



उत्तर प्रदेश पावर कारपोरेशन लिमिटेड

(उ०प्र० सरकार का उपक्रम)

U.P. POWER CORPORATION LIMITED

(Govt. of Uttar Pradesh Undertaking)

शक्ति भवन, 14 अशोक मार्ग, लखनऊ

CIN : U32201UP1999SGC024928

- सं०-09 -ज०श० प्र०सु० एवं प्रशि०-01/पाकालि/2024-10-ज०श० प्र०सु० एवं प्रशि०/2022 दिनांक 12.2024
- 1 निदेशक (वित्त/वितरण/आईटी/सीओपीओ/वाणिज्य),
उ०प्र० पावर कारपोरेशन लि०,
शक्ति भवन, लखनऊ।
- 2 निदेशक (का०प्र० एवं प्रशा०),
पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल,
विद्युत वितरण निगम लि०,
वाराणसी/लखनऊ/आगरा/मेरठ।
- 3 निदेशक (तकनीकी),
कानपुर विद्युत आपूर्ति कम्पनी लि०,
कानपुर।
- 03/01/2025

विषय :- ERP SAP पर ससमय Employee Separation Cycle चलाये जाने के सम्बन्ध में।

महोदय,

उपरोक्त विषय के सम्बन्ध में अवगत कराना है कि कारपोरेशन में कार्यरत किसी भी कार्मिक की मृत्यु/त्याग-पत्र/VRS इत्यादि की परिस्थितियों में SAP GUI पर Separation Cycle चलाया जाना अनिवार्य होता है जिससे सम्बन्धित कार्मिक को अग्रेतर अवधि का वेतन निर्गत न हो सके। किन्तु संज्ञान में आ रहा है कि ससमय Separation Cycle ना चलाये जाने के कारण वेतन के त्रुटिपूर्ण भुगतान हो जा रहे हैं जिससे उस धनराशि की Recovery हेतु अनावश्यक कार्यवाही करनी पड़ रही है।

अतः कार्मिकों की मृत्यु/त्याग-पत्र/VRS इत्यादि की परिस्थितियों में ERP SAP पर ससमय Separation Cycle चलाये जाने हेतु सम्बन्धित को निर्देशित करने का कष्ट करें जिससे अनावश्यक कार्यवाही से बचा जा सके।

संलग्नक:- User Manual-Separation Process

भवदीय,

(Signature)

(कमलेश बहादुर सिंह)

निदेशक (का० प्र० एवं प्रशा०)

संख्या-09 -ज०श० प्र०सु० एवं प्रशि०-01/पाकालि/2024 तददिनांक ।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. प्रबन्ध निदेशक, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर।
2. अपर सचिव (प्रथम/द्वितीय), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
3. समस्त मुख्य अभियन्ता, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
4. समस्त क्षेत्रीय मुख्य अभियन्ता, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर।
5. सचिव (ट्रस्ट), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
6. उप महाप्रबन्धक (वित्त/लेखा प्रशासन), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
7. समस्त अधीक्षण अभियन्ता, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर।
8. समस्त अधिशासी अभियन्ता, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर।

आज्ञा से,

(Signature)

उप सचिव (ज०श० प्र०सु० एवं प्रशि०)



PROJECT SAKSHAM

END USER DOCUMENT

PROCESS: Separation Action

Table of Contents

1	DOCUMENT CONTROL	3
1.1	DOCUMENT HISTORY	3
1.2	DISTRIBUTION.....	3
1.3	USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL	3
2.1	OVERVIEW	4
2.2	MENU PTH.....	4
2.3	USER ROLE.....	4
2.4	STEPS	4
4	GLOSSARY	9

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UPPCL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V0.1	16.05.2024	Gyanendra Kumar	Initial Submission
V0.2	30.12.2024	Alok Singh	Initial Submission

