उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट

14–अशोक मार्ग, शक्ति भवन (वि०),

लखनऊ

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पत्र सं०– /80/सी0पी0एफ0 ट्रस्ट/ई0आर0पी0/2020 दिनांकः– 28/01/2023

कार्यालय ज्ञाप

ट्रस्ट कार्यालय में ई०आर०पी० प्रणाली लागू होने के दृष्टिगत समस्त डिस्कॉम/निगम में नवनियुक्त कार्मिकों को सी०पी०एफ० नं० खाता संख्याओं का आवंटन ई०आर०पी० सैप पर विकसित किये गये "PF No. Allotment Module" के माध्यम से किया जाना है।

उक्त के दृष्टिगत निर्देशित किया जाता है कि उपरोक्त कार्य हेतु समस्त आहरण एवं वितरण अधिकारियों द्वारा उ०प्र०पा०का०लि०, डिस्कॉम–वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर में नवनियुक्त कार्मिकों की SAP Id निर्गत होने के पश्चात् सी०पी०एफ० खाता संख्या आवंटित कराने हेतु आवश्यक दस्तावेज़ यथा–Application Form, Form-A, Form- 40(A), Form-B, Covering Letter, Appointment Letter, Charge Certificate इत्यादि पूर्ण करवाकर हार्ड कॉपी में ट्रस्ट कार्यालय को प्रेषित किये जायेंगे एवं सॉफ्ट कॉपी में ई०आर०पी० सैप पर अपलोड किये जायेंगे। जिसके आधार पर नवनियुक्त कार्मिकों को ई०आर०पी० सैप पर सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा की जायेगी।

उ०प्र०पा०ट्रां०का०लि० में नवनियुक्त कार्मिकों को सी०पी०एफ० खाता संख्या आवंटित किये जाने हेतु सम्बन्धित तैनाती इकाई द्वारा आवेदन समस्त आवश्यक संलग्नकों सहित हार्ड कॉपी में ट्रस्ट कार्यालय को प्रस्तुत किया जायेगा, जिसे ई०आर०पी० सैप पर सॉफ्ट कॉपी में अपलोड करने एवं सम्बन्धित कार्मिकों को ई०आर०पी० सैप के माध्यम से सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा की जायेगी।

"PF No. Allotment Module" का संचालन Standard Operating Procedure (SOP) एवं User Manual में वर्णित प्रक्रियानुसार किया जायेगा।

उपरोक्त प्रक्रिया आदेश निर्गमन की तिथि से लागू की जाती है। अतएव आदेश की तिथि से निर्गत समस्त SAP Ids के सापेक्ष ई०आर०पी० सैप के माध्यम से ही सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही की जायेगी। उक्त आदेश की तिथि से पूर्व निर्गत SAP Ids के सापेक्ष सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा पूर्व की भाँति ट्रस्ट स्तर पर संचालित सॉफ्टवेयर के माध्यम से की जायेगी।

संलग्नकः यथोपरि।

अध्यक्ष (ट्रस्ट)

पत्र सं0 104 /80/सी0पी0एफ0 ट्रस्ट/ई0आर0पी0/2020/तद्दिनांकः–
प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :–

1. अध्यक्ष, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
2. प्रबन्ध निदेशक, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
3. प्रबन्ध निदेशक, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि0/केस्को, वाराणसी/लखनऊ/आगरा/मेरठ/कानपुर।
4. निदेशक (का०प्र० एवं प्रशा०), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
5. निदेशक (वित्त/का० एवं प्रशा०), पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि0, वाराणसी/लखनऊ/आगरा/मेरठ।
6. समस्त कार्मिक ट्रस्टीज़, उ०प्र०पा०का०लि० अंशदायी भविष्य निधि ट्रस्ट/उ०प्र० स्टेट पावर सेक्टर इम्प्लाईज़ ट्रस्ट।

