<u>Process for 'Sanction & payment of balance amount of Exgratia as</u> <u>4th installment (including revision of Exgratia payable if any)</u>' of <u>VRS 2019 optees</u> <u>&</u>

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 coordination 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

م ا	to	
		to

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												
Emplaoyee Details							IT0041 Details			Verifictio	n Details from Ser	rvice Book
Emplayee Number 94 Father/Husband Name 55 Designation 55 Date of Birth 00 Date of Joning 00 Normal Retrement Date 33 Pay Scale Group TIT Leave details need to update as p EL BSNL Period 75	2702102 RAMESH CHANDRA IRI JADU MUNDA 0 5.01.1965 2.01.1967 1.01.2025 35-E4 DA & er service book's leave record	MUNDA 157.30 and if there is no EL DOT Period	Pay Scale Basic Pay Next Incremen Net Qualifying 1 Withdrawn Dat VRS Applied Da VRS Date	t Date Service :e ate k the check] IS NULL	29100-0-5 42,920.00 01.01.202 31 Year 3 00.00.000 06.11.202 31.01.202	54500 21 10 Month 24 Day 00 19 20	Training Start Training End Appointment B Service Start-P Date of Retirer Employee Grou Action Appointm Net Encashment Am	SNL 02.0 ens 02.0 p Abso	01.1987 01.1987 01.2020 02.01.1987 02.01.1987	Qualifyi Leave I TSM Di Appoin Training Final Or Seperation	ng Service Verified Balance Verified Fr tat Verified tment Date Verified g Period Verified der Seq No BSNL VR Scher 30.00	d
HPL BSNL Period 0		HPL DOT Period	0	IS NULL			Net Encashment An	iount As Per Se	ervice Book	1,104,3	30.00	
Emolument Amount 44 If last month basic pay is less than Kindly Taken Only Basic Pa	2, 920.00 10 months emoluments ther y Excluding DA Amount	ı need to maintair	۱.			If the emolume ⁴ 10 months avg	Emolu nts has been redused emoluments need to	ment Amount I during last 10 maintain	42,920.00 months other wi Kindly Taken (ise than Penal Only Basic Pay	ty then last Excluding DA Am	iount
Maintain Non Qualifying service de from service book if any for Pension Calculation	etails Years Months Days	1 Ex-Grati 2 Service 2	a Non Qual. Deails	Years Months Days	1 Ex 2 Gr 2 Ar	-Gratia Payable atuity Payable nount of Intrest	4,570,086.0 1,766,928.0 697,937.00	00	Pension Paper Pension Subm Letter No Final Order	Submitted to iission Date VRS2019/1	DOT Details]
Add Qualifying Service Training De	tails for Pension/Gratuity	Fi	50% TSM Servic	e for Calculat	tion Pension/	Gratuity/Ex-Gratia		Other Additio	nal Qualifying Ser	vice Details fo	r Pension/Gratuity	1
Training Period Is Eligable For Pension/Gratuity Yes Total Training Years M	Years Gap Days 0 Months Months Days Days	0	TSM Start Date TSM END Date Tot Qual Ser	Years Mon	iths Days	TSM Qualifyi TSM Qualifyi TSM Qualifyi	ing Years ing Months ing Days		Years Months Days			
< >		SAV	/E									< >

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

Data Has Been Sav	red		
nplayee 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 Bayable	4 721 113 00	Nat Forschmont Amount As Por SAD	1 104 330 00
Gratuity Pavable	1,822,145,00	Net Encashment Amount As Per Service Book	1,104,330.00
Amount of Intrest	719.747.00		1/101/000100

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.

VRS Exception Data		
�		
Input Selection		
Personnel number]ø	
Personnel subarea		to

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.

