Process for 'Sanction & payment of balance amount of Exgratia as 4th installment (including revision of Exgratia payable if any)' of VRS 2019 optees & Revision of Leave Encashment due to change in LPD

Prerequisite of the process

1. At least 1st installment of Exgratia should have already been paid.

If 1st installment is not paid then this process must not be done.

2. (a). All the data of the VRS 2019 optees (like Last Pay Drawn, Date of Birth, Date of joining/Appointment, Training Period, TSM period, Length of service etc) must be verified/ratified by CCA/PPO issued by CCA.

In case of any mismatch same should be reconciled by resolving all discrepancies in co-ordination with CCA before starting this process.

With respect to above point if any changes are required in ERP data same must be updated in respective Infotypes like IT0008, IT0041, IT0000, etc **The concerned officers must scrupulously check all the data and update the necessary Infotypes.**

For updating above changes in VRS 2019 Module for revision of Exgratia & Leave Encashment payable, the Circles must raise PIS (one consolidated list of entire circle through one PIS) for all those cases where changes have been done in Infotypes as mentioned above so that re-verification (to be done by re-executing Tcodes- ZHR_VRS_DATA_VERIFY & ZHR_VRS_FINAL_VERIFY i.e. Steps 1 & 2 as mentioned below) may be allowed for these cases.. The PIS has to be raised to Mr Anand Kumar (HCM – HR L3).

(b).It may be noted that formula for Total pension for remaining period of service of the optees have been changed due to rounding off issue as intimated by DOT. Therefore if there is no change in the data and the change is only on account of Total pension for remaining period of service then there is no requirement to run re-verification process. In such cases, only the process for Sanction & payment of balance amount of Exgratia as 4th installment (Steps 3 to 6 as mentioned below) has to be run.

3. Similar action as mentioned in point number 2(a) above has to be taken for all EPP cases.

Note -: All the officers involved in executing the 'Process steps for -'Sanction & payment of balance amount of Exgratia as 4th installment (including revision of Exgratia payable if any)' of VRS 2019 optees & Revision of Leave Encashment due to change in LPD' will be fully responsible for the correctness of data , reconciliation of data with CCA & amounts paid, hence all due diligence & care must be taken in data maintenance and execution of process steps. Also the amount already paid & balance final amount payable must be cross checked by officers involved by doing calculations at their end for correctness of payments.

Process steps are as below:-

1. ZHR_VRS_DATA_VERIFY **to be executed only for those cases which require to update data changes (like LPD, DOB, DOA, Qualifying service/ Non-qualifying service/ Training period /TSM etc in VRS 2019 module.** (This Tcode is supposed to be executed by SDE HR / Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.)

2. ZHR_VRS_FINAL_VERIFY **to be executed only for those cases which require to update data changes (like LPD, DOB, DOA, Qualifying service/ Non-qualifying service/ Training period /TSM etc in VRS 2019 module.** (This Tcode is supposed to be executed by AO /Pay Admin. This Tcode has been assigned to Circle pay admin & SSA pay admin roles.)

*** the Tcodes mentioned in Step 1 & 2 are to be executed by 2 different officers or else system may give error. So proper care must be taken while executing the the Tcodes.

3. ZHR_VR1_EXG_SAN_PROC **to be executed for all VRS optee.** (This Tcode is supposed to be executed by SDE HR/ Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.)

4. ZHR_VR1_EXG_VER_PROC **to be executed for all VRS optee.** (This Tcode is supposed to be executed by AO /Pay Admin. This Tcode has been assigned to Circle pay admin & SSA pay admin roles.)

5. ZHR_VR1_EXG_SANCTION **to be executed for all VRS optee.** (This Tcode is to be executed by AGM Admin/DGM Admin. The Tcode has been assigned to ZHR_VRS_EXG_LE_SANCTION role. If role not assigned to any officers of unit then request for same may be raised through PIS addressed to Mr Vipin of ERP HCM HR L3.)

6. ZHR_VR1_EXG_PAYMNT_U **to be executed for all VRS optee.** (This Tcode is to be executed by AO / Pay Admin. The Tcode has been assigned to Circle Pay admin & SSA Pay admin roles.)

