



# Bihar State Power Transmission Company Limited, Patna

Head Office, Vidut Bhawan, Bailey Road, Patna-800021

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)

Website: www.bsptcl.bih.nic.in

Office Order No...27.....

Patna, Dated...17/10/24

The Board of Directors of the BSPTCL in its 119<sup>th</sup> meeting held on 14<sup>th</sup> October, 2024 has decided to execute Standard Operating Procedure (SOP) for the efficient operations of various applications related to HCM (Human Capital Management), Pay Roll, FIORI and the associated ESS-MSS applications in BSPTCL. The detailed SOP is hereby enclosed.

All concerned Officers of BSPTCL are hereby requested to ensure compliance of SOP from the date of issue of this order.

Encl: As above

Sd/-

Anil Kumar

GM (HR/ Adm)

Memo No.....

Dated:-.....

Copy forwarded to OSD to CMD, Bihar State Power (Holding) Company Limited, Patna / OSD to MD, BSPTCL/ OSD to MD, NBPDC/ OSD to MD, SBPDCL/ OSD to MD, BSPGCL, Patna for kind information.

Sd/-

GM (HR/ Adm)

Memo No...96....

Dated:-17/10/24

Copy forwarded to Director (Project) / Director (Operation) / GM (F&A) / All Chief Engineer / All General Manager cum Chief Engineer, Trans. Zone / DGM (HR/Adm.) / All ESE, Transmission Circle & Civil Circle / All EEE & EE Civil / All AEE & AE Civil / All Administrative Officer / All Accounts Officer of BSPTCL for kind information and necessary action.

2. Copy forwarded to DBA, BSPTCL with a request to upload on the company website.

  
17/10/24  
GM (HR/ Adm)

**Standard operating procedure (SOP) for the efficient operation of various applications related to HCM (Human Capital Management), Pay Roll, FIORI and the associated ESS-MSS applications :-**

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Bihar State Power Transmission Company Limited has implemented a range of ERP (Enterprise Resource Planning) modules, including Human Capital Management (HCM), Payroll, FIORI, Employee Self-Service (ESS) and Manager Self-Service (MSS) modules.

- ❖ **Purpose:** - The purpose of this Standard Operating Procedure (SOP) is to provide clear and detailed instructions for using the SAP-ERP HCM (Human Capital Management) module including Pay Roll & ESS-MSS Applications. This document aims to ensure consistency, accuracy and efficiency in managing HR processes, thereby enhancing the overall effectiveness of the organization's human capital management.

This Standard Operating Procedure (SOP) is designed to ensure the efficient, accurate and consistent operation of various applications related to the HCM (Human Capital Management) and associated ESS-MSS modules. It provides comprehensive details on roles and authorizations for each application, required documents, guidelines on best practices, work completion timelines and other pertinent information.

- ❖ **Scope:** - This SOP applies to all users of the SAP-ERP HCM module within the organization, including HR Professionals, system administrator, manager and all employee working under BSPTCL. It covers all core functions of the HCM module, including employee data management, Hiring, time and attendance, payroll, performance management, employee self-service, reporting and analytics.
- ❖ **Audience:** - The primary audience for this SOP includes:  
**HR Professionals:** Responsible for managing HR functions such as Hiring, payroll, performance management and employee records (as per authorisation).





**System Administrators:** Responsible for maintaining the SAP-ERP system, managing user accounts, ensuring data security and performing system updates (ADO- ERP).

**Managers:** Use the system to manage their teams, approve/ reject requests, conduct performance reviews and handle other managerial tasks (as per authorisation).

**BSPTCL Employee:** Use the self-service features of the HCM module to see personal information & to submit request for leave, LTC, Electricity Reimbursement, NOCs, Separation, Transfer, Official Tours, Quarter allotment & other benefits under ESS-MSS & FIORI Portal.

➤ **System Overview**

- ❖ ERP System Description: - Enterprise Resource Planning (ERP) systems are integrated software platforms that help organizations manage and automate their core business processes. An ERP system ensures data consistency and streamlines operations across various departments, including finance, supply chain, human resources and customer relationship management. By providing a centralized database, ERP systems facilitate better decision-making, improve operational efficiency and enhance overall organizational performance.
- ❖ HCM Module Overview: - The Human Capital Management (HCM) module within an ERP system focuses on managing an organization's workforce. The SAP-ERP HCM module encompasses all aspects of employee management, from recruitment and onboarding to payroll and performance management. It integrates seamlessly with other ERP modules, ensuring cohesive data flow and unified management of human resources. Key functions of this module include:
  - (1) Hiring (migration in SAP system, either by recruitment or by transfer from another organisation)

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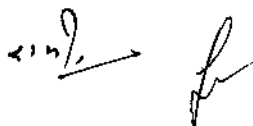
- (2) Re-hiring (for retire contract engagement)
- (3) Maintenance of master Data
- (4) Pay Roll
- (5) Probation extension
- (6) Probation confirmation
- (7) Transfer leaving
- (8) Transfer Joining
- (9) Promotion
- (10) Promotion Joining
- (11) Separation (due to death, resignation, transfer to other organisation etc)
- (12) Deputation In (deputation within company)
- (13) Deputation Out
- (14) Repatriation In
- (15) Repatriation Out (transfer of services to other subsidiary company)
- (16) Suspension
- (17) Suspension Revocation
- (18) Demotion position
- (19) Demotion Salary
- (20) Annual Increment
- (21) Change in Pay
- (22) Contract Extension
- (23) Posting Joining
- (24) Maintenance of Service record (posting details)
- (25) Maintenance of Promotion record

The User Manual for the various applications of the HCM (Human Capital Management) and associated ESS-MSS modules has been published. It will be periodically updated as and when required.

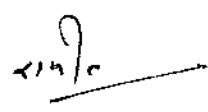
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### Roles, Authorisation & Time schedule

Sl. No.	Name of work/ transaction	To whom authorised	Time period
1	Organization Management	Ad. O (ERP) & Core ERP-HCM Team	15 days
2	Hiring (migration in SAP system, either by recruitment or by transfer from another organisation)	SO, Section-VI (BSPTCL, HQ, Patna) in case of recruitment In case of transfer from another organisation: - HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within one week
3	Re-hiring (for retire contract engagement)	HQ - Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within 03 working days
4	Contract Extension	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within 02 working days
5	Maintenance of master Data	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within 02 working days
6	Pay Roll	HQ/SAMAST- Concerned AO (Pay) Tr. Zone- Concerned AO Tr. Circle/ Tr. Division/GSS - Concerned AO	1 <sup>st</sup> working day of the month or



		Tr. Civil Circle/division- Concerned AO	as per instruction by apex authority
7	Probation extension	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within 02 working days
8	Probation confirmation	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Within 02 working days
9	Transfer leaving	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
10	Transfer Joining	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
11	Promotion	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	07 working days
12	Promotion Joining	HQ- Concerned SO SAMAST- Concerned Ad. O	Same day





		Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	
13	Separation (due to death, resignation, transfer to other organisation etc)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
14	Deputation In (deputation within company)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
15	Deputation Out	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
16	Repatriation In	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	With in 02 working days
17	Repatriation Out (transfer of services to other subsidiary company)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
18	Suspension	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O	Same day




		Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	
19	Suspension Revocation	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
20	Demotion position	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
21	Demotion Salary	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
22	Annual Increment	HQ/SAMAST- Concerned AO (Pay) Tr. Zone- Concerned AO Tr. Circle/ Tr. Division/GSS - Concerned AO Tr. Civil Circle/division- Concerned AO	Within 07 working days of annual increment date
23	Change in Pay	HQ/SAMAST- Concerned AO (Pay) Tr. Zone- Concerned AO Tr. Circle/ Tr. Division/GSS - Concerned AO Tr. Civil Circle/division- Concerned AO	Within 07 working days of annual increment date
24	Posting Joining	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day



