

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA::HYDERABAD-82**

Circular Memo.No.CE/RAC,Ref&IT/DE(IT)/ADE(IT)/D.No.223/2010, Dt.05.10.2010

Sub: A.P.Transco – Updation of Employee related transactions in the ERP -
Instructions to the concerned functional heads - Regarding.

Ref: - Note Approval-Dtd.05-10-2010

It has come to the notice of that while implementing the HR-Payroll package, the end users of the package are not discharging their duties properly i.e updation of employee related transactions in the ERP. Due to this, amounts to be paid to in service employees/ pensioners are not being processed / kept pending even though orders issued as per the eligibility of the employee.

In view of the above, the following working instructions are issued to the end users of HR and Payroll for smooth implementation of ERP package and to avoid inconvenience to the in service employees/ pensioners.

I) DUTIES AND RESPONSIBILITIES FOR HR END USERS:

Sl No.	DUTIES	Responsibility of the END USERS under the control of
1.	Sanction and Release of all types of increments/incentives, pay-fixations, pay anomalies, Pay revision, all types of leave Sanctions, Promotions orders implementation, Festival & Education advances, EL encashment, Terminal benefits (i.e Final Surrender of EL/HPL), Transfers / Retirements and all service matters as per the regulations in vogue in respect of employees including updation of the personnel data i.e dependents, qualifications and awards of employees from time to time. <u>A)VIDYUT SOUDHA</u> a) Accounting service and P&G service. b) Engineering service c) O&M service	AS (Establishment & Pensions) O/o Additional Secretary AS (Personnel) O/o CGM /HRD & Training PO / Civil O/o CE / Civil
2.	Employees / Officers Deputations from/to DISCOMs / State Govt. / Other organizations / One administrative unit to other administrative unit	a) AS (Personnel) O/o Chief General Manager / HRD & Training b) AS (Establishment & Pensions) O/o Additional Secretary c) Whoever issues the deputation orders to the employee for working in / out of the organization
3.	Sanction and Release of all types long term loans viz. HBA, Motor Car, Motor Cycle, Moped, Computer, Cycle and medical facility benefits related orders of all types services employees of APTRANSCO	AS (Medical & Protocol) O/o CE / Mechanical

(Contd....)

SI No.	DUTIES	Responsibility of the END USERS under the control of
4.	Employee's Recruitment, Probation commencement / completion, Seniority as per the orders, Promotions, Appraisals, Disciplinary proceedings, Property returns, Sanction/ conversion/ suppression of posts, Changes in the Work allocation in all levels along with / with out posts , Imparting of Training of the employees internally / externally under different headings	O/o CGM(HRD&Trg) a) AS(Personnel) b) AS(Services) c) DE/ DCs d) DE/Tech & MPP e) DE/ Training
5.	Vehicles Management	a) ADE/Vehicles O/o CE/ Mechanical b) ADE / Transmission O/o CE/ Transmission c) ADE / Tech. O/o.Zones/ Circles
6.	Processing of Terminal Benefits of employees	AS (Establishment & Pensions) O/o.Additional Secretary
7.	B. FIELD Sanction and Release of all types of increments/incentives, pay-fixations, pay anomalies, Pay revision, all types of leave Sanctions, Promotions orders implementation, Festival & Education advances, EL encashment, Terminal benefits, Transfers / Retirements and all service matters as per the regulations in vogue in respect of employees including updation of the personnel data i.e dependents, qualifications and awards of employees from time to time of all types of services of employees. Employee's Recruitment, Probation commencement / completion, Seniority as per the orders, Promotions, Appraisals, Disciplinary proceedings, Property returns, Work/Post allocation within Administrative Unit	The end users of the concerned zones / circles as per powers delegated vide T.O.O Ms. No. 72, 73, 74 & 75, Dt:28-06-2005 (All zones / Civil / Telecom units)

II) DUTIES AND RESPONSIBILITIES FOR PAYROLL END USERS:

SI No.	DUTIES	RESPONSIBILITY
1.	Preparation of bills/HRs for sanctioned & released interest bearing board Loans viz. HBA, Motor Car, Motor Cycle, Moped, Computer, Cycle and Final Surrender of EL to retired employees and ensure that the recovery effected properly in respect of interest bearing board loans of HBA, Motor Car, Motor Cycle, Moped, Cycle and interest free board loans of Festival & Education advances. GPF advance loan information and recovery particulars should be entered manually in Loan info master (As the GPF trust is not covered under ERP and GPF amounts paying by GPF trust directly to employees) Additional Charge allowance may be calculated and claimed manually using ERP. Basic Salary components shall be entered by the Pay roll end users initially in respect of newly recruited/ deputed employees	Respective paying unit Head ie. SAO/AO/AAO as the case may be

Sl No.	DUTIES	RESPONSIBILITY
2.	Payment of Terminal benefits (i.e Final Surrender of EL/HPL, Gratuity, Commuted pension, FBF/GIS, Monthly pension/ Family pension and GPF) after sanction & releasing through ERP	Respective paying unit Head ie. SAO/AO/AAO as the case may be
3.	Claiming and releasing of all the employee related payments against the sanctions updated by the respective HR Personnel.	Respective paying unit Head ie. SAO/AO/AAO as the case may be.
4	Entire payroll process and making payments to employees/retired employees and outside agencies in time	Respective paying unit Head ie. SAO/AO/AAO as the case may be

2. It is further instructed that all the HR activities shall be done in ERP from 06th to 21st of every month and the payroll process shall be taken up from 22nd of every month to 5th of succeeding month. If the concerned end users fail to update the employee related transaction data as per the orders issued by APTRANSCO in time, disciplinary proceedings shall be initiated.

3. During the process, if the end users face any technical problems or doubts in ERP system, the same may be brought to the notice of HR CORE USERS (Mobile Nos. ADE/HRMS: 9491045278, JPO/HR Core User: 9989984040) and PAYROLL CORE USERS (ADE/IT: 9440679544 & UDC/CPR : 9491045422) immediately to initiate necessary action.

4. It is further directed to follow the above instructions scrupulously and without fail

K. RANGANATHAM
Additional Joint Managing Director
(Distribution & HRD)

To
 The Chief General Manager (HRD & TRG)/ APTransco/VS/Hyd.
 The Additional Secretary/ APTransco/VS/Hyd.
 The Chief Engineer/Mechanical/ APTransco/VS/Hyderabad.
 All Chief Engineers / Zones / APTransco
 The FA&CCA (A, E & R), APTRANSCO / VS / Hyderabad
 The FA&CCA (C.F), APTRANSCO / VS / Hyderabad
 The FA&CCA (Trust Resources), APTRANSCO / VS / Hyderabad
 All Superintending Engineers / APTransco

Copy to:

The CE/RE, Operation & IT/APTRANSCO } *With a request to place the above orders in APTRANSCO Website.*

All Deputy Secretaries/ APTransco/VS/Hyd.
 All Asst. Secretaries/ APTransco/VS/Hyd.
 All Personnel Officers/ APTransco/VS/Hyd.
 All Senior Account Officers / APTransco / VS / Hyd.
 The Pay Officer/ APTransco/ VS / Hyderabad.
 The Accounts Officer/CPR/ APTransco/VS/Hyd.
 S.F

// Forwarded by Order //

Assistant Divisional Engineer