*** the Tcodes mentioned in Step 3,4 &5 are to be executed by 3 different officers or else system may give error. So proper care must be taken while executing the the Tcodes.

7. ZHR_VR1_LE_SAN_PROC **to be executed to revise LE for those VRS optees whose**

    LPD is changed. (This Tcode is supposed to be executed by SDE HR / Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.)

8. ZHR_VR1_LE_VER_PROCS **to be executed to revise LE for those VRS optees whose**

    LPD is changed. (This Tcode is supposed to be executed by AO /Pay Admin. This Tcode has been assigned to Circle pay admin & SSA pay admin roles.)

9.   ZHR_VR1_LE_SANCTION   **to be executed to revise LE for those VRS optees whose LPD is changed.** (This Tcode is to be executed by AGM Admin/DGM Admin. The Tcode has been assigned to ZHR_VRS_EXG_LE_SANCTION role. If role not assigned to any officers of unit then request for same may be raised through PIS addressed to Mr Vipin of ERP HCM HR L3.)

NOTE: If any discrepancy is reported by CCAs or otherwise in the data or the sanctioned / paid amount , the officers involved in execution of above steps shall be fully responsible.

PROCESS STEPS IN DETAIL

Step 1. Execute Tcode ZHR_VRS_DATA_VERIFY and add/modify qualifying/non qualifying service/Training Period/TSM Service etc and save: It may be noted that this activity is supposed to be conducted by SDE HR/Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.

All the fields must be checked and data may be maintained with utmost care by the officer doing this activity so that all service details are correctly captured in VRS module and correct amount of Exgratia & Leave Encashment is computed. The officer conducting the activity will be responsible for the correctness of data and amount computed.

On executing Tcode below screen will open –Enter personnel number & Personnel Subarea
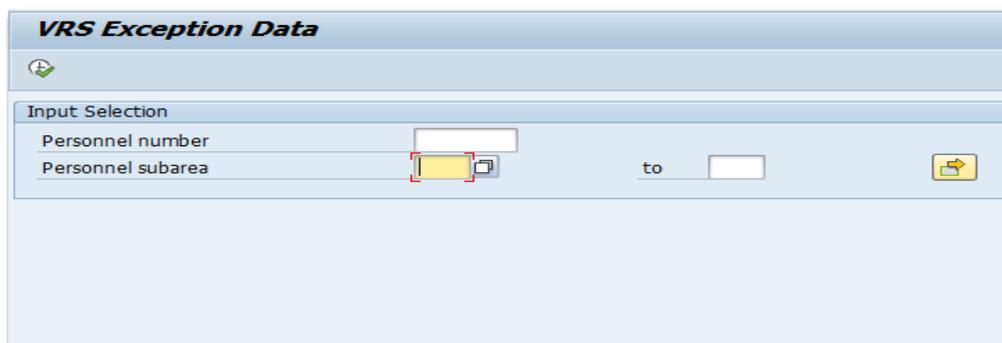
Next following screen will open. Modify/maintain data properly and check all the data. Tick "**is Null**" where HPL / EL data is coming zero & save.

SAP

Employee Details			
Employee Number	98702102 RAMESH CHANDRA MUNDA	Pay Scale	29100-0-54500
Father/Husband Name	SHRI JADU MUNDA	Basic Pay	42,920.00
Designation	SO	Next Increment Date	01.01.2021
Date of Birth	05.01.1965	Net Qualifying Service	31 Year 10 Month 24 Day
Date of Joining	02.01.1987	Withdrawn Date	00.00.0000
Normal Retirement Date	31.01.2025	VRS Applied Date	06.11.2019
Pay Scale Group	IDS-E4 DA % 157.30	VRS Date	31.01.2020

IT0041 Details

Training Start	
Training End	
Appointment BSNL	02.01.1987
Service Start-Pens	02.01.1987
Date of Retirement	31.01.2020
Employee Group	Absorbed

Action Appointment Date	02.01.1987	Seperation	BSNL VR Scheme-2019

Verifiction Details from Service Book

Qualifying Service Verified	☐
Leave Balance Verified From	☐
TSM Data Verified	☐
Appointment Date Verified	☐
Training Period Verified	☐
Final Order Seq No	2343