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25	Maintenance of Service record (posting details)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
26	Maintenance of Promotion record	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
27	Planned Working Time (Duty/ shift schedule- as per ERP prescribed shift details)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division- Concerned Ad. O GSS- Concerned AEE	Same day in case of Joining. For GSS/ SAMAST- Minimum 01 day before of that duty
28	Absence (for the period not approved or unauthorised absence)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division GSS- Concerned AEE	At the time of absentee
29	Medical reimbursement, Liveris, Honorarium	HQ/SAMAST- Concerned AO (Pay) Tr. Zone- Concerned AO Tr. Circle/ Tr. Division/GSS - Concerned AO Tr. Civil Circle/division- Concerned AO	Same day
30	Loans & Advance (Festival, HBA Principal, HBA Interest, Laptop Advance, Salary Advance, Tablet Advance) (Info type- 45)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day

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31	GPF contribution (Info type- 57)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
32	Additional Charge (Info Type-9001)	HQ- Concerned SO SAMAST- Concerned Ad. O Tr. Zone- Concerned Sr. Manager (HR)/ Ad. O Tr. Circle- Concerned Sr. Manager (HR) Tr. Civil Circle/division- Concerned Ad. O Tr. Division/GSS- Concerned Ad. O	Same day
33	Control Record (Pa03)	Ad. O (ERP)	As per request of Concerned Accounts Officer

Remarks: - In the absence of an Administrative Officer (Ad.o) at the Division Office, the Senior Manager (HR) of the respective Circle will handle the transactions for the Division. If there is no Senior Manager (HR) or Administrative Officer posted at either the Zone or Circle or Division office, the Electrical Executive Engineer, Transmission Division will manage the transactions for the Division, the Electrical Executive Engineer (TS) will handle the transactions for the Circle office and the Electrical Executive Engineer (TS) will handle the transactions for the Zone office.

In the absence of an Administrative Officer (Ad.O) at the Transmission Civil Circle, the Executive Engineer (Civil) of the nearest Transmission Civil Division under that Transmission Civil Circle shall assume responsibility for managing the transactions that Circle.

**Key Features and Functions: -**

- (1) **Organization Management:** - Organization Management involves defining and managing the structure of the organization, including departments, reporting lines, and hierarchical relationships.

**Organizational Structure:**

- Navigate to the Organization Management section.
- Update departments and other organizational units as necessary.
- Define reporting lines and hierarchies to reflect the current organizational structure.
- Creating and Updating Organizational Units:

**Position Management**

Position Management focuses on creating and maintaining job positions within the organization. It ensures that each position is well-defined and properly classified.

**Job Profiles:**

Job Profiles define the roles, responsibilities required for specific job positions within the organization.

Documents: - Relevant order of restructuring, Prior approval of competent authority.

- (2) **Hiring (migration into the SAP system, either through recruitment or transfer from another organization):-**

Documents (to be uploaded in ERP system):- Offer of Appointment (for newly recruited employee), Posting Order, Joining application, documents enumerated in offer of Appointment (for newly recruited employee), PAN, Aadhar, PRAN, Bank Pass Book, completely filled prescribed Master Data form with supporting documents etc.

Remarks: - It is mandatory to maintain Internal Data (Info Type-32) (PROSIX Employee ID) and Date Specification (Info Type-41) (Date of first

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Joining/ superannuation). Date of superannuation is next date of last working day. For example, if an employee retires on 31.01.2024, the date of superannuation would be 01.02.2024. For newly recruited employee, Info Type-32 will be maintained after creation of PROSIX Id. For Contract hired Employee, date of Superannuation is as per his/her contractual period.

**(3) Re-hiring (for retired contract engagement):-**

Documents (to be uploaded in ERP system): - Offer of Appointment, joining application, documents enumerated in offer of Appointment.

Remarks: - It is mandatory to maintain Internal Data (Info Type-32) (PROSIX Employee ID) and Date Specification (Info Type-41) (Date of first Joining/ contract ending date).

**(4) Employee Data Management: - Change in marital status, Change/ Add in no. of Children, Qtr Allotment, Qtr. Vacation, Qtr. Rent, Corporation Tax (if applicable), Qtr. Maintenance Charge (if applicable), Panel Qtr Rent, Change/Add in Address (Except permanent address), Change in communication (Except System User Name-0001), Change/ Add Nomination, Add personal features, Departmental Vehicle, CUG sim, Departmental Laptop, Mobile etc.**

Documents (to be uploaded in ERP system): - Supporting documents with application duly verified by controlling officer (not below the rank of EEE for field offices/ HoD in HQ)


Remarks: -1. At the time of charge relinquish after transfer/ separation/ deputation out/ completion of addl. charge tenure, the concerned employee must hand over the Departmental Vehicle, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement) etc to the office & it is to be delimited in ERP system for that employee.

2. At the time of charge taken during Posting/ deputation/ Addl charge, If the concerned employee receives Departmental Vehicle, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc, it must be taken in to ERP system for that employee.





3. In case of Spouse/ child, it is mandatory to mention whether he/ she is working or not. If working, full details of employment of spouse/ child should be maintained.
  4. It is mandatory to furnish the details of spouse within 07 days of marriage with date of marriage, name of spouse, Aadhar details of spouse etc.
  5. It is mandatory to furnish the child details within 07 days of birth with documentary evidence (such as birth certificate issued by Hospital or any authorised agency)
  6. It is mandatory to maintain Infotype-0001 during Qtr. Allotment, Qtr. Vacation.
  7. It is mandatory to maintain panel rent for employee as per existing rule or order.
  8. It is mandatory to provide full details of employee with the charge relinquish or charge taken report to ADO (ERP) for maintaining the ESS ID & SAP user ID.
- (5) **Pay Roll:** - It is mandatory to run regular pay roll in ERP system on 1<sup>st</sup> working day of the month. After that, off cycle payments like TA, Medical reimbursement, LTC reimbursement, Electricity bill, Liveries will be made.
- Documents (to be uploaded in ERP system):** - Checked & approved medical reimbursement bills, Medical Advance Order, liveries sanction order, Honorarium sanction order etc
- Remarks:** -
- (a) Simulation is to be run before the actual.
  - (b) After simulation & before run regular pay roll, Accounts Officer must send the mail to Ad. O (ERP) to set the Control record of respective pay roll status as "Released for Pay roll".
  - (c) After processing pay roll, if corrections are needed, the Accounts Officer must send the mail to Ad. O (ERP) to set the Control record of respective Pay roll status as "Released for correction"




(d) Once all payroll activities for a period are completed, the Accounts Officer must send the mail to Ad. O (ERP) to set the Control record of respective Pay roll status as "Exit Payroll."

(e) Once an employee's payroll data is marked as "Released for Payroll," it becomes locked for that payroll period. This means no further changes can be made to the employee's master data, time data, or any payroll-relevant information until the payroll process is complete. This ensures data consistency and prevents errors during payroll calculations.

**(6) Probation extension: -**

Documents (to be uploaded in ERP system): - Probation extension order.

**(7) Probation confirmation: -** It is mandatory to maintain info type 9000, 9003 along with probation extension action.

Documents (to be uploaded in ERP system): - Probation extension order

**(8) Transfer leaving: -** Before running Transfer leaving action, it is mandatory to delimit the Departmental Vehicle detail, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement).

Documents (to be uploaded in ERP system): - Transfer order with charge relinquish report (for officer)/ relieving order (for workman).