7. समस्त मुख्य अभियंता (वितरण), उ०प्र०पा०का०लि० / पूर्वांचल / मध्यांचल / दक्षिणांचल / पश्चिमांचल विद्युत वितरण निगम लि0 / केस्को, वाराणसी / लखनऊ / आगरा / मेरठ / कानपुर।
8. अपर सचिव (प्रथम / द्वितीय / तृतीय), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
9. सचिव, उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट, शक्ति भवन विस्तार, लखनऊ।
10. उपमहाप्रबन्धक (वित्त एवं लेखा), पूर्वांचल / मध्यांचल / दक्षिणांचल / पश्चिमांचल विद्युत वितरण निगम लि0, वाराणसी / लखनऊ / आगरा / मेरठ।
11. उपमहाप्रबन्धक (लेखा प्रशासन), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
12. उपमहाप्रबन्धक (वित्त प्रबन्ध), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
13. समस्त उपमुख्य लेखाधिकारी, परिक्षेत्रीय लेखा कार्यालय (वितरण), पूर्वांचल / मध्यांचल / दक्षिणांचल / पश्चिमांचल विद्युत वितरण निगम लि0 / केस्को।
14. अधिशासी अभियंता (वेब), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
15. समस्त आहरण एवं वितरण अधिकारी, उ०प्र०पा०का०लि० / उ०प्र०पा०ट्रां०का०लि०, / मध्यांचल / पूर्वांचल / पश्चिमांचल / दक्षिणांचल विद्युत वितरण निगम लि0 / केस्को।
16. लेखाधिकारी, परिक्षेत्रीय लेखा कार्यालय, पारेषण–मध्य / उत्तर–पूर्व / दक्षिण–पूर्व / पश्चिम / दक्षिण–मध्य / दक्षिण–पश्चिम, उ०प्र०पा०ट्रां०का०लि०, लखनऊ / गोरखपुर / प्रयागराज / मेरठ / झांसी / आगरा।
17. लेखाधिकारी (सी०पी०एफ० / के०भु०प्र०), पूर्वांचल / मध्यांचल / दक्षिणांचल / पश्चिमांचल विद्युत वितरण निगम लि० / केस्को, वाराणसी / लखनऊ / आगरा / मेरठ / कानपुर।
18. लेखाधिकारी (सा०प्र०), उ०प्र० पावर कारपोरेशन लि०, महानगर, लखनऊ।
19. लेखाधिकारी (मुख्यालय भुगतान / वेतन एवं लेखा / के०भु०प्र०), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
20. लेखाधिकारी, मुख्यालय भुगतान इकाई, उ०प्र०पा०ट्रां०का०लि०, शक्ति भवन विस्तार, लखनऊ।
21. समस्त लेखाधिकारी, उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट, शक्ति भवन विस्तार, लखनऊ।
22. श्री सोविक हाज़रा, मे० एसेन्चर सॉल्यूशन्स प्राइवेट लि०।

23/1/23

(निधि कुमार नारंग)
निदेशक (वित्त), उ०प्र०पा०का०लि०
एवं ट्रस्टी

अर्जेन्ट/पत्र

UPPCL CPF & GPF SAP

Implementation

Standard Operating Procedure (SOP)

CPF Number allotment and Nominee Creation & Modification

Version 0.1

Document History

Version	Date	Summary of Change	Author	Role
V 0.1	02.12.2022	CPF Number allotment andNominee Creation & Modification	Dayeeta Ray	Functional Consultant

Other Related Documents

Related Document	Comments
BBP_200.20.1.05_CPF V0.4	

Review/ Approval Detail

Role	Name	Signature and Date	Comments
Review & Approval			
Project Manager Accenture	Souvik Hazra		

Table of Content

1. Purpose

Standard Operating procedures refer to the set of instructions normally written once that are intended to document how to perform a certain activity. This helps in maintaining the consistency and quality of work carried out.

Some of the benefits of maintaining SOPs are listed below:

- They will be helpful in many workplaces which require strict procedures or adherence to a set of instructions to see to it those certain outcomes are attained.
- They will also serve as a good reference to employees who are required to follow a given set of procedures. It has been shown that even the best of employees tends to forget, this implies that having SOPs will be quite vital in helping all the employees to stick to the right or recommended procedure.
- SOPs are also helping to newly trained employees. They will be key in helping them keep the fresh instructions and they will also act as an easily available reference source.

2. Scope

This document covers the SOP for understanding the process of Contributory Provident Fund Number Allotment andNominee Creation and Modification for newly hired employees of UPPCL, DISCOMs & UPPTCL covered under the CPF Scheme.

3. Pre-requisites

Following are the pre-requisites for the process:

- The user who is generating the PF number should have access to SAP GUI.
- He should have access to TCode ZPF_TRUST
- The person designated for hiring the employees should have access to SAP GUI and PA40.

4. Procedure:

Action required by DDO

Whenever a new employee is hired in the system through ERP SAP using T-Code PA40, the necessary data of the employee will be updated in the SAP master by the person designated for that purpose. Also, all the necessary documents will be uploaded in the master data.

1) DDO will log in to SAP GUI.
2) DDO will upload the CPF related Forms/documents in PA30 infotype 9902.
3) Once done DDO will inform the Trust team by sending the hard copies of the CPF related Forms/documents. Communication regarding employee hiring will be outside ofERP system.

Action required by CPF Trust team.

The Trust team will check the CPF related Forms/documents uploaded in the ERP system. If documents and master data are correct, the Trust user will generate the PF number. In case, if there is any discrepancy in the documents, the Trust will inform to the respective DDO. This communication will be made outside the ERP system.

