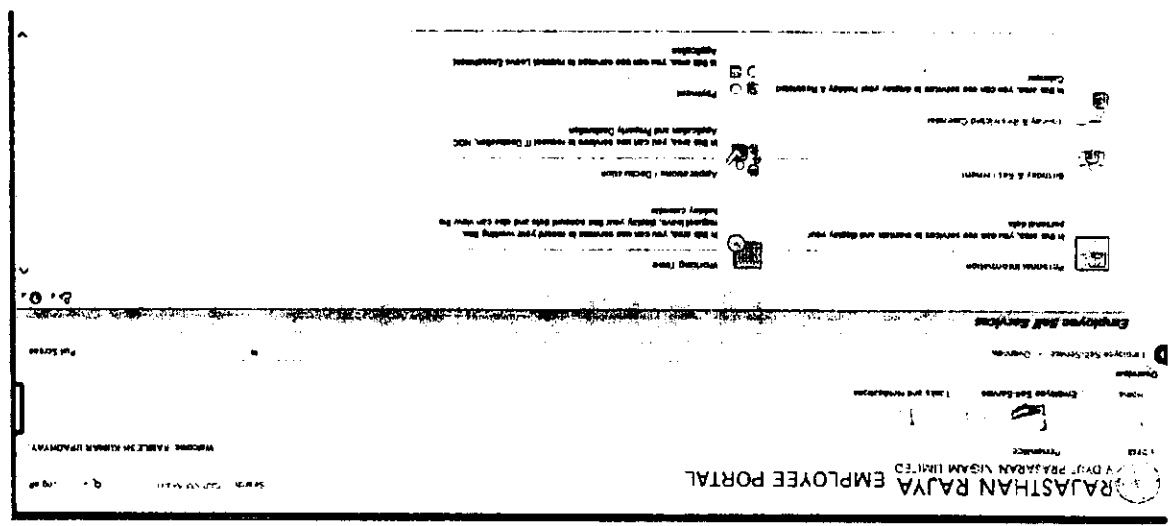
Manish A  
(MANISHATHAI'A)  
XEN-I (MIS & IT)

Amir Ham  
(MANISHATHAIYA)  
(MIS & IT)

*Handwritten signature*



Step-3 Click on payment



Step-2 Overview - RVPN Employee Portal - Internet Explorer



**Step-4 Click on Incentive Application**

**RAJASTHAN RAJYA EMPLOY**  
VIDYUT PRASARAN NIGAM LIMITED

Home Employee Self-Service Tasks and Notifications Emplo

Overview  
Employee Self-Service > Overview

**Employee Self Services**

Back

**Active Applications**  
Active Application  
Leave Encashment Application  
Leave Encashment Application  
Incentive Application ←  
Incentive Application

**Step-5 :-In this screen fill financial and click on submit**

Financial Year

*Sema*

*Manish Athar*  
(MANISH ATHAR)  
XEN-I (MIS & IT)

**Step 6 :-** User may check the data and click on submit.

Options

Employee Incentive Details

S.No	Particulars	Details
1	Name of Employee	MEENA KUMARI
2	Employee ID	02112219
3	Designation	ASSISTANT ENGINEER
4	Present Place of Posting	SE (MIS&IT), JAPUR
5	Whether in service/ retired	Service
6	If in service then Basic Pay as on March-18 Accord	63100.00

Start Date	End Date	Posting Location	Total No. of Days	Absence Days	Total No. of Incentive Days	Incentive Factor	Basic Pay	Incentive
01.10.2019	31.03.2020	SE (MIS&IT), JAPUR	183	43	140	0.67	63,100.00	
01.04.2019	30.09.2019	SE (MIS&IT), JAPUR	183	14	169	0.67	63,100.00	

Back Submit

Once it has been applied by the employee then this data will be reflected in SAP-ECC at the location in-charge ID who will carry out further processing

*Meena*

*Manish Athaiya*  
 (MANISH ATHAIYA)  
 XEN-I (MIS & IT)