Leave details need to update as per service book's leave record and if there is no balance then tick the check

EL BSNL Period	75	☐ IS NULL	EL DOT Period	225	☐ IS NULL
HPL BSNL Period	0	☐ IS NULL	HPL DOT Period	0	☐ IS NULL

Net Encashment Amount As Per SAP	1,104,330.00
Net Encashment Amount As Per Service Book	1,104,330.00

Last 10 month average emolument Pension

Emolument Amount 42,920.00

If last month basic pay is less than 10 months emoluments then need to maintain.

Kindly Taken Only Basic Pay Excluding DA Amount

Last 10 month average emolument Gratuity

Emolument Amount 42,920.00

If the emoluments has been redused during last 10 months other wise than Penalty then last 10 months avg emoluments need to maintain.   Kindly Taken Only Basic Pay Excluding DA Amount

Maintain Non Qualifying service details	Years	1	Ex-Gratia Non Qual.	Years	1	Ex-Gratia Payable	4,570,086.00
from service book if any for	Months	2	Service Deails	Months	2	Gratuity Payable	1,766,928.00
Pension Calculation	Days	2		Days	2	Amount of Intrest	697,937.00

Pension Paper Submitted to DOT Details

Pension Submission Date	
Letter No	
Final Order	VRS2019/DIRECTOR/1101/R/0000002343

Add Qualifying Service Training Details for Pension/Gratuity

Training Period Is Eligable For	Years	0
Pension/Gratuity ☐ Yes Gap Days 0	Months	0
Total Training Years Months Days	Days	0

Fill 50% TSM Service for Calculation Pension/Gratuity/Ex-Gratia

TSM Start Date		TSM Qualifying Years	
TSM END Date		TSM Qualifying Months	
Tot Qual Ser Years Months Days		TSM Qualifying Days	

Other Additional Qualifying Service Details for Pension/Gratuity

Years	
Months	
Days	

💾 **SAVE**

Following screen will open on saving. Officer saving data must check the Exgratia payable & Net Encashment amount.

SAP

Exception Data Has Been Saved

Employee Number	98702102	Ex-Gratia Non Qualifying (Yr)	0.0000
EL BSNL Period	75	Ex-Gratia Non Qualifying (Mth)	0
EL DOT Period	225	Ex-Gratia Non Qualifying (Days)	0
HPL BSNL Period	0	Add Qual. Service Training (Yr)	0.0000
HPL DOT Period	0	Add Qual. Service Training (Mth)	0.0000
Pension Amount	42,920.00	Add Qual. Service Training (Days)	0
Gratuity Amount	42,920.00	TSM 50% Years	0.0000
Non Qual.Years	0.0000	TSM 50% Months	0.0000
Non Qual.Months	0.0000	TSM 50% Days	0
Non Qual.Days	0	Other Additional Qual. Years	0.0000
		Other Additional Qual Months	0.0000
		Other Additional Qual. Days	0

Ex-Gratia Payable	4,721,113.00	Net Encashment Amount As Per SAP	1,104,330.00
Gratuity Payable	1,822,145.00	Net Encashment Amount As Per Service Book	1,104,330.00
Amount of Intrest	719,747.00		

Please Check Saved Data Before Exit   ➡ **Click For Next Entry**

If the officer saving data finds that the data needs to be changed he/she can again execute the Tcode and modify the data & save.

Step 2. Execute Tcode ZHR_VRS_FINAL_VERIFY and check all the records with service book and save the record: It may be noted that this activity is supposed to be conducted by AO /Pay Admin. This Tcode has been assigned to Circle pay admin & SSA pay admin roles.

On executing Tcode below screen will open –Enter personnel number & Personnel Subarea.

Following screen will open. The officer doing verification must cross check data as per Service book records as verified by CCA . If any changes are to be done he/she may make changes in data. After verification of all data the verifying officer will tick all checks under verification details from service book & press VERIFIED Tab.

