



**TRANSMISSION CORPORATION OF TELANGANA LIMITED**  
**VIDYUTSODHA::HYDERABAD-82**

Website: <https://www.tstransco.in> CIN No: U40102TS2014SGC094248

**Memo No.23**

**Memo No. Jt.Secy/DS(Per-II)/AS(IR & Reg)/PO(IR)/JPO/F.No.648/16, dt.16.11.2019**

Sub: TSTRANSCO - IR – Working instructions to the Pay Unit Offices of TS Transco for processing of pay bills and issue of pay slips to the Artisans in SAP ERP - Issued.

Ref: T.O.O.(Jt.Secy-Per)Ms.No.463, dt.22.10.2019

\*\*\*

Consequent to the minutes of the Joint meeting held on 19.10.2019 by the Managements of TS Power Utilities with Telangana Electricity Trade Union Front (TETUF) and Telangana Raastra Vidyut Karmika Sangham (Regd. No. H-58), the TSTRANSCO issued orders vide reference cited for "Fixation of Revised Pay Scales" in respect of Artisans and extending of other Allowances / benefits and issuing of Monthly pay slips to all the Artisans.

2. The Chief Engineer/IT/TSTRANSCO suggested the following working instructions with roles and responsibilities among the field pay unit officers, SAP ERP Core Teams and functional heads for smooth processing of Salary pay bills to all Artisan grades in ERP/SAP and to generate monthly pay slips :

- i. The Artisans pay bills will be processed under decentralized system.
- ii. The Monthly change return (Attendance) period for processing of salaries for Artisans will be considered from 25<sup>th</sup> of previous month to 24<sup>th</sup> of the current month.
- iii. All the Artisans salaries will be paid by capturing their attendance from BIO-METRIC ATTENDANCE system wherever installed, else it shall be certified by the concerned controlling officers/Functional heads. The monthly change returns of the Artisans are to be obtained by Unit drawing officers and should be updated/entered in SAP by 26<sup>th</sup> of every month.
- iv. The monthly payroll process and posting to FICO (Finance Module) of all pay units will be done by the SAP Payroll Core Users at CTI.
- v. The concerned Pay Unit officers will take necessary steps to prepare Salary bills, apply LOC and issue of Pay Slips. The net salary payable to the Artisans may be sent to the concerned Bank of crediting to the respective Artisan's Accounts.
- vi. The statutory remittance viz., EPF, ESI Prof. Tax etc. and filling of Income Tax Returns, Issue of Form-16 along with 3<sup>rd</sup> Party recoveries may be made as per stipulated due dates as the case may be.
- vii. The Service related issues of Artisans viz., Transfers, sanction of Annual Grade Increments & Leaves, dependents data and other corrections are to be maintained by the respective Service Register maintaining authority (Establishment/Engineering Services as the case may be).

Contd.....

- viii. All the applicable allowances viz., Corporate Allowance, etc. depending upon the post and place of duty shall be adjusted against Personal Pay in case of transfers without change in the monthly Gross salary.
- ix. Consequent on sanction of Annual Grade Increments (AGI) and revision of Dearness Allowance (DA) from time to time, the Basic Pay, DA, HRA may be increased accordingly and monthly Gross Salary will be suitably changed.
- x. The Personal Pay wage type (Account Code) will be maintained in Info Type 8 (Table No. 8 of SAP HR Module) for making adjustments if any, by the HR End Users.
- xi. The recoveries of Bank Personal Loans, LIC Premium, Society Contribution, Court attachments etc. if any will be maintained in Info Type 57 of SAP Pay Roll Module) as in case of regular Employees.
2. All HODs and Pay Unit Officers of TSTRANSCO are hereby directed to follow the above instructions scrupulously to generate monthly pay slips for all Artisan grades in ERP/SAP.

**C.SRINIVASA RAO**  
**CHAIRMAN & MANAGING DIRECTOR (FAC)**

To  
All Chief Engineer/Zones/TSTRANSCO  
All Superintending Engineers/OMC/TSTRANSCO

Copy to

PS to the Chairman & Managing Director/TSTRANSCO/VS/Hyderabad  
PS to the Chairman & Managing Director/TSNPDCL/Warangal.  
PS to the Chairman & Managing Director/TSSPDCL/Hyderabad.  
PS to the JMD(Fin., Comml., & HRD)/TSTRANSCO/VS/Hyderabad  
PS to the Director (Project) /TSTRANSCO/VS/Hyderabad  
PS to the Director (Transmission)/TSTRANSCO/VS/Hyderabad.  
PS to the Director (Lift Irrigation Schemes)/TSTRANSCO/VS/Hyderabad.  
PS to the Director (Grid Operation)/TSTRANSCO/VS/Hyderabad.  
The Chief Engineer/IT/TSTRANSCO/VS/Hyderabad.  
All Chief Engineers/TSTRANSCO/VS/Hyderabad.  
The Joint Secretary/TSTRANSCO/VS/Hyderabad.  
The FA&CCA/Accounts/TSTRANSCO/VS/Hyderabad  
All SAOs/Zones/TSTRANSCO  
The Pay Officer/The AO/CPR/TSTRANSCO/VS/Hyderabad.  
All Accounts Officers/OMC/TSTRANSCO  
The Stock file

// FORWARDED :: BY ORDER //

  
PERSONNEL OFFICER