# Login on ECC portal through location admin id.

User System Help



SAP

New password

Client: 500

User: 999007901

Password: \*\*\*\*\*

Logon Language: EN

### Information

\*\*\*\*\*  
Welcome to Rajasthan Rajya Vidyut Prasaah Nigam Limit (RVPN)

----- Production Server -----  
\*\*\*\*\*

500: Production Client

-----  
For Tech Support, Email Us at support.sap@rvpn.co.in  
\*\*\*\*\*

*Remu*

*Manish Atharva*  
(MANISH ATHARVA)  
XEN-I (MIS & IT)

**Enter the T-code – zhr incentive loc**

Menu Edit Favorites Extras System  
zhr incentive loc

**SAP Easy Access**



- Favorites
- ☆ S\_AHR\_61016380 - Logged Changes in Ir
  - ☆ PC00\_M40\_CALC - Payroll program - India
  - ☆ S\_AHR\_61015608 - India -> Info system
  - ☆ PC00\_M99\_PA03\_CORR - Payroll -> Asia/F
  - ☆ PC00\_M99\_PA03\_END - Payroll -> Asia/Pa
  - ☆ S\_ACO\_52000888 - Payables: Profit Cente
  - ☆ S\_ACO\_52000887 - Receivables: Profit Ce
  - ☆ PC00\_M99\_PA03\_RELEA - Asia/Pacific ->

**Fill financial year and location code and click on execute**

Program Edit Goto System Help  
[Dropdown]

**Incentive Process - Location Level**



Select Incentive

Financial Year	2019
Location	10000038

*Manish*

*Manish Athaiya*

(MANISH ATHAIYA)  
XEN-I (MIS & IT)

1. Check place of posting during incentive period, Absence days, MF factor and incentive amount

2. Tick the Check box "punished during incentive period" if employee have been punished and mention the remark

3. Click on save and submit to circle level

File Edit Go to Views Settings System Help

Incentive Process - Incentive Level

Save Submit to Circle Officer Back

Period To	Posting Location	Total No. of Days	Absence D.	Total No. of Incentive Days	Incentive Factor	Basic Pay	Incentive Amount	Application Submitted	Punished during the incentive	Remarks
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	110,500.00	48,068	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	9	366	0.87	104,900.00	45,632	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	137,200.00	50,982	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	1	366	0.87	104,900.00	45,632	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	27,900.00	12,137	<input checked="" type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	63,100.00	27,449	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	14	366	0.87	61,300.00	26,666	<input type="checkbox"/>		
29.02.2020	SE (MIS&IT), JAI	335	0	335	0.87	39,300.00	25,983	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	61,500.00	35,453	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	29,300.00	12,746	<input checked="" type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	67,000.00	29,145	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	33,300.00	15,356	<input type="checkbox"/>		
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	27,900.00	12,137	<input checked="" type="checkbox"/>		

Remarks

Manish Athar  
 (MANISH ATHAR)  
 XEN-I (MIS & IT)

For Incentive form report

Enter the T-code -zhr\_incentive\_report

Menu Edit Favorites Extras System Help

hr incentive report

**SAP Easy Access**

Favorites

- ☆ S\_AHR\_61016380 - Logged Changes in Infotype Data
- ☆ PC00\_M40\_CALC - Payroll program - India
- ☆ S\_AHR\_61015608 - India -> Info system -> Employee -> Payments and deductions
- ☆ PC00\_M99\_PA03\_CORR - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Correc
- ☆ PC00\_M99\_PA03\_END - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Exit pay
- ☆ S\_ACO\_52000888 - Payables: Profit Center
- ☆ S\_ACO\_52000887 - Receivables: Profit Center
- ☆ PC00\_M99\_PA03\_RELEA - Asia/Pacific -> India -> Payroll Accounting -> Release payroll

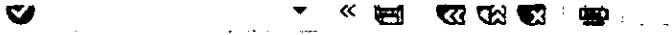
SAP Menu

- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools
- WebClient UI Framework

*Demora*

*Manish Athaiya*  
(MANISH ATHAIYA)  
XEN-I (MIS & IT)