All the fields must be checked and data may be maintained/edited with utmost care by the officer verifying so that correct value of Exgratia & Leave Encashment is derived. The officer conducting the activity will be responsible for the correctness of data and amount.

After this step of verification, the data cannot be changed. So the verification must be done with utmost care & diligence. If at all any change is to be done then the cases may be addressed to ERP

Core Team **before doing any further steps**. The cases must be send to Mr Anand Kumar by raising proper PIS.

Following screen will open after clicking VERIFIED Tab. Officer verifying data must check the Exgratia payable & Net Encashment amount.

Step 3. Execute Tcode ZHR_VR1_EXG_SAN_PROC and download the data in excel format and check all the fields, if any anomaly is found then do not proceed further & immediately revert to ERP Core team : It may be noted that this activity is supposed to be conducted by SDE HR/ Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.

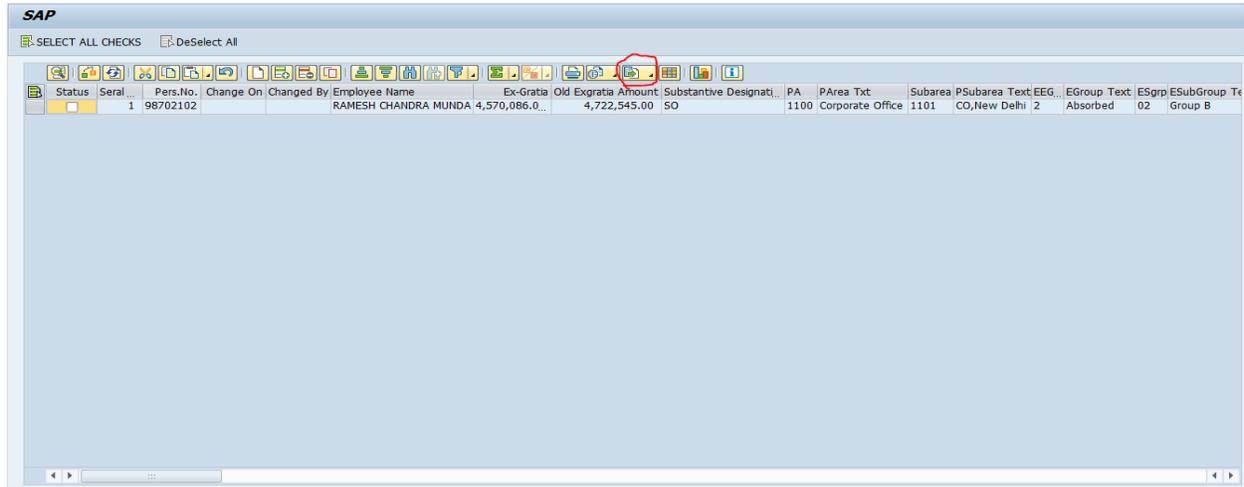On executing Tcode following screen will open. Enter input parameters.Execute.

Folowing screen will open. Download the data in Excel by clicking button shown ion snapshot.

All the fields must be checked with due care by the officer executing this step so that correct value of Exgratia is processed. Also check diligently already paid installments of Exgratia & balance payable as 4th installment populated in this screen. The officer conducting the activity will be responsible for the correctness of data and amounts.

If all data and amount is correct then execute the Tcode again and Tick STATUS and save as shown below in screenshot: This may be done for one pernr at a time.

Step 4. Execute Tcode ZHR_VR1_EXG_VER_PROC and download the data in excel format and verify all the fields and if any anomaly then do not proceed further & immediately revert to ERP Core team: It may be noted that this activity is supposed to be conducted by AO / Pay Admin. The Tcode has been assigned to Circle pay admin & SSA Pay admin roles.

On executing Tcode following screen will appear.

Following screen will come. Download the data in excel format and verify all the fields and if any anomaly revert to ERP Core team.

All the fields must be checked with due care by the officer executing this step so that correct value of Exgratia is processed. Also check diligently already paid installments of Exgratia & balance payable as 4th installment populated in this screen. The officer conducting the activity will be responsible for the correctness of data and amounts.

