



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Phone: 0177-2633814-18, Fax: 0177-2633813

Circular

Sub: - Release of Annual Increment through AAIP-a centralized ERP-SAP based Programme

In order to get optimum utilization of resources and to introduce the best management practices, HPPCL has been working on ERP-SAP based platform since past some time. Now, in addition to the Centralization of the Salary/payroll, and ALOGP, HPPCL is planning to centralize the annual Increments through Automated Annual Increment Programme (AAIP). This will not only save the time and human resources involved in the process but also financial resources of the corporation. In addition, the Programme will deliver a hassle free and fair increment planning process. The Automated Annual Increment Programme (AAIP), as it sounds, requires all automated checks and balances to be maintained in the process. The process of increment shall undergo through the following steps as explained hereunder:-

- 1 All the increment cases will be processed at Corporate Office, Shimla by Personnel Officer in CPT Cell through AAIP on ERP-SAP for all Regular/Secondment/Contract employees. This will however exclude the Secondment employees at E0 and above level and their cases of annual increment/service verification will be dealt as per existing practice in place.
- 2 The Service of the employees will be verified through ERP-SAP based Ledgers through the Sr. Manager (CPT), HPPCL.
- 3 The Concerned P&A Department in Project/field office including Corporate offices will intimate regarding any Pay fixation issues, Change in date of increment and/or Vigilance cases to the Personnel Officer in CPT Cell by 15th of every month in writing and in no case beyond 20th of the month in a special case through e-mail.

- 4 On the basis of information received regarding Vigilance/pay fixation issues, if any, from the field project offices, the Personnel Officer in CPT Cell will initiate the increment program on 25th of every month through Automated Annual Increment Programme (AAIP) for eligible employees in the following manner:-
 - i) In the 1st step, the increment programme will run to identify the employees in whose cases increment is due on 1st of the month. This programme will check whether the employee is on leave on 1st of the day and if yes, it will change the date of allowing increment accordingly. Further, it will scrutinize the EOL and Leave Without pay and locked employees, if any, in the system and, all such cases will be dealt separately through manual process.
 - ii) In the 2nd step, separate increment order printouts will be taken out from the system for each employee and Service Verification Certificate shall be signed by Sr. Manager (F&A-cum-CPT).
 - iii) In the 3rd step, the said increment orders after approval and signature of competent authority shall be dispatched to the quarter concerned. Only two copies of Increment Order will be released, one for record in the personal file of the concerned employee and one for the personal record of the concerned employee. An e-mail will also be triggered to the concerned employee to his Official e-mail ID.
 - iv) In the 4th step, the increment Programme will run for eligible employees making all related entries in the ERP-SAP System.
- 5 In due course, the concerned P&A department executives in field/Corporate offices after receiving the above printouts will make entries in the Service Books and place orders in the personal file for record. Subsequently, they will also make entries of the dispatch orders in "Company Instructions in PA sub-module of ERP after receiving the Copy of Orders" .
- 6 Since the programme is dependent on the updation of various records especially related to leaves, therefore, the officers/officials authorized of P&A department for updating of leaves at project/field sites are directed to update the leave records on daily basis.

Further, as approved by the competent Authority, **Sh. J.S. Raitka, DGM (P&A) will be Approving Authority** for grant/release of annual increment under AAIP and **Sh. Surinder Kaundal, Personnel Officer will be the Authorizing Officer** to run the AAIP on SAP.

For clarifications or any doubts on the above, the matter may be conveyed/will be got clarified through the below mentioned officers:

Sh. Satender Jayswal, Personnel Officer 9418024760
Sh. Surinder Kaundal Personnel Officer 9882093193

The above Automated Annual Increment Programme (AAIP) will be in force from 1st March 2015 onwards. All concerned are directed to strictly follow the above instructions.



No. HPPCL/P&A/ERP/2014- Vol-III **Director (Personnel)**
Dated: -7 Feb 2015
Copy forwarded to the following for information and necessary action Please:-

1. **PA to Managing Director**, HPPCL, Himfed Bhawan, Shimla-5.
2. **The Director (Civil)**, HPPCL, Himfed Bhawan, Shimla-5
3. **The Director (Electrical)**, HPPCL, Himfed Bhawan, Shimla-5.
4. **The Director (Finance)**, HPPCL, Himfed Bhawan, Shimla-5.
5. **The Executive Director (P)**, HPSEBL, Vidyut Bhawan, Shimla-4.
6. **All HOPS/HODs of HPPCL.**
7. **The Sr. Manager (CPT)**, HPPCL, Shanti Kutir, Chakkar, Shimla-5.
8. **The Sr. Manager (IT)**, HPPCL, Uttam Bhawan, Shimla -5 for information and for uploading on HPPLC website.
9. **The Manager (Finance)**, HPPCL, Himfed Bhawan, Shimla-5
10. **The Junior Officer (Policy)**, HPPCL, Himfed Bhawan, Shimla-5.
11. Above named Officer(s).
12. All Notice Boards.



o/c Director (Personnel)