Fill financial year and employee code



### Incentive Form



Financial Year

2019

Employee Number



Click on execute

Output Device	
Spool Request	
Name	PBFORM 999004615
Cover Page Text	
Authorization	
Spool Control	
<input type="checkbox"/> Print Immediately	
<input type="checkbox"/> Delete After Output	
<input type="checkbox"/> New Spool Request	
<input type="checkbox"/> Close Spool Request	
Spool Retention	8 Day(s)
Storage Mode	Print only
Number of Copies	
Number of Copies	1
Cover Page Settings	
SAP Cover Page	Do Not Print
Recipient(s)	
Department	
Print Print Preview	

Fill output device- PDF

Click on Print Preview

*Demore*

*Manish Ath...*  
(MANISH ATH...)  
XEN-I (MIS & IT)



**INCENTIVE CLAIM FORM FOR FINANCIAL YEAR 2017-18**

S.No	Particulars	Details
1	Name of Employee	MEENA KUMARI
2	Employee ID	02112219
3	Designation	ASSISTANT ENGINEER
4	Present Place of Posting	SE (MIS&IT), JAIPUR
5	Whether in service/ retired	In Service
6	If in service then Basic Pay as on March-18 (According to 7th Pay Commission)	57,800
7	If Retired then Last month's basic pay (According to 7th Pay Commission)	Month of Retirement
8	Bank A/c No: 51111648638 Bank Name: STATE BANK OF INDIA, JAIPUR VIDYUT BHAVAN IFSC Code: SBIN0031868	

S.No	Name of Office with circ./wng	Period of service/ working tenure in Circles/wng/ office	No. of days	Applicable Incentive MF	Basic pay	Incentive amount	
1	SE (MIS&IT), JAIPUR	01-05-2017	335	0.8000	57,800	21,220	
2	SE (MIS&IT), JAIPUR	01-04-2017	30	0.8000	57,800	1,900	
						<b>Total Incentive Amount</b>	<b>23,120</b>

Signature of Claimant Employee

Undertaking  
 I hereby undertake that incentive amount claimed by me is not in excess of my half month's Basic Pay of March 2018 / my last month's pay (in case of retired employee), and, in the event of any excess amount received, such excess incentive payment made to me shall be refunded by me to the Nigam either by adjustment against future payments due to me or in cash.

Signature

**This can be kept as a record in the office**

(MANISH ATHAIYA)  
 XENM (MIS & IT)

*Manish Athaiya*



# Process for Incentive Application Approval at circle level

Memor.

Navaneetha  
XXXXX XXXX

Manish  
(MANISH ATHAIYA)  
XENI (MIS & IT)

Information	
Client	500
User	999007901
Password	*****
Logon Language	EN
500: Production Client	
*****	
Production Server *****	
*****	
Welcome to Rajasthan Rajya Vidyut Prasaran Nigam Limit (RVPN)	
*****	
For Tech Support, Email Us at support.sap@rvpn.co.in	
*****	

New password

SAP

User System Help

Login the ECC portal through Circle Id.

Enter the T Code- zhr\_incentive\_check

Menu Edit Favorites Extras System Help

zhr\_incentive\_check

**SAP Easy Access**

Favorites

- ★ S\_AHR\_61016380 - Logged Changes in Infotype Data
- ★ PC00\_M40\_CALC - Payroll program - India
- ★ S\_AHR\_61015608 - India -> Info system -> Employee -> Payments and deductions
- ★ PC00\_M99\_PA03\_CORR - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Correc
- ★ PC00\_M99\_PA03\_END - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Exit pay
- ★ S\_ACO\_52000888 - Payables: Profit Center
- ★ S\_ACO\_52000887 - Receivables: Profit Center
- ★ PC00\_M99\*PA03\_RELEA - Asia/Pacific -> India -> Payroll Accounting -> Release payroll

SAP Menu

- Office
- Cross-Application Components
- Logistics
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- Tools
- WebClient UI Framework

Click enter

~~Senora~~

Manish Athar  
(MANISH ATHARVA)  
XEN-1 (MIS & IT)