SAP									
Emplaoyee Details						IT0041 Details		Verifiction Details from Service I	Jock
Emplayee Number	98702102 RAMESH CHANDR	A MUNDA	Pay Scale	29100-0-5	4500	Training Start		Qualifying Service Verified	
Father/Husband Name	SHRI JADU MUNDA		Basic Pay	42,920.00)	Training End		Leave Balance Verified From	
Designation	SO	1	Next Increment Date	01.01.203	21	Appointment BSNL	02.01.1987	ISM Data Venfied	16
Date of Birth	05.01.1965		Net Oualifying Service	31 Year	10 Month 24 Day	Service Start-Pens	02.01.1987	Appointment Date Verified	
Date of Joining	02.01.1987		Withdrawn Date	00.00.000	0	Date of Retirement	31.01.2020	Training Period Verified	λē -
Normal Retirement Date	31.01.2025		VRS Applied Date	06.11.20	19	Employee Group	Absorbed	Final Order Seg No 2343	
Pay Scale Group	IDS-E4 DA	\$ 157.30	VRS Date	31.01.202	20	Employee ereep			
ruy scale sroup			the bace			Action Appointment Date	02.01.1987	Seperation DONL VR Scheme-24	019
Leave details need to update a	s per service book's leave reco	rd and if there is n	balance then tick the o	heck					
EL BSNL Period 75		EL DOT Period	225 TS NU		N	Vet Encashment Amount As	Per SAP	1,104,330.00	
HPL BSNL Period 0		HPL DOT Perior				let Encashment Amount As	Per Service Book	1,104,330.00	
Last 10 month average emolun	nent Pension				Last 10 month av	erage emolument Gratuity			
Emolument Amount 42, 920.00 Emolument Amount 42, 920.00									
If last month basic pay is less than 10 months emoluments then need to maintain. If the emoluments has been redused during last 10 months other wise than Panalty then last									
Kindly Taken Only Basic	Pay Excluding DA Amount				10 months avg er	moluments need to maintain	. Kindly Taken Or	ly Basic Pay Excluding DA Amount	
							Pension Paper Su	bmitted to DOT Details	
Maintain Non Qualifying service	e details Years	1 Ex-Grati	a Non Qual. Yea	rs 1 D	-Gratia Payable	4,570,086.00	Pension Submiss	sion Date	
from service book if any for	Month	s 2 Service	Deails Mon	ths 2 Gr	atuity Payable	1,766,928.00	Letter No		
Pension Calculation	Days	2	Day	s 2 Ar	mount of Intrest	697,937.00	Final Order	WRS2019/DIRECTOR/1101/R/00	00002343
Add Qualifiers Consider Tables Date	ile fan Danalan (Castailte		u caadaa faa caladahaa Da			Cother Additional Out	life in a Consider Datalla i		
Training Period Is Fligable For	Voars	TSM Star	Date	TSM O	alifying Years		Years	or Pensiony Graculcy	
Pension/Gratuity Yes	Gap Days O Months	0 TSM END	Date	TSM Q	ualifying Months		Months		
Total Training Years M	onths Days Days	0 Tot Qual	Ser Years Months	Days TSM Qu	alifying Days	Ĭ	Days		
			VERIFIED						
									•

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.

eption Data Has Been Sav	eu		
Emplayee Number	98702102	Ex-Gratia Non Qualifying (Yr)	1.0000
EL BSNL Period	75	Ex-Gratia Non Qualifying (Mth)	2
EL DOT Period	225	Ex-Gratia Non Qualifying (Days)	3
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	1.0000	TSM 50% Months	0.0000
Non Qual.Months	2.0000	TSM 50% Days	0
Non Qual.Days	3	Other Additional Qual. Years	0.0000
		Other Additional Qual Months	0.0000
		Other Additional Qual. Days	0
Ex-Gratia Pavable	4,569,728.00	Net Encashment Amount As Per SAP	1,104,330.00
Gratuity Pavable	1,766,928.00	Net Encashment Amount As Per Service Book	1,104,330.00
Amount of Intrest	697,937.00		

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.

VRS Ex-Graita Revised	Process Report	t				
•						
Input Selection						
Personnel Number		to				
Personnel area 1100 to						
Personnel subarea 1101 to						
Input Selection						
 Absorbed Employess(Other than having TSM Period) 						
 Absorbed Employess(having TSM Period) 						
 BSNL Recruited employees 						

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

SAP	
ESELECT ALL CHECKS EDeSelect All	
Status Seral 98702102 Pers.No. Change On Changed By Employee Name RAMESH CHANDRA MUNDA 4,570,086.0 4,722,545.00 SO 98702102	at., PA PArea Txt Subarea PSubarea Text EEG., EGroup Text ESgrp ESubGroup 1100 Corporate Office 1101 CO,New Dehi 2 Absorbed 02 Group B
	4)

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.