1) Trust user will log in SAP GUI.
2) Trust user will go to PA30 and check the CPF related forms/documents uploaded in the ERP system.
3) Trust user will go to ZPF_TRUST and check the master data of the employee. In case, any information is not matching,Trust user should inform to the respective DDO and get it resolved.
4) Trust user will add Nominee details of the newly hired employee in ERP SAP.
5) Trust user will generate PF number for the newly hired employee. The generated PF number will be visible in the HR master data & ESS portal.
6) Trust user can view the list of CPF Hired Employees through ZPF_TRUST dashboard.

Action required by CPF Trust team (Nominee Modification)

1) Trust team will get information from the concerned DDO that the nominee of the specificemployee needs to be changed. Communication regarding nominee modification will be outside of ERP system.
2) Trust team will open ERP system and run PF nominee from ZPF_TRUST dashboard.
3) Trust team will modify nominee details in ERP SAP.

Action required by CPF Trust team (PF Details Modification)

1) Once CPF No. is allotted to an employee, DDO will not be able to modify any information of the employees covered under the CPF Scheme through info type587 (Provident Fund).
2) Only dedicated Trust users will be able to update details related to Contributory Provident Fund (Trust ID & CPF No.).
3) CPF Number, once allotted by the ERP System cannot be modified by any user.

PROJECT SAKSHAM

END USER DOCUMENT

BBP_HRM_TRUST

CPF number allotment

Table of Contents

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.

DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V0.1	29.11.2022	Dayeeta Ray	Initial Submission
V 1.0	19-12-2022	Souvik Hazra	First Review

DISTRIBUTION

Date	Type of Users	Purpose

User Roles – Posts using Process Explained in Manual

Date	Roles	Posts	Purpose

OVERVIEW

UPPCL and its employees' PF number will be auto generated from the SAP ERP system. For this purpose, we have developed a dashboard ZPF_TRUST. In this user manual we are showing steps for PFnumber allotment and nominee addition.

MENU PATH

Use the SAP Logon.

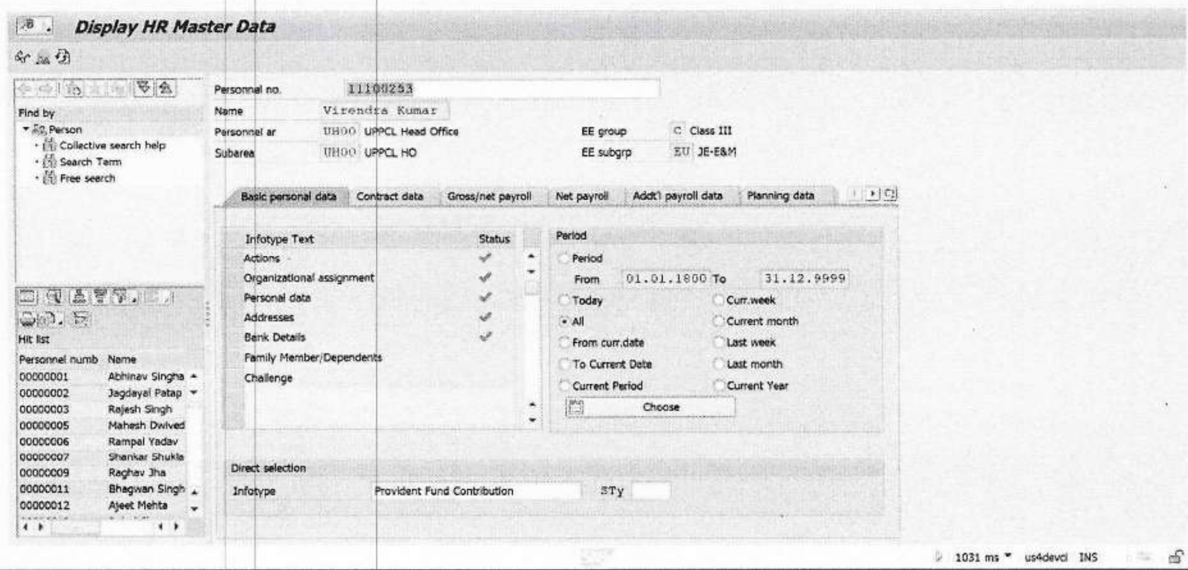
USER ROLE

User should have access to the SAP GUI Log on and also to the ZPF_TRUST dashboard.