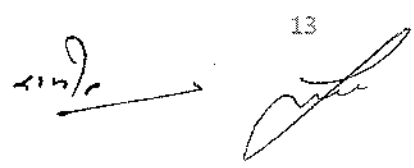
Remarks: - 1. It is mandatory to communicate the relieving of employee (those having ESS IDs other than personal IDs) with all documents to ADO (ERP), so that he/ she can change the ESS portal ID of that employee.

2. It is also mandatory to communicate the relieving of employee (those having SAP IDs) with all documents to ADO (ERP), so that he/ she can change the SAP ID details.

3. The Date of Transfer leaving must be the next date of charge relinquish/ relieving. For example, if an employee is relieved on 01.01.2024 (PM) then the Transfer leaving date should be 02.01.2024.

4. It is a primary duty of the HR department to provide the service book and leave account of a transferred employee to the new establishment office (where he/ she is transferred) within one week.

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- (9) **Transfer Joining:** - While running Transfer Joining action, it is mandatory to maintain Transit leave period (as per prevailing rule), Service History (Info type- 9003), Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc. Besides, it is mandatory to maintain Planned Working Time (Duty/ shift schedule) (Info type-007) while running joining action.

**Documents (to be uploaded in ERP system):** - Joining application/ Charge taken report.

**Remarks:** - 1. It is mandatory to communicate the Joining details of employee (who will use SAP ID) along with details of SAP ID & user email ID (which is to be assigned) to ADO (ERP), so that he/ she can maintain the ESS portal ID & SAP ID of that employee.

2. The vacant position is to be assigned during the Transfer Joining action.

- (10) **Promotion:** - If an employee gets promotion/ ACP & joins on that promoted post at present place of posting, Promotion action is to be run.

**Documents (to be uploaded in ERP system):** - Promotion/ ACP order, Joining (in case of Promotion only)

**Remarks:** - 1. If an employee gets promotion as Group-II level from III or IV level, it is mandatory to change the Employee Sub Group in Info Type 0000. No need to change the position or PA in that Info type.

2. No need to change the position while running Promotion action, in Info Type 0001, only Designation & Pay Level is to be maintained.

3. It is mandatory to maintain promotion details (Info Type-9000)

- (11) **Promotion Joining:** - If an employee gets promotion with new place of posting, then Promotion Joining action will be run.

**Documents (to be uploaded in ERP system):** - Promotion order, relieving & Joining report.

**Remarks:** - 1. If an employee gets promotion as Group-II level from III or IV level, it is mandatory to change the Employee Sub Group in Info Type 0000.

2. It is also mandatory to maintain promotion details (Info Type- 9000).

3. It is also mandatory to delimit the Departmental Vehicle detail, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement) during the action.

4. It is also mandatory to maintain Transit leave period (as per prevailing rule), Service History (Info type- 9003), Promotion Details (Info type- 9000), Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc. Besides, it is mandatory to maintain Planned Working Time (Duty/ shift schedule) (Info type-007) while running Promotion joining action.

- (12) **Separation (due to Superannuation/ Death/ Resignation etc):** - While running separation action, it is mandatory to delimit all the Info Type and also communicate to ADO (ERP) for delimiting ESS/ SAP Ids.

Documents (to be uploaded in ERP system): - Relevant documents related with Separation.

Remarks: - It is mandatory to delimit the Departmental Vehicle detail, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement).

- (13) **Deputation In (deputation within company):** - If an employee gets deputation within the Company (BSPTCL), Deputation-In action will run. While running Deputation-In, Info type 9006 should be maintained.

Documents (to be uploaded in ERP system):- Deputation order, Joining report.

Remarks: - It is mandatory to delimit the Departmental Vehicle detail, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement) of the original place of posting & to maintain Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc of deputed place. It is also mandatory to maintain Planned Working Time (Duty/ shift schedule) (Info type-007) as per deputed place.

- (14) **Deputation Out:** - If deputation tenure is completed, then Deputation Out action will be run. While running this action, Info Type 9006 should also be



delimited & it is to be communicated to ADO (ERP) for delimiting ESS/SAP Ids.

Documents (to be uploaded in ERP system): - Order & relieving report.

Remarks: - It is mandatory to delimit the Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement) at the deputed place. It is further necessary to maintain Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc at original place of posting. Besides, it is also mandatory to maintain Planned Working Time (Duty/ shift schedule) (Info type-007) as per original place of posting.

(15) **Repatriation Out (transfer of services to other subsidiary company):**- If an employee gets transfer to another company/ organisation & likely to return to this company then Repatriation Out action will be run. In this process, all the info type will have to be delimited.

Documents (to be uploaded in ERP system):- Services Transfer Order, Charge relinquish report.

Remarks: - It is mandatory to delimit the Departmental Vehicle detail, CUG sim, Departmental Laptop, Mobile (if provided, as per entitlement)

(16) **Repatriation In:** - If repatriation out employee comes back to this company/ organisation, the Repatriation In action will be run to maintain all the Info Type as on date of Joining after Repatriation In.

Documents (to be uploaded in ERP System): - Service Transfer Order, Joining report.

Remarks: - Leave Quota balance, Salary details etc should be maintained as on Joining date.

(17) **Suspension:** - While running suspension action, Sub Info Type 1022, 1023, 1024 of Info Type 2001 should be maintained.

Documents (to be uploaded in ERP System): - Suspension Order.

Remarks: - If we didn't maintain Sub Info Type 1022, 1023, 1024 of Info Type 2001, the system will not give subsistence allowance to the suspended employee.

(18) **Suspension Revocation:** - While running suspension revocation action, Sub- Info Type- 1022, 1023, 1024 of Info Type 2001 should be delimited.

Documents (to be uploaded in ERP System): - Suspension Revocation Order & Joining.

Remarks: - During suspension revocation action, position will be assigned as per existing rules/ order of the company.

(19) **Demotion position:** - This action is run for demotion of post.

Documents (to be uploaded in ERP System): - Order of Demotion.

Remarks: - While running this action, salary details (Info Type -08) should be maintained after pay fixation of that employee.

(20) **Demotion Salary:** - This action is run for Salary as per demotion order.

Documents (to be uploaded in ERP System): - Related order.

(21) **Annual Increment:** - Annual Increment action is to be run as per BSP(H)CL, Patna Office Order No- 1546 dt. 17.08.2019 read with Letter No- 1007 dt. 02.09.2019. (Annexure-A)

Remarks: - In system, it has been maintained that if an employee is on leave on increment day (other than CL & SL for Female), the system shows error. If an employee was on Leave without pay in previous year, the system shows warning message. In such cases, date of increment should be corrected.

(22) **Change in Pay:-** This action is run for pay fixation other than annual increment as per BSP(H)CL, Patna Office Order No- 1546 dt. 17.08.2019 read with Letter No- 1007 dt. 02.09.2019.

Documents (to be uploaded in ERP System): - Pay Slip/ Fixation order/ related order.

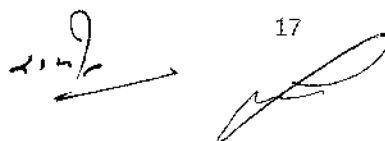
Remarks: -1. Pl check Info Type-0008 after maintaining.

2. While running Change in Pay action, if there is no need to change any data in Info Type- 0001, it is advisable to skip that Info type.

(23) **Contract Extension:** - This action is run for contract extension of a contractual employee.

Documents (to be uploaded in ERP System):- Contract extension order.

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Remarks: - Before running contract extension action, it is mandatory to edit Info Type 32 as per extended period.

(24) **Posting Joining:** - This action is for those employees, who is on waiting for posting.

Documents (to be uploaded in ERP System):- Posting order, Joining report.