Select the check box

Check Level

Submit for Next Level

Payroll	Select	Location	Location Name	Location Officer Submitted	Submitted to Account Officer
EA	<input type="checkbox"/>	10000002	CHAIRMAN AND MD, JAIPUR		
EA	<input type="checkbox"/>	10000003	DIRECTOR (TECHNICAL), JAIPUR		
EA	<input type="checkbox"/>	10000004	DIRECTOR (OPERATION), JAIPUR		
EA	<input type="checkbox"/>	10000005	DIRECTOR (FINANCE), JAIPUR		
EA	<input type="checkbox"/>	10000006	SECRETARY (ADMIN), JAIPUR		
EA	<input type="checkbox"/>	10000007	COMPANY SECRETARY, JAIPUR		
EA	<input type="checkbox"/>	10000008	JOINT LEGAL REMEMBRANCER, JAIPUR		
EA	<input type="checkbox"/>	10000009	OSD (TELECOM), JAIPUR		
EA	<input type="checkbox"/>	10000010	SE (PROT ENGG), JAIPUR		
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR		
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR		
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR		
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR		
EA	<input type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR		
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR		
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR		
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR		
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR		
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR		
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE		
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR		
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR		
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR		
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR		
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR		

Click on submit for next level

Check Level

Submit for Next Level

Payroll	Select	Location	Location Name	Location Officer Submitted	Submitted to Account Officer
EA	<input checked="" type="checkbox"/>	10000014	CCOA, JAIPUR		
EA	<input type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR		
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR		
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR		
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR		
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR		
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR		
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE		
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR		
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR		
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR		
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR		
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR		
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR		
EA	<input type="checkbox"/>	10000031	SR. AO (S&R AND W&M), JAIPUR		
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR		
EA	<input type="checkbox"/>	10000033	SR. AO (S&CASH), JAIPUR		
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR		
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR		
EA	<input type="checkbox"/>	10000036	AAO (R&R), JAIPUR		
EA	<input type="checkbox"/>	10000037	AO (E&C), JAIPUR		
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR		
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR		
EA	<input type="checkbox"/>	10000040	SE (AUTO./MIS&IT PROJECTS), JAIPUR		
EA	<input type="checkbox"/>	10000041	SE (DESIGN), JAIPUR		

Somnath

Manish Athaiya  
 (MANISH ATHAIYA)  
 XENI (MS & IT)

1. Check the place of posting during incentive period, Absence days, MF factor and incentive amount.

2. If any correction required then revert the whole location

ID	Current Place of Post	Employee Code	Name	Designation	Period From	Period To	Posting location	Total No. of d.	Absence D.	Total No. of Incentive Days	Incentive Factor
CAO (IN/INSPECTION)	02109786	02109786	SHARMAH KUMAR SHAR	CHIEF ACCOUNTS OFFIC	01.04.2019	31.03.2020	CAO (IN/INSPECT	366	0	366	0.9300
AO (BAC), JAIPUR	02110944	02110944	NEHAJIT KUMAR RAJESH	ACCOUNTS OFFICER	01.04.2020	31.03.2021	AO (BAC), JAIPUR	365	0	365	0.7900
AO (BAC), JAIPUR	02123978	02123978	SUPREYA GARG	ASST. ACCOUNTS OFFR	01.04.2020	31.03.2021	AO (BAC), JAIPUR	365	0	365	0.7900


3. Click on select all, Save and Submit to Accounts Officer

Samora

*Manish Athar*  
(MANISH ATHAR)  
XEN-I (MIS & IT)

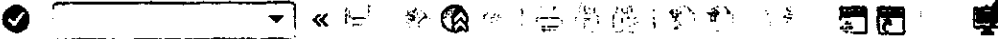
## Process for Incentive Application Approval at Accounts Officer level

Exemore

  
(MANISH ATHAIYA)  
XEN-1 (MIS & IT)

**Login the ECC portal through Accounts officer id**

User System Help



**SAP**

New password

Client

User

Password

Logon Language

**Information**

\*\*\*\*\*  
Welcome to Rajasthan Rajya Vidyut Prasaran Nigam Limit (RVPN)  
----- Production Server -----  
\*\*\*\*\*  
500: Production Client  
-----  
For Tech Support, Email Us at support.sap@rvpn.co.in  
\*\*\*\*\*

