



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(AN ISO 9001-2008 CERTIFIED COMPANY)

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

OFFICE OF THE CHIEF ENGINEER (IT)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur -302005 (Raj.)

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No. RVPN/CE(IT)/SAP/F. /2016-17/D. **430**

Jaipur, Dated **12/8/2016**

Chief COA,
Chief Engineer (Civil),
Zonal Chief Engineer (T&C-JP/AJ/JDP),
Addl. Chief Engineer (MPT&S/Civil/Comm./Procurement/Contract /NPP&R),
Secretary (Admin)
CAO (_____
Sr. AO (_____) /AO (T&C_____
Feeder Manager (T&C)
RVPN
Jaipur/Ajmer/Jodhpur/_____

Sub:-Implementation of SAP-ERP–Action plan for completing the back log entries of the payments made for the months of April, May, June and July 2016.

Implementation of SAP-ERP is in advance stage and will to Go-live w.e.f. 16th Aug. 2016 once the Inventory balances are uploaded and matched with Balance sheet as on 31st March-16. Thereafter entries of all the transactions taken place in the month of April, May, June and July 2016 are required to be entered in the system. These activities can be started immediately as the system has been released for further transaction in SAP.


The following transaction entries can be updated in SAP:

- All the transaction/payments taken place /made in the Months of April, May, June, July 2016 are now required to be entered in the SAP. A specific team has to assigned from Technical (ACOS/T&C/Civil/Comm./MPT&S etc.) and Accounts (AO/Sr.AO/CAO etc.) wing for completing this work in a time bound manner. **It has been decided that all the concerned may be deployed at JMC to complete the pending entries. Time schedule is enclosed herewith.**
- * Few transactions entries are dependent, which has been indicated in the action plan sheet e.g. Material receipt is dependent on DI, Service entry sheet dependent on Service PO, Vendor payment is dependent on material receipts or service entry sheet etc. which are required to be entered in a co-ordination, as this is Integrated system.
- Few transactions can start immediately which are not dependent. like cash book (PCB) entries.

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- Transaction entries have to be completed month wise i.e. First entries of April months have to be completed and then May, June , July and August by 15th September
- Once these back dated entries are completed thereafter all the activities has to be perform in SAP online.
- For entries of FVC Bills, rather than following work flow, backlog entries may be entered at AO office only for those bills which were passed in April, May and June and July 2016.
- For PCBs and Payroll related accounting entries, data may be migrated into SAP from IMIS.
- All AO Offices may be directed to prepare sheet for Contractor related payments, which should capture PO, DI, Inward, Consignee, running bill related data so that respective consignee may be instructed to make relevant entries in SAP so that AO Office can make Payment entries thereafter.
- For entries related to EMD/ SD refund, Concerned Office may be directed to make request entry for the same in SAP ERP.
- CPC may be directed to prepare sheet for payments made in these periods containing detail of PO, DI, Inward, Consignee for issuing direction for related entries of those payments.

A detailed action plan indicating all the activities which are required to be carried out and the responsible office is enclosed herewith for information and necessary action


 12/0/16
 (M.L. Gupta)
 Chief Engineer (IT)
 RVPN, Jaipur

Copy to the following for kind information and n/a:-

1. TA/PS to CMD, RVPN kind perusal to the CMD,
2. Director (Fin./Tech/Op.), RVPN, Jaipur


 12/0/16
 Chief Engineer (IT)
 RVPN, Jaipur
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Schedule for backlog entries

	April- May	June- July	Aug
TCC I	16th Aug-19th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC II	16th Aug-19th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC III	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC IV	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC V	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC VI	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC VII	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC VIII	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
TCC IX	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
CPC	19th Aug -27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep
Other Accounting	22nd Aug- 27th Aug	29th Aug - 3rd Sep	5th Sep- 8th Sep

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Various types of Receipts/payment in Circles			
GL CODE	GL DESCRIPTION	Dependency on / Responsible office	Remarks
24.301	Collection A/c	Circle AO	
46.332	WCT/RST	Circle AO	
46.334	CESS	Circle AO	
46.927	Royalty	Circle AO	
46.924	Income tax 94-C,J	Circle AO	
46.33	VAT/CST	Circle AO	
24.651	TWC	Circle AO	
74.113	R&M P&M	Circle AO alongwith Purchase order placing authority	Details of TN No., TN Date or Work Order No., Work order Date, Bill No., Bill Date, Name of Firm/Suppliers, Bill Preferring Authority (Or consignee in case of CPC) and relevant project code are required to intimate the concerning officer by AO for arranging information.
14	WIP (Project System-PS)	Circle AO/ Sr AO (CPC) alongwith Purchase order placing authority	Details of TN No., TN Date or Work Order No., Work order Date, Bill No., Bill Date, Name of Firm/Suppliers, Bill Preferring Authority (Or consignee in case of CPC) and relevant project code are required to identify the PO to be feeded into SAP System.
24.401	Funds Transfer from CPC to CURRENT A/C WITH SBBJ	CPC	
76.108	Security Charges	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.137	Vehicle Hire Charges	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
74.114	R&M S&TP	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
46.968	OMD (RMD)	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
46.103	EMD	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
46.101	CSD	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.111	T&T CHARGES	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.125	PROFESSIONAL CHARGES	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.193	AMT PAID TO EX EMPLOYEE CONT, BASE	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
75.618	TUTION FEES REIMBURSEMENT	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.24	POL HV	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.136	POL LV	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.

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GL CODE	GL DESCRIPTION	Dependency on / Responsible office	Remarks
76.16	Water Charges	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.102	RATE & TAXES	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
75.191	SALARY OF APPENTICE	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
74.213	R&M Building	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
46.101	CSD	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.17	HIRING OF COMP SER	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
47.311	Deposit works	Field officer and Circle AO	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
75.611	Medicle Remburshment	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.131	Conveyance Expenses	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.132	Travelling Exp.	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
76.166	Orderly Allowance	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
75.74	UNIFORMS & LIVERAGES	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
75.741	SOAP & DUSTERS	Field officer and Circle AO (For Template Yash Team)	Information required for complete payment process to be intimated to end user by AO so that complete information may be arrange by concerning officer.
44.31	NSP	Payroll / concerned Accounts officer	
44.401	Income tax 92-B	Payroll / concerned Accounts officer	
44.405	EPS	Payroll / concerned Accounts officer	
44.406	LIC	Payroll / concerned Accounts officer	
44.413	KKS	Payroll / concerned Accounts officer	
44.432	PMCF	Payroll / concerned Accounts officer	
44.433	Co-operative	Payroll / concerned Accounts officer	
44.435	WWS	Payroll / concerned Accounts officer	
44.438	RKKS UDAIPUR	Payroll / concerned Accounts officer	
44.11	GRATUIRY	Payroll / concerned Accounts officer	
44.12	SUPERANNUATION FUND	Payroll / concerned Accounts officer	
44.434	INSPECTION	Payroll / concerned Accounts officer	
44.46	GOVT. LIC RTDC	Payroll / concerned Accounts officer	
44.461	CPF EMPLOYEE CONTRI. RTDC	Payroll / concerned Accounts officer	
44.463	ADMIN CHARGES RTDC	Payroll / concerned Accounts officer	
44.462	CPF BOARD CONTRI. RTDC	Payroll / concerned Accounts officer	

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