Remarks: - it is mandatory to maintain Service History (Info type- 9003), Promotion Details (Info type- 9000), Departmental Vehicle details, CUG sim, Departmental Laptop, Mobile (if available, as per entitlement) etc. Besides, it is also mandatory to maintain Planned Working Time (Duty/ shift schedule) (Info type-007) while running posting Joining action.

(25) **Maintenance of Service record (posting details):-** In Info Type 9003, the posting history of an employee is maintained.

Remarks: - For old record, data should be obtained from Service book or service history. For current data, it is mandatory to attach the transfer order.

(26) **Maintenance of Promotion record:** - In Info Type 9000, the promotion/ ACP/ Selection Grade/ Super Selection Grade record of an employee is maintained.

Remarks: - For old record, data should be obtained from Service book or service history. For current data, it is mandatory to attach the Promotion/ ACP sanction order.

(27) **Medical reimbursement, Liveris, Honorarium:** - For payment of these items, it should be maintained in Info Type 267 as per Medical Attendance Rule 2018 & its subsequent amendments.

Documents (to be uploaded in ERP System):- Verified & approved medical bills, Liveris sanction order & Honorarium sanction order.

Remarks: -

1. Reimbursement Claims: Employees can raise their reimbursement claims or medical advances in physical mode as per the Medical Attendance Rule 2018 and its subsequent amendments.
2. Medical Advances Adjustment: If an employee has medical advances, the balance amount, after adjusting the advance, will be available for

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payment in the FICO module once it is posted for payment from the HCM module.

3. Recovery of Outstanding Amounts: Any outstanding amount towards medical advances pending with the employee should be recovered through Info Type-14. (to be done by AO)

(28) **Loans & Advance (HBA Principal, HBA Interest, Laptop Advance, Salary Advance, Tablet Advance):** - For adjustment of these advances, it is mandatory to maintain Info Type- 45.

Documents (to be uploaded in ERP system): - Advance sanction order.

(29) **GPF Contribution (Info type-57):** - In this Info Type, we maintain GPF A/C details & monthly contribution of an employee. We can change the GPF monthly contribution through this Info Type as per existing rules & consent of the employee.

Documents (to be uploaded in ERP System): - Related documents.

(30) **Additional Charge:** - If an employee gets additional charge (either as leave substitute or as additional work), It is mandatory to maintain Info Type -9001.

Documents (to be uploaded in ERP System):- Related order, Joining report.

Remarks: -1. If an employee gets additional charge as leave substitute of an employee, who has also additional charge, then it is advisable to delimit the additional charge of the employee, who is on leave for the that period.

2. After coming back from the leave, it is necessary to delimit the record for leave substitute & create the record of previous employee.

3. It is mandatory to maintain Departmental Vehicle details, Departmental Laptop, Mobile (if available, as per entitlement) etc. for both the employee.

(31) **Photo Upload:** - Photograph of the employee should be upload in Info Type-0002. (Size- 20kb, jpeg & File Name should be "0Per.No.0002")

(32) **Control record:** - Transaction code PA03 is used for the control record of payroll. The control record is a critical component in the payroll process, as it controls the payroll periods, payroll status, and allows or restricts certain payroll activities.

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### Key Functions of PA03

- A. **Payroll Area:** Identifies the group of employees for whom payroll is processed at the same time. Each payroll area has its own control record.
- B. **Payroll Status:** Indicates the current status of the payroll run (e.g., released for payroll, released for correction, exited payroll).
  - Released for Payroll: Allows the payroll process to start.
  - Released for Correction: Payroll run is complete, and corrections can be made.
  - Exit Payroll: Indicates the end of the payroll process for a period.
- C. **Payroll Periods:** Defines the payroll period and the associated dates (start date, end date, and payment date).

### Usage Scenarios

- A. **Start Payroll Process:** Set the payroll status to "Released for Payroll" to start the payroll run.
- B. **Correct Payroll:** After processing payroll, if corrections are needed, set the status to "Released for Correction."
- C. **Close Payroll Period:** Once all payroll activities for a period are completed, set the status to "Exit Payroll."

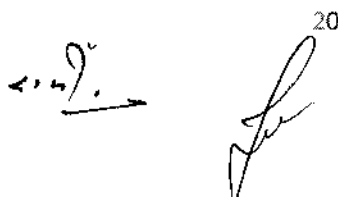
**Remarks:** - Once an employee's payroll data is marked as "Released for Payroll," it becomes locked for that payroll period. This means no further changes can be made to the employee's master data, time data, or any payroll-relevant information until the payroll process is complete. This ensures data consistency and prevents errors during payroll calculations.

### ESS-MSS portal: -

The ESS-MSS Portal is a convenient platform for employees, where they can view their personal information, salary statement, Form 16 and ACR final rating. Through this portal, applications related to the following tasks are managed: -

- (1) **Leave Application:** - Leave work flow along with other validations such as Leave Quota etc are maintained in system. An employee will apply for

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leave through this application. It will go automatically through maintained work flow to competent authority. Competent authority will take decision on that application in Task & Notification portion.

Remarks: - 1. In leave application, two mandatory fields (Mention time HQ leaving & Leave Substitute) are available. In "Mention time HQ leaving" the applicant has to mention HQ leaving time, if he is not leaving HQ, then he has to put "No" In that field. Similarly, in "Leave Substitute" field, if leave substitute is desirable then office head maintain ERP employee Id of that employee who will be the leave substitute. If not so, then simply write "no" in this field.

2. Some leave like Commuted Leave {Sick leave (comm) officer} & Medical Leave {Sick leave on Full Pay (WM)} shall be granted only on medical certificate as per rule. It is advisable to sanction the said leave after completion of leave period with a valid medical certificate as per rule.

3. It is mandatory to apply for Leave & grant approval as per prevailing rules of the company.

(2) **Electricity bill Reimbursement:** - All validation regarding electricity bill reimbursement such as entitlement of Unit as per Basic Pay or tariff has been maintained in the System. Employee will apply for his/her claim with supporting documents & Concerned AO will approve this.

Remarks: - If an employee does not have an Electricity connection in his/her name, they must submit a declaration in the prescribed format provided by the finance department.

(3) **NOC (Passport/ Higher Education/ Documents Verification/ Attending Interview or Examination/ Distance Education):** - Work flow has been maintained as per DoP of BSPTCL.

Remarks: - 1. For Passport, the employee has to submit application with following documents as per BSPTCL, Patna Letter No- 2960 dt. 06.12.2023 (Annexure-B)

(a) Passport size photo

(b) Self-declaration as prescribed format.

(c) Prior Intimation Letter (Annexure-H) from the Government/ PSU/ Statutory body Employee to his/ her Administrative Office for submission of passport Application for himself/ herself (on prescribed format)

(d) Annexure-G/ Annexure-A

(e) Permanent Address proof

(f) Identity Card

(g) Under taking regarding court cases/ Criminal Case/ FIR lodged against him/ her verified by controlling officer.

2. For Higher education, the employee has to submit application with following documents: -

(a) Institute Brochure/ prospectus

(b) Session for study

(c) Mode of Study

(d) Name of the Study Centre

(e) Discipline/ Stream/ Subject

(f) Status of affiliation of Institute

3. For Documents Verification, the employee has to submit application with following documents: -

(a) NOC issued from BSPTCL for attending Exam/ Interview

(b) Advertisement of employment

(c) Documents/ Interview call letter

4. For Attending Interview or Examination, the employee has to submit application with following documents: -

(a) Advertisement of employment

(b) Call Letter

5. For Distance Education, the employee has to submit application with following documents: -

(a) Institute Brochure/ prospectus

(b) Session for study

(c) Mode of Study

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- (d) Name of the Study Centre
- (e) Discipline/ Stream/ Subject
- (f) Status of affiliation of Institute

6. Letter of NOC (except Passport NOC) in prescribed format will be issued from respective Zone/ Circle office (in case of field offices only) after getting approval from competent authority.