Input Selection Personnel Number Personnel area 1100 to Personnel subarea 1101 to Input Selection	VRS Exgratia Revision V	erify Report		
Input Selection Personnel Number Personnel area 1100 to Personnel subarea 1101 to Input Selection	€>			
Personnel Number to Personnel area 1100 Personnel subarea 1101 Input Selection	Input Selection			
Personnel area 1100 to Personnel subarea 1101 to	Personnel Number		to	
Personnel subarea [1101] to E	Personnel area	1100	to	
Input Selection	Personnel subarea	1101	to	<u> </u>
Input Selection				
	Input Selection			
 Absorbed Employess(Other than having TSM Period) 	 Absorbed Employess(Other that 	n having TSM Period)		
 Absorbed Employess(having TSM Period) 	 Absorbed Employess(having TSI 	M Period)		
 BSNL Recruited employees 	 BSNL Recruited employees 			

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.

E System Help ▼ « (□) @ (⊗ (⊗ () □) (□) (□) (□) (□) (□) (□) (□) (□)
SAP
SELECT ALL CHECKS DeSelect All
Status Seral Pers.No. Change On Changed By Sanction Verification Status Employee Name I 98702102 14.10.2020 17:06:2 01002746 DATA AND SANCTION A SAMESH CHANDRA MUNDA 4,

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.

VRS Ex-Gratia Sanction M	EMO Revision H	Report	
•			
Input Selection			
Personnel Number		to	E
Personnel area	1100	to	
Personnel subarea	1101	•	
Input Selection			
 Absorbed Employess(Other than 	having TSM Period)		
 Absorbed Employess(having TSM 	1 Period)		
 BSNL Recruited employees 			
Input Selection			
Re-Print MEMO Report			
MEMO Seq No			

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.

<u>Step 7 . 8 & 9 are to be conducted for those cases where there is change in Leave Encashment</u> <u>amount due to change in LPD</u>

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.

VRS LE Revision Sand	ction Process Rep	port	
æ			
Input Selection			
Personnel Number	98212616	to	
Personnel area	1100	to	<u></u>
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:

SAP												
SELECT ALL CHECKS												
									-			
	916	1 🔁 🛙					░╔╻╱		@ E E		i	
	Status	Seral	Pers.No.	Change On	Changed By	Employee Name	Substantive Designati	PA	PArea Txt	Subarea	PSubarea Text	Basic Pay
		1	98212616			RAM BILASH YADAV	LDC	1100	Corporate Office	1101	CO,New Delhi	18,400.00

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:

🖻 Si	AVING DATA					×
0	Continue?					
	Ves Yes]	No	×	Cancel	

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:

🖙 S	AVING DATA				X
0	Continue?				
	🔽 Yes	No	×	Cancel	

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.

VRS LE Revision Sanction MEMO Report					
(
Input Selection					
Personnel Number	98212616	to			
Personnel area	1100	to			
Personnel subarea	1101	•			
Input Selection					
Re-Print MEMO Report					
MEMO Seq No					

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:

S	4 <i>P</i>										
	SELE	ECT ALI	CHECKS	DeSe	elect All	Sanction	MEMO				
	9	3 🚰	9			DBB		= M (* (*). (e).		D) III III II	
	3 9	Status	Seral	Pers.No.		Change On	Changed By	Sanction Amout Is Corre	Remarks For Sancti	Employee Name	Su
			1	98212616	17.10.20	20 14:02:1	60150017	Ē		RAM BILASH YADAV	/ LD

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.

SAP												
SELECT ALL	CHECKS	DeSe	elect All	Sanction	МЕМО							
3	9	<u>KD</u>		DBB		= (%) (%) T	2.	¥. D.		🔒 I 🚺	
Status	Seral 1	Pers.No. 98212616	17.10.20	Change On 20 14:02:1	Changed By 60150017	Sanction A	Amout Is (Corre R	Remarks For Sanct	Employee N RAM BILASH	ame YADAV	Subs LDC
								-				

Click on continue as shown below.



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

🔄 Print:					X
Output Device ZLOC	1	D			
Spool Request					
Namo	PBFORM 7101 01002746				
Cover Dage Text					
Authorization					
Concel Constant					
Spool Control		Number of Copies			4
Print Immediately		Number of Copies	1		
Delete After Output					
New Spool Request		Cover Page Settings	3		
Close Spool Request		SAP Cover Page	Do Not Print	-	
Spool Retention Per.	8 Day(s)	Recipient(s)			
Storage Mode	Print only 🔹	Department			
			Print (Print Preview	×

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.