If all data and amount is correct then execute the Tcode again and Tick STATUS and select 'DATA AND SANCTION AMOUNT CHECKED AND FOUND CORRECT' and save as shown below in screenshot: This may be done for one pernr at a time.
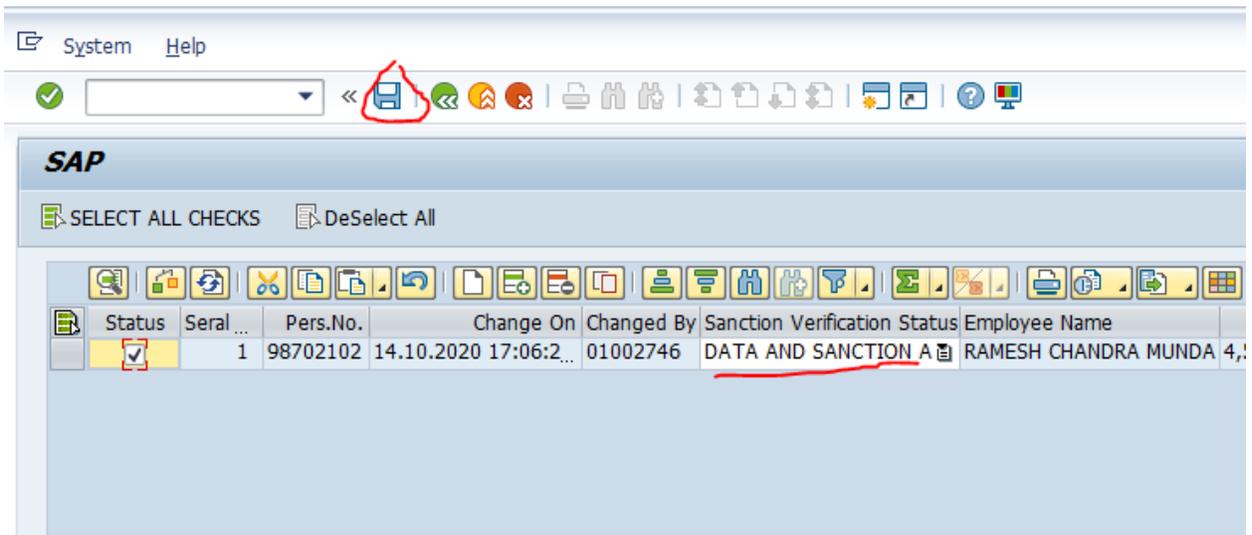
Step 5. Execute Tcode ZHR_VR1_EXG_SANCTION to generate sanction memo of balance amount of Exgratia as 4th installment (including revision of Exgratia payable if any): It may be noted that this activity is to be conducted by AGM Admin/DGM Admin. The Tcode has been assigned to ZHR_VRS_EXG_LE_SANCTION role. If role not assigned to any officers of unit then request for same may be raised through PIS addressed to Mr Vipin of ERP HCM HR L3.

On executing the Tcode following screen will come. Check the entries. If required download data in excel and then check.

All the fields must be checked with due care by the officer executing this step so that correct value of Exgratia is processed/sanctioned. Also check diligently already paid installments of Exgratia & balance payable as 4th installment populated in this screen. The officer conducting the activity will be responsible for the correctness of data and amounts

If all entries are coming correct then click on status check box & select YES in 'Sanction amount is correct' header and press SANCTION MEMO Tab.