(3) **LTC request & settlement:** - Work flow regarding LTC pre-approval (prior to journey) & for settlement/ reimbursement as per DoP of BSPTCL has been maintained. Applicant has to upload documents in PDF format only.

Remarks: - The applicant is required to retain the original vouchers for a minimum period of one year and must produce them upon request by the relevant authorities.

(4) **Performance Appraisal (for Class-III & IV employee):** - Work flow for Performance Appraisal (for Class-III & IV employee) is being maintained at Hq/ Zone/ Circle/ Division level. Form for Performance Appraisal will be generated as per existing rule of company.

Remarks: - When appraisee or appraiser change, the administrator of Hq/ Zone/ Circle/ Division level will maintain work flow & generate the form to appraiser.

(5) **TA advance & settlement:** - Pre-Travel request along with advance & expense has been settled though FIORI application. Work flow for this application has been maintained.

Documents (to be uploaded in portal by the employee): - (a) During Pre- Travel application, Tour Order (if issued) must be attached.

(b) During Expense booking, it is mandatory to attach approved Tour Diary by competent authority as per DoP of BSPTCL, relevant orders, relevant vouchers with GST (such as Air/ Bus/ water/ Train/ Hotels/ Taxi etc vouchers).

(c) If due to urgency or any reason, the applicant has to change his mode of travel against his entitlement as per DoP of BSPTCL & Bihar TA Rule, he/ she has to attach the order approving such alteration.

(d) The applicant is required to retain the original vouchers for a minimum period of one year and must produce them upon request by the relevant authorities.

A handwritten signature and set of initials are present at the bottom of the page. The initials appear to be 'S.D.' with an arrow pointing to the right. The signature is a cursive scribble.



(6) **Income Tax Declaration:** - Employee has to submit provisional Income Tax Declaration in the start of the Financial Year & he/ she has to submit the final Income Tax Declaration at the last of the Financial Year (as per instruction issued from Finance Department) with supporting documents.

(7) **Transfer Request:** - Employee can submit their transfer request through this application. They can indicate choice of maximum 02 offices for transfer. Administrator at Hq/ Zone/ Circle level will download the request in excel format for taking necessary decision.

(8) **Quarter Allotment Request (for Quarters owned by BSPTCL):** - Employee can submit their Quarter Allotment Request (for the Quarters owned by BSPTCL) through this application. Administrator at Hq/ Zone/ Circle level will download the request in excel format for taking necessary decision.

(9) **Separation:** -

1. Initiation: The separation process is initiated by the employee through the ESS module.
2. Submission of Documents: The employee must submit all required documents, such as a resignation letter, no dues certificate and any other relevant documents as specified by the HR department.
3. Approval Workflow: The submitted documents are reviewed and approved by the concerned authorities as per DoP of BSPTCL within the organization.
4. Exit Formalities: The employee will have to complete all exit formalities, including the return of company assets and the completion of exit interviews.
5. Final Settlement: The finance department processes the final settlement including any pending dues and benefits.
6. System Update: The employee's separation is recorded in the ERP system and their access to company systems is revoked.

**Remarks:**

- Ensure all entries and actions are performed based on relevant orders/documents, which must be attached to the ERP system.
- Contact the ERP-HCM team immediately if any issues arise during the separation process.

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- It is the responsibility of the concerned user to keep their SAP ID and password secure throughout the process.
- Maintain confidentiality and do not share employee data with unauthorized persons.
- By following these steps, the separation process in the ESS module will be handled efficiently and in compliance with company policies.

**Leave Protocols:**

1. Before proceeding on leave, the concerned employee should intimate his/her controlling officer in writing regarding approval of leave (with a copy of approval in prescribed format).
2. Upon returning from leave, the concerned employee should submit his/her joining report to the controlling officer in prescribed format.

**Do's:**

1. **Ensure Accuracy and Documentation:** Always make entries or perform actions based on the relevant supportive orders/documents. Ensure these supportive documents are attached in the ERP system.
2. **Seek Immediate Assistance:** If any issues arise during entry or action execution, the ERP-HCM team should be contacted immediately.
3. **Regular Password Changes:** SAP and ESS passwords should be changed by the user at regular interval.
4. **Password Security:** It is the primary responsibility of the user to keep their SAP ID and password safe and secure.
5. **PI use SAP-ERP Personnel No as employee identification** in official application, correspondences & Orders etc.

**Don'ts:**

1. **Password Confidentiality:** Do not share your SAP ID and password with anyone under any circumstances.
2. **Data Integrity:** Do not delete or alter any records/entries made in the ERP system. If any entry or record is incorrect or mismatched, contact the ERP-HCM team immediately.



- 3. Unauthorized Changes: Never make changes to the name or date of birth of any employee or their family member without supportive valid documents & prior approval from the competent authority.
- 4. Data Security: Do not share employee data with any unauthorized person or employee.
- 5. Access Control: The ERP system should not be shown or made accessible to anyone outside the BSPTCL organization.

20/08/24  
 Rajeev Ranjan Kumar  
 Administrative Officer (ERP)  
 B.S.P.T.C.L, Patna

20/08/24  
 JAWAHAR PRASAD  
 DGM (HR&ADM)  
 B.S.P.T.C.L, Patna

20.08.24  
 PANKAJ KUMAR  
 C.E. (TRAINING)  
 BSPTCL

20/08/24  
 Chief Engineer  
 Transmission (O&M)  
 B.S.P.T.C.L. Patna

20.08.24  
 ANJANI KUMAR  
 CE (C) BSPTCL

KUMAR PRASANT  
 Chief Engineer (P&E)  
 Bihar State Power Trans. Co. Ltd

20/08/24  
 RATAN KUMAR  
 ENGINEER (PROJECT-II)  
 B.S.P.T.C.L, PATNA

20/08/24  
 ARUN KUMAR CHOUDHARY  
 CHIEF ENGINEER (S O)  
 BSPTCL, PATNA

20/08/24  
 Chief Engineer (STU)  
 Bihar State Power Transmission Company Ltd., Patna

20/08/24  
 SURESH KUMAR  
 CHIEF ENGINEER (STP)  
 BSPTCL, Patna

20/08/24  
 Aftab Alam  
 G.M (F&A), BSPTCL, Patna

20/08/24  
 Amita Nand  
 Chief Engineer  
 (Telecome & OPGW)  
 Bihar State Power Trans. Co. Ltd.

20.08.2024  
 Satyajai Kuma  
 Chief Engineer  
 CRITL (BSPTCL)



Annexure - 'A'  
**Bihar State Power (Holding) Company Limited**

बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड

Registered Office, Vidyut Bhawan, Bailey Road, Patna-800021

निबंधित कार्यालय, विद्युत भवन, बेली रोड, पटना-800021

A Govt. of Bihar Undertaking

GST No. 10AAFCB2394A2ZD, CIN No. U40102BR2012SGC016495

E-mail : gmfnkj@gmail.com : Mob. No. 7763813838

पत्रांक \_\_\_\_\_

दिनांक \_\_\_\_\_ 2019

प्रेषक,

एन० के० झा,  
महाप्रबंधक (वित्त एवं लेखा)

सेवा में,

सभी निकासी एवं व्ययन पदाधिकारी  
(मुख्यालय एवं क्षेत्रीय कार्यालय),  
बिहार स्टेट पावर (होल्डिंग) कम्पनी लि०,  
साउथ बिहार पावर डिस्ट्रीब्यूशन कम्पनी लि०,  
नॉर्थ बिहार पावर डिस्ट्रीब्यूशन कम्पनी लि०,  
बिहार स्टेट पावर ट्रांसमिशन कम्पनी लि० एवं  
बिहार स्टेट पावर जेनरेशन कम्पनी लि०