1.2 DISTRIBUTION

Date	Type of Users	Purpose

1.3 USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL

Date	Roles	Posts	Purpose

1.4 OVERVIEW

This document explain separation process

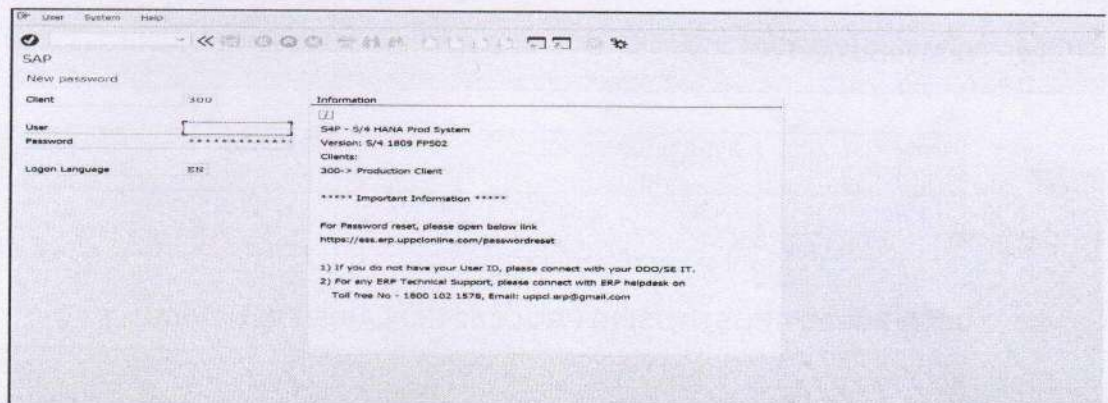
1.5 MENU PTH

T. code : PA40

1.6 USER ROLE

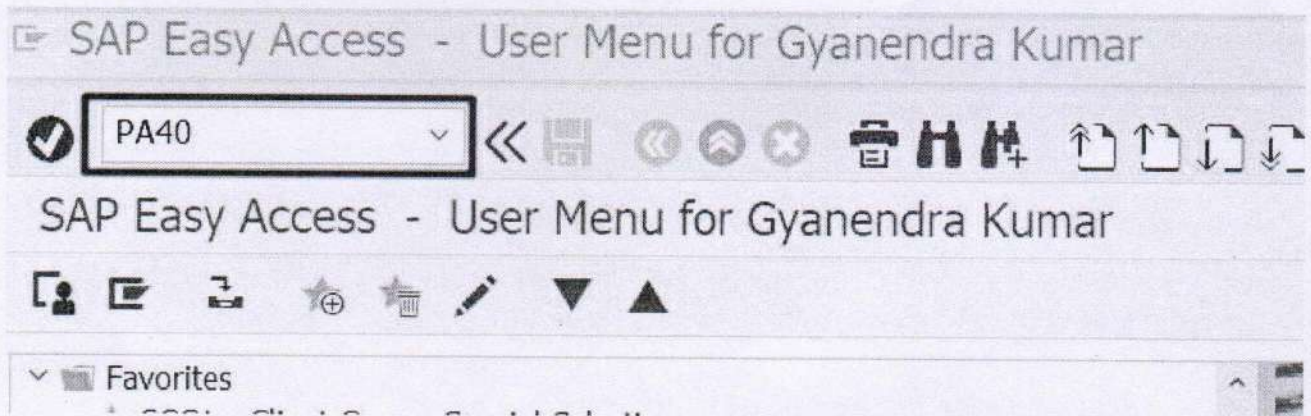
Description of User role along with the possible post names who will be executing transaction.

STEP 1: Login on SAP GUI



STEP 2: Run T code PA40

Write the T code PA40 in command field.



STEP 3: Select the Separation action.

Personnel no. - Fill the SAP id of the employee.

From – Date of separation

Select – Separation PCL then execute

Personnel Actions

Find by

- Person
 - Collective Search Help
 - Search Term
 - Free search

Personnel no. 17400006

Name Kumar ravi

Personnel ar UH00 UPPCL Head Office

Subarea UH23 RESSPO

From 31.12.2023

EE group D Class IV

EE subgrp OW Shramik

Personnel Actions

Action Type	Person...	EE group	EE sub...
Joining - PCL			
Probation - PCL			
Probation Extension - PCL			
Confirmation - PCL			
Initiate Transfer - PCL			
Promotion Joining - PCL			
Promotion - Relieving PCL			
Separation - PCL			
Suspension - PCL			
Initiate Promotion PCL			
Revoke Suspension - PCL			
Pre-Separation - PCL			

STEP 4: Fill the Reason for action.