Next click on continue & then on Print Preview to generate sanction memo PDF. Save it & take print.
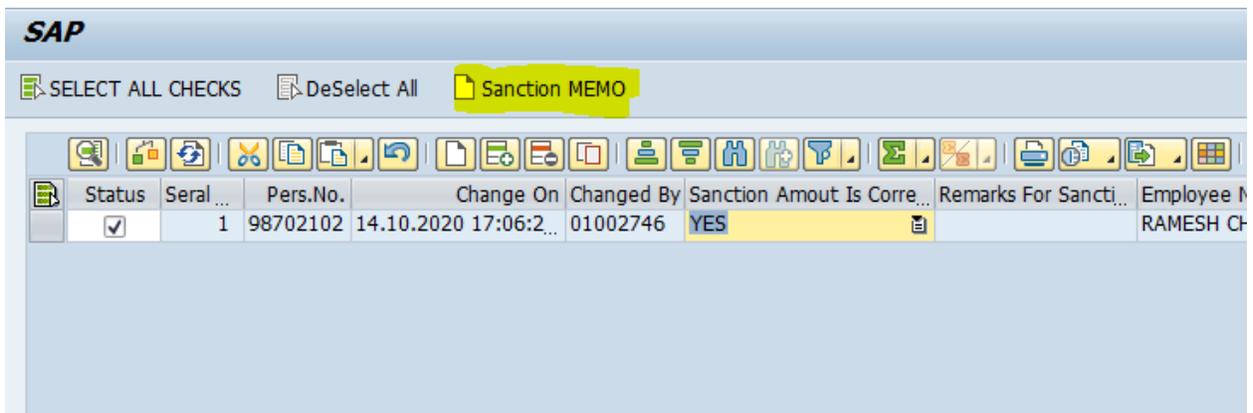
*** the Tcodes mentioned in Step 3,4 &5 are to be executed by 3 different users. So proper care must be taken while assigning the Roles.

Step 6. Execute Tcode ZHR_VR1_EXG_PAYMNT_U: To migrate the balance sanctioned amount payable for Exgratia as 4th installment (including revision of Exgratia payable if any) in IT0015. It may be noted that this activity is to be conducted by AO / Pay Admin. The Tcode has been assigned to Circle Pay admin & SSA Pay admin roles.

Following screen will come. Download the data in excel format and verify all the fields and if any anomaly revert to ERP Core team.
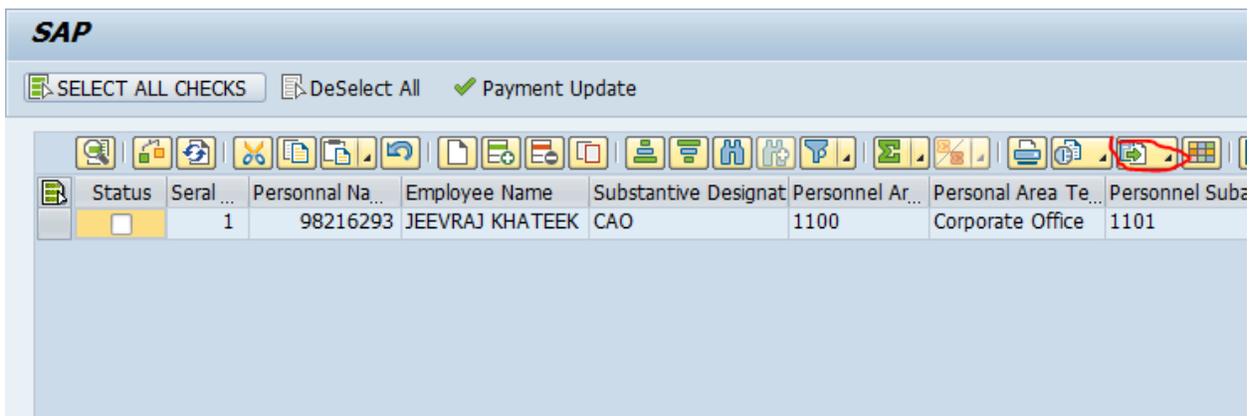
All the fields must be checked with due care by the officer executing this step so that correct value of Exgratia is processed. Check diligently already paid installments of Exgratia & balance payable as 4th installment populated in this screen. The officer conducting the activity will be responsible for the correctness of data and amounts.

After the amounts are migrated in IT0015 it must be cross checked that the amount has populated correctly in IT0015 in wage type 1VE4 and matches with the sanction memo. The amount in wage type 1VE4 should not differ from that of the 4th installment sanction amount.

Tcode ZREIS005_PAYROLL must be used to generate report of IT0015 for wage type 1VE4 for checking as mentioned above.