**विषय:** बिहार स्टेट पावर (होल्डिंग) कम्पनी लि० एवं उनके अनुषंगी कम्पनियों के पदाधिकारियों/कर्मचारियों के लिए वार्षिक वेतनवृद्धि हेतु निर्गत किये जाने वाले वेतन भुगतान प्राधिकार (वेतन पर्ची) के बिना वार्षिक वेतनवृद्धि निकासी एवं व्ययन पदाधिकारी द्वारा सुनिश्चित करने हेतु आवश्यक दिशा-निर्देश के संबंध में।

**प्रसंग:** बी.एस.पी.एच.सी.एल. के का०आ०सं०-1546 दिनांक 17.08.2019

महाशय,

विदित हो कि बी.एस.पी.एच.सी.एल. के का०आ०सं०-1546 दिनांक 17.08.2019 के द्वारा बिहार स्टेट पावर (होल्डिंग) कम्पनी लि० एवं उनके अनुषंगी कम्पनियों के पदाधिकारियों/कर्मचारियों के लिए वार्षिक वेतनवृद्धि हेतु निर्गत किये जाने वाले वेतन भुगतान प्राधिकार (वेतन पर्ची) के बिना वार्षिक वेतनवृद्धि निकासी एवं व्ययन पदाधिकारी द्वारा किये जाने का निर्णय लिया गया है, जो निम्न प्रकार है :-

- (क) संबंधित निकासी एवं व्ययन पदाधिकारी अपने क्षेत्राधीन पदाधिकारियों एवं कर्मचारियों का वार्षिक वेतनवृद्धि देय तिथि को उपस्थिति विवरणी के आधार पर ही भुगतान सुनिश्चित करेंगे।
- (ख) पदाधिकारी एवं कर्मचारियों के पदोन्नति, ए०सी०पी० का लाभ तथा दण्ड की स्थिति में ही वेतन पर्ची निर्गत किया जाएगा। इस प्रकार वार्षिक वेतनवृद्धि के अतिरिक्त सभी प्रकार के वेतनवृद्धि का भुगतान निकासी एवं व्ययन पदाधिकारी के द्वारा वेतन पर्ची के आधार पर ही किया जाएगा।

उपरोक्त आदेश के अंश "क" के आलोक में सूचित करना है कि Prosix Pay Roll Software में यह प्रावधान है कि वार्षिक वेतनवृद्धि देय तिथि (यथा 01ली जनवरी अथवा 01ली जुलाई) को Prosix Pay Roll Software के माध्यम से ही वार्षिक वेतनवृद्धि का लाभ संबंधित निकासी एवं व्ययन पदाधिकारी द्वारा Increment Form में जाकर संबंधित पदाधिकारियों एवं कर्मचारियों को देय वार्षिक वेतनवृद्धि (प्रभावी तिथि सहित) एकमुश्त दर्ज कर वार्षिक वेतनवृद्धि दिया जा सकता है। वार्षिक वेतनवृद्धि देने से पूर्व संबंधित निकासी एवं व्ययन पदाधिकारी को यह सुनिश्चित करना है कि :-

- 1) प्रथम वार्षिक वेतनवृद्धि (पदाधिकारी एवं तृतीय श्रेणी तक के कर्मचारियों, जिसके लिए हिन्दी टिप्पण एवं प्रारूपण परीक्षा उत्तीर्णता आवश्यक है) से संबंधित वेतन भुगतान प्राधिकार (वेतन पर्ची), हिन्दी टिप्पण एवं प्रारूपण परीक्षा उत्तीर्णोपरांत पूर्व की भांति सक्षम प्राधिकार से निर्गत की गई हो।

कृ० पृ० उ०

- 2) देय तिथि को पदाधिकारी/कर्मचारी उपार्जित अवकाश पर ना हो। यदि देय तिथि को पदाधिकारी/कर्मचारी उपार्जित अवकाश पर हैं तो उपार्जित अवकाश के पश्चात् योगदान की तिथि से ही वार्षिक वेतनवृद्धि देय होगी।
- 3) पदाधिकारी/कर्मचारी पिछले वार्षिक वेतनवृद्धि की तिथि से वर्तमान में देय वार्षिक वेतनवृद्धि के बीच किसी भी प्रकार का अवैतनिक अवकाश पर ना हो। यदि पदाधिकारी/कर्मचारी पिछले वार्षिक वेतनवृद्धि की तिथि से वर्तमान में देय वार्षिक वेतनवृद्धि के बीच किसी भी प्रकार का अवैतनिक अवकाश पर हो तो वार्षिक वेतनवृद्धि देय तिथि से अवैतनिक अवकाश अवधि के बाद की तिथि से वार्षिक वेतनवृद्धि देय होगी।
- 4) क्रम सं०-2 एवं 3 के लिए यह सुनिश्चित करना है कि उपार्जित अवकाश/रूपांतरित अवकाश (चिकित्सा अवकाश) स्वीकृतोपरांत, स्वीकृत्यादेश संख्या वर्णित करते हुए अलग से अवकाश वेतन बनाना सुनिश्चित करें जिससे अवकाश की जानकारी Prosix Pay Roll Software के माध्यम से प्राप्त हो सके।
- 5) विदित हो कि किसी माह का वेतन भुगतान पिछले माह के 21 तारीख से वेतन माह के 20 तारीख तक की उपस्थिति विवरणी के आधार पर वेतन विपत्र तैयार किया जाता है। अर्थात् वेतन माह के 21 तारीख से माह अंत तक का वेतन बिना उपस्थिति विवरणी के आधार पर भुगतान की जाती है। ऐसी स्थिति में यदि कोई कर्मचारी उक्त अवधि (21 तारीख से माह अंत के बीच) उपार्जित/रूपांतरित अवकाश ग्रहण किये हैं तो अवकाश स्वीकृतोपरांत अवकाश वेतन निश्चित रूप से तैयार किया जाना है जिसमें पूर्व में किये गये सामान्य वेतन भुगतान का सामायोजन किया जाना है।

इस प्रकार देय तिथि को वार्षिक वेतनवृद्धि का लाभ देते हुए, वार्षिक वेतनवृद्धि से संबंधित सूचना संबंधित स्थापना (यथा पदाधिकारियों के लिए संबंधित कम्पनी के लेखा पदाधिकारी (स्थापना) तथा कर्मचारियों के लिए सामान्य प्रशासन विभाग के संबंधित शाखा) को समर्पित करना सुनिश्चित करेंगे जिससे पदाधिकारी एवं कर्मचारियों का सेवा इतिहास अद्यतन किया जा सके। साथ ही संबंधित स्थापना से यह सुनिश्चित किया जा सके कि दी गई वार्षिक वेतनवृद्धि नियमानुकूल प्रदान की गई है। स्थापना द्वारा वार्षिक वेतनवृद्धि में त्रुटि की स्थिति में तत्काल संबंधित निकासी एवं व्ययन पदाधिकारी को सही वेतन की जानकारी देना सुनिश्चित करेंगे।

विश्वासभाजन,

ह०/-

(एन० के० झा)

महाप्रबंधक (वित्त एवं लेखा)

ज्ञापांक \_\_\_\_\_

दिनांक \_\_\_\_\_

प्रतिलिपि: महाप्रबंधक (मा०सं०/प्रशा०), बी.एस.पी.एच.सी.एल./ बी.एस.पी.जी.सी.एल./ बी.एस.पी.टी.सी.एल./ एन.बी.पी.डी.सी.एल./ एस.बी.पी.डी.सी.एल./ महाप्रबंधक (वित्त एवं लेखा), बी.एस.पी.जी.सी.एल./ बी.एस.पी.टी.सी.एल./ एन.बी.पी.डी.सी.एल./ एस.बी.पी.डी.सी.एल. को सूचनार्थ प्रेषित।