Check the start date of separation.

Reason for action – click on F4(help button) then choose separation type.

Copy Actions

Execute info group

Change info group

ers.No.

17400006

ers.No.

17400006

ers.area

UH00 UPPCL Head Office

E subgrp

OW Shramik

start

01.01.2024 to 31.12.9999

Name

Kumar ravi

Cost Ctr

UPH0000008

Inquiry Com...

WS rule

GEN

General Shift ...

Personnel action

Action Type

Z9 Separation - PCL

Reason for Action

Status

Customer-specific

Employment

0 Withdrawn

Special payment

Organizational assignment

Position

20006492

Shramik

Personnel area

UH00

UPPCL Head Office

Employee group

D

Class IV

Employee subgroup

OW

Shramik

Additional actions

Start Date

Act.

Action Type

ActR

Reason for action

Reason for Action (1) 9 Entries found

Help View for Reasons for Actions

Action Type: Z9

Name of action type: Separation - PCL

Ac

Name of reason for acti...

01

Resignation

02

Dismissal

03

Death of employee

04

Termination

05

End of Contract

06

Retirement

07

Voluntary Retirement

08

Compulsary Retirement

09

Deputed outside Group

9 Entries found

Version 0.2 End User Manual

Page 6 of 18

Project – SAKSHAM

Then press two time Enter and save

Copy Actions

   Execute info group  Change info group

Pers.No.	17400006			
Pers.No.	17400006	Name	Kumar ravi	
Pers.area	UH00 UPPCL Head Office	Cost Ctr	UPH0000008	Inquiry Com...
EE subgrp	OW Shramik	WS rule	GEN	General Shift ...
Start	01.01.2024	to	31.12.9999	

Personnel action

Action Type	Z9 Separation - PCL	▼
Reason for Action	01 Resignation	

Status

Customer-specific		▼
Employment	0 Withdrawn	▼
Special payment		▼

Organizational assignment

Position	20006492	Shramik
Personnel area	UH00	UPPCL Head Office
Employee group	D	Class IV
Employee subgroup	OW	Shramik

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
------------	------	-------------	------	-------------------

Click on Yes button.

Create Vacancy

s 20006492 Shramik

Create on 01.01.2024

Holder

Ic...	Holder	Percenta...	Assigned as ...	Assigned u...
	Kumar ravi	100.00	01.04.2023	Unlimited

Yes

No

Cancel

Now a new screen (Copy of Organizational assignment) will open then press enter and click on tick button for account assignment fund notification.

Copy Organizational assignment

Org Structure

Personnel No	17400006	Name	Kumar ravi
EE group	D Class IV	Pers.area	UH00 UPPCL Head Office
EE subgroup	OW Shramik	Cost Center	UPH0000008 Inquiry Committee
Start	01.01.2024	to	31.12.9999

Enterprise structure

CoCode	UPPC UPPCL	Leg.person	
Pers.area	UH00 UPPCL Head Office	Subarea	UH23 RESSPO
Cost Ctr	UPH0000008 Inquiry Committee	Bus. Area	
Fund	OWN_FN_EST Own fund establishm		

Personnel structure

EE group	D Class IV	Payr.area	UH RESSPO
EE subgroup	OW Shramik	Contract	

Organizational plan

Position	99999999	Integration: default p...	
Job key			
Org. Unit	10000445 SE(HQ and Assembly)		
Org.key	UH00UH23		

Administrator

Group	UH00
PersAdmin	
Time	
PayrAdmin	
Supervisor	

New default for payroll area: 99

Class IV Payt.died UN KESSPU

Information

i Account assignment Fund only valid until 31.03.9999

Supervisor

Then click on tick button and save
Then skip the basic pay

Copy Basic Pay

Insert wage type Delete wage type Payments and Deductions

Pers.No. 17400006 Name Kumar ravi

Pers.area UH00 UPPCL Head Office Cost Ctr UPH0000008 Inquiry Com...

EE subgrp OW Shramik WS rule GEN General Shift ...