Step 7 , 8 & 9 are to be conducted for those cases where there is change in Leave Encashment amount due to change in LPD

Step 7. Execute Tcode   ZHR_VR1_LE_SAN_PROC then following input screen will appear. Enter Personnel Area and Personnel Subarea then execute: It may be noted that this activity is supposed to be conducted by SDE HR/Admin. The role ZHR_VRS_HR_ADMIN containing this Tcode has been assigned to all Circle / SSA HR admins.

Output screen will appear as below, download the data in excel sheet by clicking save local file tab as shown in blue circle below and verify all the data:
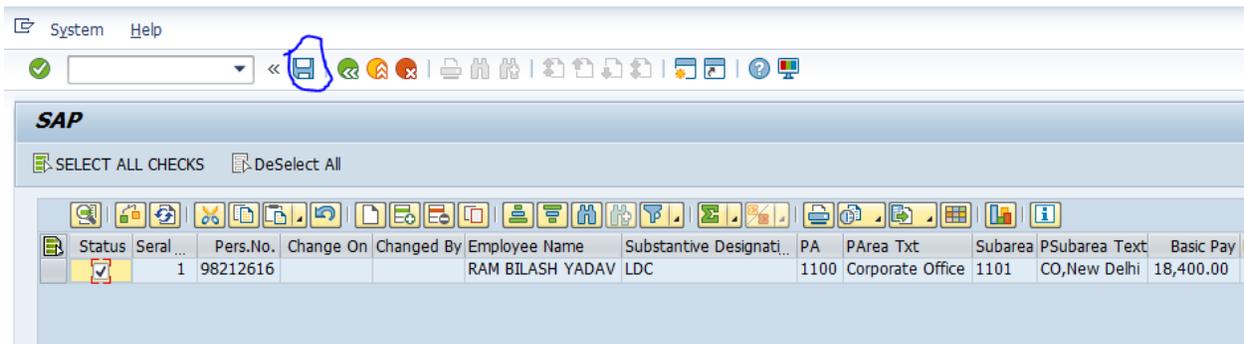
All the fields must be checked with due care by the officer executing this step so that correct value of Leave Encashment is processed. Also check New Basic DA Pay, Old Basic DA Pay, Old DOT Amount, New DOT Amount, Old BSNL Amount, New BSNL Amount, DOT Payment Amount (contains New DOT amount - old DOT amount), BSNL Payment Amount (New BSNL amount – Old BSNL amount) etc fields. The officer conducting the activity will be responsible for the correctness of data and amounts.

If all data and amount is correct then execute the Tcode again and Tick STATUS and save as shown below in screenshot: This may be done for one pernr at a time.

Press on YES tab:

Step 8. Execute Tcode ZHR_VR1_LE_VER_PROCS then following input screen will appear, enter Personnel area and Personnel Subarea and execute: It may be noted that this activity is supposed to be conducted by AO / Pay Admin. The Tcode has been assigned to Circle pay admin & SSA Pay admin roles.

VRS LE Revision Sanction Verify Report

Input Selection

Personnel Number	98212616	to	
Personnel area	1100	to	
Personnel subarea	1101	to	

Output screen will appear as below, download the data in excel sheet by clicking save local file tab as shown in blue circle below and verify all the data:


All the fields must be checked with due care by the officer executing this step so that correct value of Leave Encashment is processed. Also check New Basic DA Pay, Old Basic DA Pay, Old DOT Amount, New DOT Amount, Old BSNL Amount, New BSNL Amount, DOT Payment Amount (contains New DOT amount - old DOT amount), BSNL Payment Amount (New BSNL amount – Old BSNL amount) etc fields. The officer conducting the activity will be responsible for the correctness of data and amounts.