ह०/-


(एन० के० झा)

महाप्रबंधक (वित्त एवं लेखा)

ज्ञापांक 1957

दिनांक 02-09-19

✓ प्रतिलिपि : उष महाप्रबंधक (आई०टी०), बिहार स्टेट पावर (होलिडिंग) कम्पनी लि० को सूचनार्थ एवं उनसे अनुरोध है कि इसे कम्पनी के वेबसाइट पर अपलोड करने की कृपा करें।

  
(एन० के० झा)  
महाप्रबंधक (वित्त एवं लेखा)



# बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड

Bihar State Power (Holding) Company Limited

निबंधित कार्यालय : प्रधान सचिव, विद्युत विभाग, गेजेटेड ऑफिस, काठमांडू

Website-[www.bsphcl.bih.nic.in](http://www.bsphcl.bih.nic.in)

(Department of HR and Administration)

72

कार्यालय आदेश संख्या 1546 /पटना,

दिनांक 17-8-2019

H-VIII/Misc.-10018/19

पूर्ववर्ती बिहार राज्य विद्युत बोर्ड के द्वारा निर्गत वित्त एवं लेखा कोड के अध्याय-3, खंड-3 (3.111 एवं 3.112) में वेतन पर्ची निर्गत करने संबंधी नियम वर्णित है, जो निम्न प्रकार है :-

3.111 : "Pay Slip will be issued to all Gazetted Officer by the Director of Accounts for the first time when they are appointed and thereafter for every change in emoluments due to periodical increments, additions to pay and fixed Allowance, Promotions, etc."

3.112 : "No Gazetted Officer of the Board may be paid an increased or a changed rate of pay, Leave Salary, Fixed Allowances or any rewards or honorarium unless the payments is authorized by the Director of Accounts"

2. उपरोक्त के परिप्रेक्ष्य में वर्तमान में बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड एवं इसकी अनुषंगी कम्पनियों के सभी पदाधिकारियों के लिए संबंधित कम्पनी के तदेन लेखा निदेशक सम्प्रति महाप्रबंधक (वित्त एवं लेखा) कार्यालय द्वारा लेखा पदाधिकारी (वेतन पर्ची) के हस्ताक्षर से प्रत्येक वेतनवृद्धि (वार्षिक वेतनवृद्धि के साथ) के लिए वेतन पर्ची निर्गत करने की व्यवस्था है।

3. इसके अतिरिक्त वर्तमान में बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड एवं इसकी अनुषंगी कम्पनियों के सभी कर्मचारियों के लिए संबंधित कम्पनी के प्रशासन शाखा के स्तर से प्रत्येक वेतनवृद्धि (वार्षिक वेतनवृद्धि के साथ) के लिए वेतनवृद्धि आदेश निर्गत करने की व्यवस्था है।

4. वार्षिक वेतनवृद्धि एक सामान्य प्रक्रिया है जो राज्य सरकार के अनुरूप कम्पनी द्वारा सभी कर्मचारी एवं पदाधिकारी को देय तिथि 01 जनवरी अथवा 01 जुलाई को प्रतिवर्ष देय है। वार्षिक वेतनवृद्धि की स्वीकृति के समय यह सुनिश्चित किया जाता है कि संबंधित कर्मचारी एवं पदाधिकारी वार्षिक वेतनवृद्धि देय तिथि को अदकाश में ना हो अथवा पूर्व के वेतनवृद्धि तिथि से वर्तमान देय वेतनवृद्धि तिथि की अवधि में अवैतनिक अदकाश पर ना हो।

5. अतः प्रतिवर्ष एक साथ अधिकाधिक संख्या में पदाधिकारियों के लिए वार्षिक वेतनवृद्धि हेतु वेतनपर्ची तथा कर्मचारियों के लिए वार्षिक वेतनवृद्धि स्वीकृत्यादेश को निर्गत करने में होने वाली कठिनाईयों के मददेनजर समीक्षोपरान्त यह निर्णय लिया जाता है कि :-

(क) संबंधित निकासी एवं व्ययन पदाधिकारी अपने क्षेत्राधीन पदाधिकारियों एवं कर्मचारियों का वार्षिक वेतनवृद्धि देय तिथि को वार्षिक वेतनवृद्धि देय तिथि को उपस्थिति विवरणी के आधार पर ही भुगतान सुनिश्चित करेंगे।

(ख) पदाधिकारियों एवं कर्मचारियों के पदोन्नति, ए०सी०पी० का लाभ तथा दंड की स्थिति में ही वेतन पर्ची निर्गत किया जायेगा। इस प्रकार वार्षिक वेतनवृद्धि के अतिरिक्त सभी प्रकार के वेतनवृद्धि का भुगतान निकासी एवं व्ययन पदाधिकारी के द्वारा वेतन पर्ची के आधार पर ही किया जायेगा।

आदेश से,

ह०/-

(राजीव रंजन सिंहा)

महाप्रबंधक (मा०सं०/प्रशा०)

ज्ञापांक \_\_\_\_\_/पटना

दिनांक \_\_\_\_\_/2019

प्रतिलिपि:- अध्यक्ष-सह-प्रबंध निदेशक के (विशेष कार्य पदाधिकारी/प्रधान आप्त सचिव)/निदेशक (मा०सं०) के प्रधान आप्त सचिव, बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड/प्रबंध निदेशक के विशेष कार्य पदाधिकारी, नार्थ बिहार पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड/प्रबंध निदेशक के विशेष कार्य पदाधिकारी, साउथ बिहार पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड/प्रबंध निदेशक के विशेष कार्य पदाधिकारी, बिहार स्टेट पावर जेनरेशन कम्पनी लिमिटेड/प्रबंध निदेशक के विशेष कार्य पदाधिकारी, बिहार स्टेट पावर ट्रांसमिशन कम्पनी लिमिटेड को सूचनार्थ प्रेषित।

ह०/-

(राजीव रंजन सिन्हा)

महाप्रबंधक (मा०सं०/प्रशा०)

ज्ञापांक \_\_\_\_\_/पटना

दिनांक \_\_\_\_\_/2019

प्रतिलिपि:- सभी महाप्रबंधक (मा०सं०/प्रशा०)/सभी महाप्रबंधक-सह-मुख्य अभियंता/सभी मुख्य अभियंता/सभी महाप्रबंधक (राजस्व)/महाप्रबंधक (वित्त एवं लेखा)/परियोजना प्रबंधक/सभी उप महाप्रबंधक-सह-विद्युत अधीक्षण अभियंता/सभी विद्युत अधीक्षण अभियंता/सभी उप महाप्रबंधक/सभी उप सचिव/सभी विशेष कार्य पदाधिकारी (मा०सं०/प्रशा०)/विधि परामर्शी/सभी विद्युत कार्यपालक अभियंता/सभी कार्यपालक अभियंता (असैनिक)/उप विधि परामर्शी/सभी वरीय प्रबंधक/सभी अवर सचिव/सभी लेखा पदाधिकारी/सभी प्रशासी पदाधिकारी/कम्पनी सचिव/सभी प्रशाखा पदाधिकारी, बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड, पटना एवं इसके सभी अनुषंगी कम्पनियों को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

ह०/-

(राजीव रंजन सिन्हा)

महाप्रबंधक (मा०सं०/प्रशा०)

ज्ञापांक \_\_\_\_\_/पटना

दिनांक \_\_\_\_\_/2019

प्रतिलिपि:- आवासीय अभियंता, बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड अतिथिशाला, नई दिल्ली/कोलकाता को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह०/-