Start 01.01.2024 To 31.12.9999

Payment type 0 Basic contract Object ID

Reason No Reason Next increase

Pay scale Further information

Type	U7	7th Pay Commision	Capacity Util. Level	100.00 %	PER
Area	UM	Metro	Work hours/period	175.00	Monthly
Group	U705	Level 05	Ann.salary		INR

W...	Wage Type Long Text	O. Amount	Cur...	I..	A. Number/U...	Unit
1000	Basic Salary	33,500.00	INR	I	✓	
1026	Grade Pay (7th Pay)-Dummy	3,000.00	INR	I		
1015	DA 7th Pay	17,755.00	INR	I	✓	
1060	Medical Allowance	200.00	INR	I	✓	
			INR			
			INR			
			INR			

IV 28.12.2024 - 31.12.9999 51,455.00 INR

Skip the date specifications

Copy Date Specifications



Pers.No.	17400006	Name	Kumar ravi
Pers.area	UH00 UPPCL Head Office	Cost Ctr	UPH0000008 Inquiry Com...
EE subgrp	OW Shramik	WS rule	GEN General Shift ...
Start	01.01.2024 to 31.12.9999		

Date Specifications

Date type	Date	Date type	Date
UI PCL Stnd Increment	01.01.2024	UJ PCL Joining Date	01.04.2023
UR PCL Retirement	31.05.2043		

Skip Contract Elements



Create Contract Elements



Maintain activities

Pers.No.	17400006	Name	Kumar ravi
Pers.area	UH00 UPPCL Head Office	Cost Ctr	UPH0000008 Inquiry Com...
EE subgrp	OW Shramik	WS rule	GEN General Shift ...
Start	01.01.2024 to 31.12.9999		

Contractual regulations

Contract Type	01 Permanent - PCL
Terms and conditions	
☐ Sideline job	
☐ Competition clause	

Payment period from beginning of illness

Continued Pay		Special Rule	
Sick Pay Supplement			

Deadlines

Probationary Period	1 Years
ER Notice Period	05 3 MONTHS
EE Notice Period	05 3 MONTHS
Work Permit	

Entry

Initial Entry	
Entry into Group	
Corporation	

Skip the Monitoring Tasks

Create Monitoring of Tasks



Pers.No.	17400006	Name	Kumar ravi
Pers.area	UH00 UPPCL Head Office	Cost Ctr	UPH0000008 Inquiry Com...
EE subgrp	OW Shramik	WS rule	GEN General Shift ...

Task

Task Type	☒	
Date of Task	☒	Processing indicator New task

Reminder

Reminder Date	
Lead/follow-up time	For specific task type

Comments

Skip Provident Fund Contribution

Delimit Provident Fund Contribution



Personnel No	17400006	Name	Kumar ravi
EE group	D Class IV	Pers.area	UH00 UPPCL Head Office
EE subgroup	OW Shramik	Cost Center	UPH0000008 Inquiry Committee
Choose	01.01.2024	bis	31.12.9999 STy. Delimit.Date 01.01.2024

From	To	PF No	Pension No	VPF	VPF Amount	Women C...	Ee basi
01.04.2023	31.12.9999	UPPCL/CPF/3075		0.00	0.00		2

Skip Recurring Payments/Deductions

Create Recurring Payments/Deductions



Pers.No. 17400006 Name Kumar ravi
 Pers.area UH00 UPPCL Head Office Cost Ctr UPH0000008 Inquiry Com...
 EE subgrp OW Shramik WS rule GEN General Shift ...
 Start 01.01.2024 to 31.12.9999

Recurring Payments/Deductions

Wage Type ☒
 Amount INR Ind.val.
 Number/unit
 Assignment Number
 Reason for Change

Payment dates

1st payment period or 1st payment date
 Interval in periods Interval/Unit

Close EL details

Subtypes for infotype "Time Quota Compensation" (1) 1 Entry found

Restrictions



E...	PSG...	Comp.met...	Description
1	90	2000	EL Encashment

Skip Time Quota Compensation

Create Time Quota Compensation

Compensate

Pers.No. 17400006 Name Kumar ravi
 Pers.area UH00 UPPCL Head Office Cost Ctr UPH0000008 Inquiry Com...
 EE subgrp OW Shramik WS rule GEN General Shift ...
 Start 01.01.2024

Comp. method 2000 EL Encashment

Compensation specifications

Time quota type 20 Earned Leave
 Compensation rule 000
 No. to compensate
 Do Not Account ☐