If all the data is correct, select the record in status tab, select CHEKED AND FOUND CORRECT in sanction verification tab and click on SAVE icon as shown in blue circle below: This may be done for one pernr at a time.
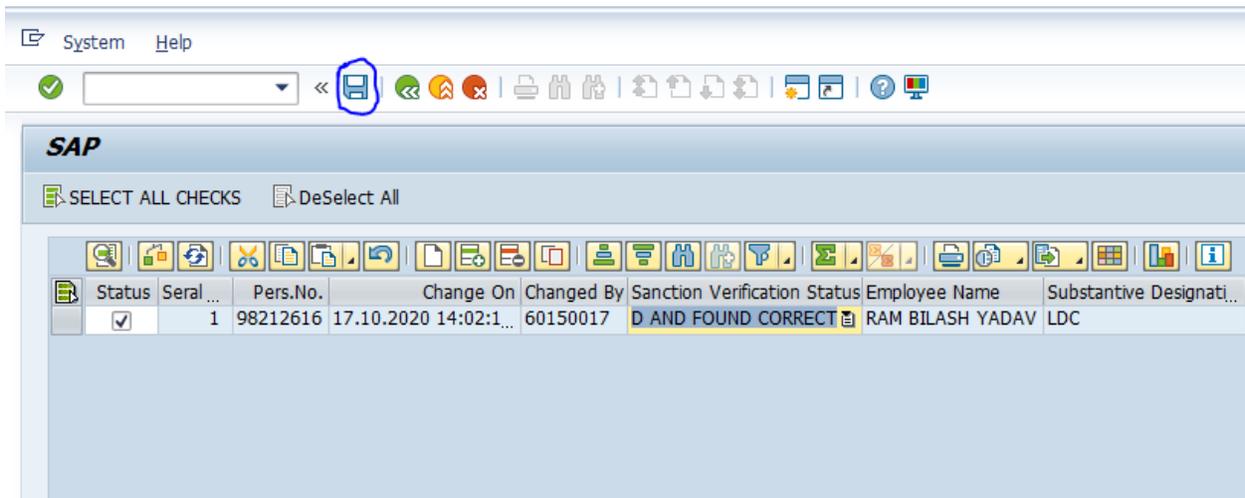
Press on YES tab:

Step 9. Execute Tcode ZHR_VR1_LE_SANCTION to generate sanction memo of Net payable/recoverable for Leave Encashment: It may be noted that this activity is to be conducted by AGM Admin/DGM Admin. The Tcode has been assigned to ZHR_VRS_EXG_LE_SANCTION role. If role not assigned to any officers of unit then request for same may be raised through PIS addressed to Mr Vipin of ERP HCM HR L3.

On executing Tcode following screen will come. Input pernr , personnel area & Personnel subarea.

Output screen will appear as below, download the data in excel sheet by clicking save local file tab as shown in blue circle below and verify all the data:

All the fields must be checked with due care by the officer executing this step so that correct value of Leave Encashment is processed. Also check New Basic DA Pay, Old Basic DA Pay, Old DOT Amount, New DOT Amount, Old BSNL Amount, New BSNL Amount, DOT Payment Amount (contains New DOT amount - old DOT amount), BSNL Payment Amount (New BSNL amount – Old BSNL amount) etc fields. The officer conducting the activity will be responsible for the correctness of data and amounts.

If all the data is correct, select the record in status tab, select YES in sanction amount is correct column and click on SANCTION MEMO tab as shown below: This may be done for one pernr at a time.

Click on continue as shown below.

Click on print preview to generate LE sanction memo in PDF.

The officer generating sanction memo must check all the fields and amounts of the memo and must ensure that net payable amount is coming correct.

If any recovery of Leave Encashment amount arises due to revision from VRS 2019 optees, following wage types may be created in IT0015 to effect the recovery subject to availability of earnings. Maintain positive amounts upto the recovery amount in these wage types in IT0015.

3VEP - VRS-19 LE DOT Recov.	To recover DOT period LE encashment
3VES - VRS-19 LE BSNL Recov.	To recover BSNL period LE encashment

If any payment of Leave Encashment arises due to revision to VRS 2019 optees following wage types may be created in IT0015 to make payment. Maintain positive amounts upto the recovery amount in these wage types in IT0015

1VEP - VRS Leave Encash DOT PRD.	To pay differential LE encashment DOT Period
1VLB - VRS-19 LE BSNL Adj.	To pay differential LE encashment BSNL Period

After the amounts are maintained in IT0015 it must be cross checked that the amount maintained are in IT0015 in above LE wage types matches with the sanction memo.

ZREIS005_PAYROLL must be used to generate report of IT0015 for above wage types for checking as mentioned above.