(राजीव रंजन सिन्हा)

महाप्रबंधक (मा०सं०/प्रशा०)

ज्ञापांक 188 /पटना

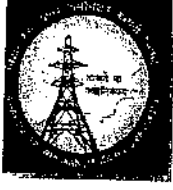
दिनांक 17/8 /2019

प्रतिलिपि:- उप महाप्रबंधक (आई०टी०)/डाटा बेस एडमिनिस्ट्रेटर, बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

2. इस आदेश को बिहार स्टेट पावर (होल्डिंग) कम्पनी लिमिटेड के वेबसाइट पर अपलोड किया जाय।

(राजीव रंजन सिन्हा)

महाप्रबंधक (मा०सं०/प्रशा०)



# बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना

(DEPT. OF HR & ADMINISTRATION)

Website - [www.bsptcl.in](http://www.bsptcl.in), Contact No.: 7763817975, 7763818077, Email- [hr.admin@bsptcl.bihar.gov.in](mailto:hr.admin@bsptcl.bihar.gov.in)

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पत्रांक-

दिनांक-

T-U Misc/17021/2023

प्रेषक:

जवाहर प्रसाद  
उपमहाप्रबंधक (मा0 सं0/प्रशा0)।

सेवा में,

सभी मुख्य अभियंता,  
सभी महाप्रबंधक--सह मुख्य अभियंता,  
सभी संचरण जोन, BSPTCL  
सभी विद्युत अधीक्षण अभियंता,  
कम्पनी मुख्यालय, BSPTCL पटना।  
सभी विद्युत अधीक्षण अभियंता,  
सभी संचरण अंचल, BSPTCL  
सभी विद्युत कार्यपालक अभियंता,  
कम्पनी मुख्यालय, पटना।  
सभी विद्युत कार्यपालक अभियंता,  
सभी संचरण प्रमंडल, BSPTCL  
सभी सहायक विद्युत अभियंता,  
कम्पनी मुख्यालय, BSPTCL पटना।  
सभी सहायक विद्युत अभियंता,  
सभी संचरण अवर प्रमंडल, BSPTCL  
सभी कनीय विद्युत अभियंता,  
कम्पनी मुख्यालय, BSPTCL पटना।  
सभी कनीय विद्युत अभियंता,  
सभी ग्रिड सब स्टेशन, BSPTCL

विषय:-

पासपोर्ट के लिए अनापत्ति प्रमाण-पत्र निर्गत करने एवं उचित माध्यम से आवेदन समर्पित करने के संबंध में।

महाशय,

प्रायः देखा जा रहा है कि कम्पनी मुख्यालय एवं क्षेत्रीय कार्यालयों में पदस्थापित पदाधिकारियों/कर्मचारियों के द्वारा पासपोर्ट हेतु अनापत्ति प्रमाण-पत्र निर्गत करने के लिए आवेदन बिना अपने नियंत्रित पदाधिकारी से अग्रसारित कराए ही कंपनी मुख्यालय को समर्पित किया जा रहा है। संबंधित विभाग द्वारा भी बिना पत्र के माध्यम से ही आवेदन को कंपनी मुख्यालय में भेज दिया जाता है। इस कारण प्राप्त आवेदनों से संबंधित कार्यालय कार्य निष्पादित करने में असुविधा हो रही है।

साथ ही साथ मामले में अग्रतर कार्रवाई हेतु इस कार्यालय को निम्न दस्तावेजों की आवश्यकता है:-

(i) पासपोर्ट साईज 02 (दो) फोटो

(ii) Self Declaration

(iii) Prior intimation Letter (Annexure-H) from the Government/PSU/Statutory



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Body Employee to His/Her Administrative office for submission of  
Passport Application for Himself/Herself (On Prescribed format).

- (iv) Annexure 'G'/Annexure 'A'
- (v) स्थायी पता से संबंधित दस्तावेज।
- (vi) Employee Identity Card.
- (vii) Undertaking Regarding Court Cases/Criminal Case/FIR Lodged against  
Him/Her verified by Controlling Officer.

अतः अनुरोध है कि पासपोर्ट के लिए अनापत्ति प्रमाण-पत्र निर्गत करने के लिए कंपनी मुख्यालय पटना को भेजे जाने वाले आवेदनों को उपरोक्त वर्णित दस्तावेजों के साथ उचित माध्यम से पत्र के द्वारा ही समर्पित करने की कृपा की जाय।

अनु० तथैव।

ह०/-

(जवाहर प्रसाद)

उपमहाप्रबंधक (मा० सं०/प्रशा०)

ज्ञापांक 2960 पटना/ दिनांक 06/12/2023

प्रतिलिपि:- अनुलग्नक की प्रति सहित सभी निदेशक (परियोजना)/मुख्य अभियन्ता (असैनिक)/सभी अधीक्षण अभियन्ता (असैनिक)/ सभी कार्यपालक अभियन्ता (असैनिक)/ सभी सहायक अभियन्ता (असैनिक)/ सभी कनीय अभियन्ता (असैनिक)/ सभी डाटा बेस एडमिनिस्ट्रेटर, सभी आई० टी० मैनेजर/सभी प्रधान अगजन/ सभी सहायक आई० टी० मैनेजर, बिहार स्टेट पावर ट्रांसमिशन कंपनी लि० पटना को सूचनार्थ प्रेषित।

2. डाटा बेस एडमिनिस्ट्रेटर, बिहार स्टेट पावर ट्रांसमिशन कंपनी लि० पटना से अनुरोध है कि इसे कंपनी के वेबसाइट पर अपलोड करने की कृपा की जाय।

अनु० तथैव।

Om  
5/12/23

(जवाहर प्रसाद)

उपमहाप्रबंधक (मा० सं०/प्रशा०)

05-12-23

ANNEXURE 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY  
EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT  
APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place: .....

Date: .....

[To be addressed to the Controlling/Administrative Authority with full postal address]

.....  
.....  
.....  
.....

PIN: .....

Tel:.....

Fax: .....

Email: .....

**Subject: Prior Intimation for Submission of Passport Application.**

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office,  
..... This is for your kind information and record.

Yours faithfully,

Employer Signature: .....

Employer Office Seal: .....

Signature: .....

Name: .....

Date of Birth: .....

Designation: .....

Name of Office Where Working: .....

Name of Organisation: .....

Address of Present Office: .....

Residential Address: .....

**Note:** The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.

**UNDERTAKING**

(to be submitted on plain paper as per provisions of GSR. 570(E) dated 25.08.1993)

I am applying/have applied for passport with the following details:

- (a) Name :.....
- (b) Date of Birth :.....
- (c) Father's Name :.....
- (d) Mother's Name :.....
- (e) Present Address :.....
- (f) File No. / ARN No. :.....

2. The criminal case(s) with following details is / are pending against me:  
(if more than one case is pending, details of all cases may be provided.  
Additional sheet giving complete information may be attached.)

- (a) Case No :.....
- (b) Name of Court :.....
- (c) Details of Investigating Agency :.....  
(Please provide details of Police Station /  
Investigation Officer, etc.)
- (d) Last date of hearing :.....
- (e) Next date of hearing :.....

3. I hereby undertake that I shall, if required by the Court concerned, appear before it at any time during the continuance in force of the passport so issued.

4. I am aware that it is an offence under the Passport Act, 1967 to furnish any false information or to suppress any material information with a view to obtaining a passport or any other travel document.

5. The above information given by me in this undertaking and enclosures is true and I am solely responsible for its accuracy.

(Signature of the Passport applicant)

Name :.....  
Mobile no.:.....

Date:.....

Place:.....