*Aswara*

*(ARI)  
IT*

*Manish Aha*

*(ARI)  
IT*

Enter the the t-code – zhr\_inc\_approve

Menu Edit Favorites Extras System Help

zhr\_inc\_approve

**SAP Easy Access**

Favorites

- ☆ S\_AHR\_61016380 - Logged Changes in Infotype Data
- ☆ PC00\_M40\_CALC - Payroll program - India
- ☆ S\_AHR\_61015608 - India -> Info system -> Employee -> Pay
- ☆ PC00\_M99\_PA03\_CORR - Payroll -> Asia/Pacific -> India -> Pa
- ☆ PC00\_M99\_PA03\_END - Payroll -> Asia/Pacific -> India -> Pay
- ☆ S\_ACO\_52000888 - Payables: Profit Center
- ☆ S\_ACO\_52000887 - Receivables: Profit Center
- ☆ PC00\_M99\_PA03\_RELEA - Asia/Pacific -> India -> Payroll Acco

SAP Menu

- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools
- WebClient UI Framework

~~Remove~~  
MARI)

*Manish Atharva*  
(MANISH ATHARVA)  
XEN-I (MIS & IT)



Fill the financial year and payroll area and click on execute

Program Edit Goto System Help

✓ [dropdown] << [print] [back] [refresh] [cancel] [execute] [help] [info]

**Approve Level**

⊕

---

Financial Year [2019]

Payroll Area [dropdown]

---

*Meena*  
(MEENA KUMAR)  
AEN (MIS & IT)

*Manish Athaiya*  
(MANISH ATHAIYA)  
XEN-I (MIS & IT)

Select the check box

**Approve Level**

Submit for next level

Payrol	Select	Location	Location Name	Submitted to Account Officer	Submitted to Payrol Admin
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	IDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000031	SR. AO (B&R AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000033	SR. AO (EA-CASH), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000036	AAO (F&R), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000037	AO (E&C), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

*Meena*

(MEENA KUMAR)  
AEN (MIS & IT)

*Manish Athar*

(MANISH ATHAR)  
XEN-I (MIS & IT)

**Approve Level:**

Submit for next level

Payroll	Select	Location	Location Name	Submitted to Account Officer	Submitted to Payroll Admin
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000031	SR. AO (B&R AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000033	SR. AO (EA-CASH), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000036	AAO (F&R), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000037	AO (E&C), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
FA	<input type="checkbox"/>	10000040	SE (AUTO.N/MRSP. PROJECTS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

Click on submit for next level

*Meena*

(MEENA KUMAR)  
AEN (MIS & IT)

*Manoj Arora*

Manoj Arora  
AEN (MIS & IT)

1. Check the place of posting during incentive period, Absence days, MF factor and incentive amount.

2. If any correction required then revert the whole location

File Edit Goto Views Settings System Help

Incentive account officer level

Select All Deselect Back Save Submit to payroll admin Revert

Period From	Period To	Posting location	Total No. of d.	Absence D.	Total No. of Incentive days	Incentive Factor	Basic Pay	Incentive Amount	Punished	Remarks
01.04.2020	31.03.2021	AO (EMC), JAIPUR	365	0	365	0.7000	73,206.00	28,548		
01.04.2020	31.03.2021	AO (EMC), JAIPUR	365	0	365	0.7000	45,600.00	17,784		
01.04.2019	31.03.2020	CAO (IA/INSPECT.	366	3	366	0.8300	110,500.00	45,903		
								92,315		

Click on select all, save and submit to payroll admin

*Demora*  
 (MEENA KUMAR)  
 AEN (MIS & IT)

*Manish Arora*  
 (MANISH AT)  
 XEN-I (MIS & IT)