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Cur...	Deduction...	Deduction...	Quota counter
10	Casual Leave	11.00000	Days	0.00000	11.00000		0.00		01.04.2023	31.12.2023	0000000000455472006
20	Earned Leave	8.00000	Days	0.00000	8.00000		0.00		01.04.2023	31.12.9999	0000000000455482006
20	Earned Leave	15.00000	Days	0.00000	15.00000		0.00		01.07.2023	31.12.9999	0000000000455542006
21	Leave on Private Affairs	8.00000	Days	0.00000	8.00000		0.00		01.04.2023	31.12.9999	0000000000455512006
21	Leave on Private Affairs	15.00000	Days	0.00000	15.00000		0.00		01.07.2023	31.12.9999	0000000000455552006
30	Medical Leave	365.00000	Days	0.00000	365.00000		0.00		01.04.2023	31.12.9999	0000000000455492006
40	Restricted Holiday	2.00000	Days	0.00000	2.00000		0.00		01.04.2023	31.12.2023	0000000000455502006

Skip Increase in Basic Salary

Create Increase in Basic Salary



Pers.No. 17400006 Name Kumar ravi
 Pers.area UH00 UPPCL Head Office Cost Ctr UPH0000008 Inquiry Com...
 EE subgrp OW Shramik WS rule GEN General Shift ...
 Start 01.01.2024 To 01.01.2024

Administration Information

Authorized Signatory		For Authorized Signatory	
Correspondance Through		Reference Number	
CC Recipient 1		CC Recipient 2	
CC Recipient 3		Report To	

Proposed New Org Data

Personal Area		Personal Sub Area	
Org Unit		Current Org Unit	
Position		Effective Date	

Proposed New Personnel Action

Action Type

Reason

Other Details

Cheque Date		Cheque Amount	
Country/Reg.		Bank Key	

Status Of Correspondance Letter

Status INITIAL Ini...

Issued by Issue date

Additional fields

Choose Action type- Separation- PCL

☒ Subtypes for infotype " Employee Documents" (1) 41 Entries found

Restrictions








ST...	Name
X1	Claims
X10	Disciplinary case details
X11	Vigilance Clearence
X12	Appraisal forms
X13	Office Orders
X14	Joining - PCL
X15	Probation - PCL
X16	Probation Extension - PCL
X17	Confirmation - PCL
X18	Initiate Transfer - PCL
X19	Promotion Joining - PCL
X2	Leave Order and Proof Doc
X20	Promotion - Relieving PCL
X21	Deputation - PCL
X22	End of Deputation - PCL
X23	Separation - PCL
X24	Suspension - PCL
X25	Revoke Suspension - PCL
X26	Pre-Separation - PCL

41 Entries found

ional actions

Upload the OM if available then save otherwise skip

 Create Employee Documents

Create Employee Documents

Pers.No.	17400006	Name	Kumar ravi
Pers.area	UH00 UPPCL Head Office	Cost Ctr	UPH0000008 Inquiry Com...
EE subgrp	OW Shramik	WS rule	GEN General Shift ...
Start	01.01.2024	To	31.12.9999

Upload

Employee Documents

Document name	
Document Class	
Document description	
Document ID	
Archived On	

4 GLOSSARY

HRM	Human Resource Management
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Personnel Areas (PA)	Personnel Areas are the subunits of a company that are specific to Personnel Administration. Personnel Areas usually defines geographical locations. One Personnel Area can belong to only one Company code
Personnel subarea (PSA)	Personnel subarea represents a further subdivision of the Personnel Area. The principle Organizational aspects of human resources are controlled at this level, like Holiday Calendars, Wages and Allowances, Shift Timings, Leaves Quotas, Professional Tax etc.
Employee group (EG)	Employee group is a general division of employees, which defines the different types of workforces and their employment terms and conditions
Employee Subgroups (ESG)	Employee Subgroups are subdivision of employee groups. The principle Organizational aspects of human resources are controlled at this level, Wages and Allowances, Shift Timings, Leaves Quotas, Wage Calculation Rules etc.
Payroll Area	Grouping of employees to process Payroll.
SAP	Systems, Applications and Products (in data processing)