# Process for Incentive Application Approval at Payroll admin level

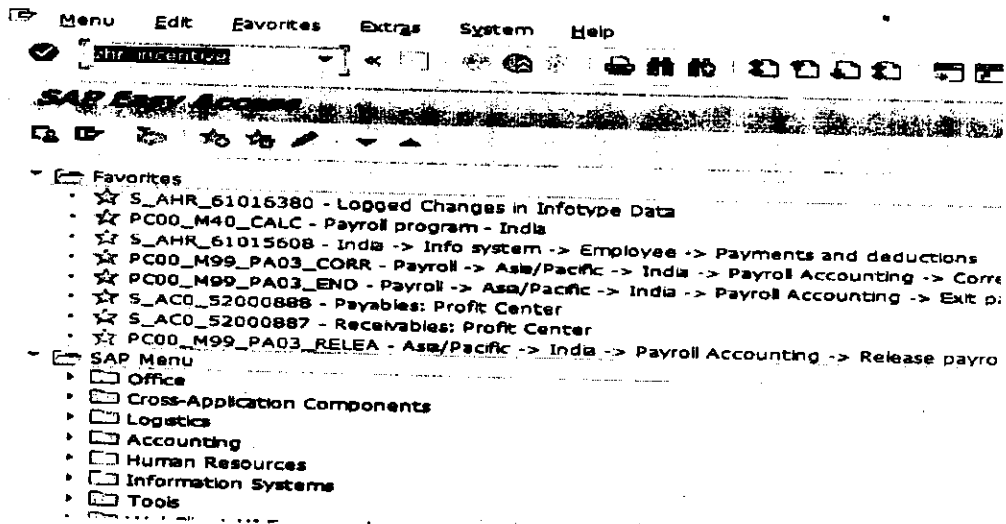
Meena

(MEENA KUMARI)  
AEN (MIS & IT)

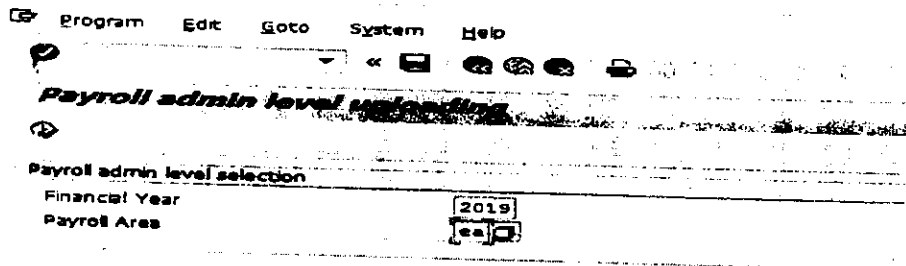
Meena K

Login the ECC portal through Payroll admin ID

Enter the t-code – ZHR\_INCENTIVE



Fill financial year and payroll area



Click on execute

*Meena*  
(MEENA KUMAR)  
AEN (MIS & IT)

*Meena*  
(AEN)

Payroll admin level uploading

Employee	Employee Name	Incentive Amount	Date	Punished	Approve
2110546	NEHANT KUMAR RAMCHANDANI	26,546	21.10.2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2123978	SUPRIYA GANG	17,784	21.10.2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Check the employee data and if punished check box ticked then uncheck the approve check box

Click on upload IT0015:- after that incentive data will automatically update in pa30—additional payment/ deduction INFO TYPE.

- 2110546 S Record Created
- 2123978 S Record Created

List Additional Payments/Deductions

W...	Wage type	Info type	Date	C Amount	Qty	I Number	Unit
1022	Incentive		21.10.2020	26,546.00	INR		0.00
9003	Transportation Allowan		31.03.2019	425.00	INR		0.00
2004	Group Insurance Schem		01.09.2018	250.00	INR		0.00
1022	Incentive		01.07.2018	25,454.00	INR		0.00
2004	Group Insurance Schem		01.09.2017	295.00	INR		0.00
2050	March Gross Salary		31.03.2017	66,932.00	INR		0.00

*Same*  
 (MANISH ATHAVAN)  
 XEN-I (MIS & IT)

*Manish Athavan*  
 (MANISH ATHAVAN)  
 XEN-I (MIS & IT)