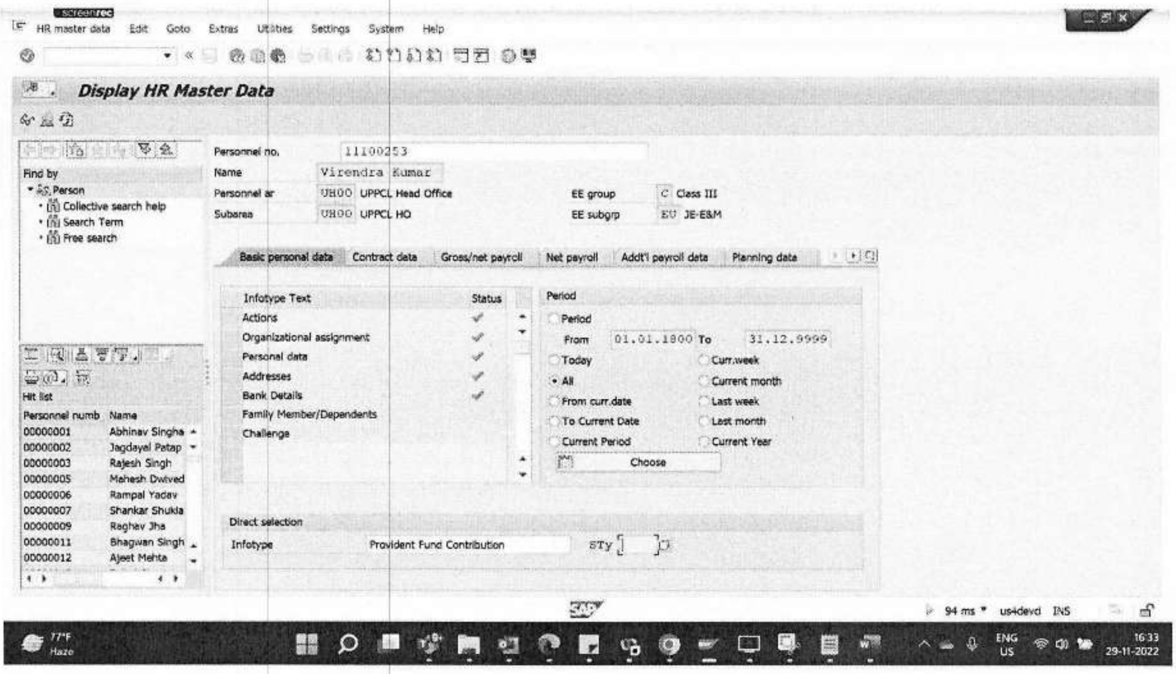
STEPS:

A. Employee Hiring and member creation for UPPCL and DISCOMs

1. Hire the new employee through PA40. Please make sure infotype 6 (Address), 9(Bank Details), Infotype 0105 (Communications) and First Name and Last Name both are maintained in Infotype 0002 (Personal Data). Please check the same through PA30 and pa20. Employee Vendor should be created by the scheduler, based on the infotypes mentioned earlier.



2. Please go to infotype 0587 (Provident Fund Contribution) .

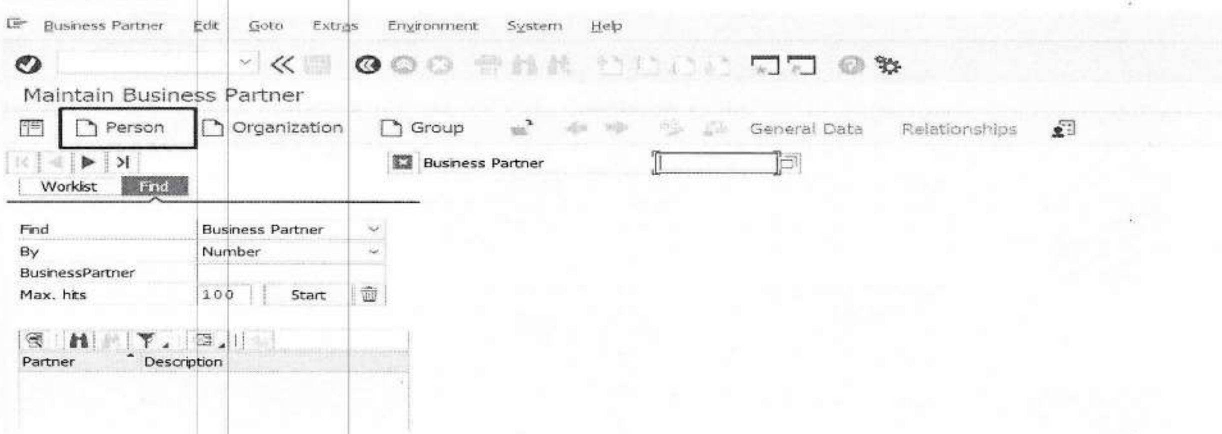


3. Enter NCPF in the Provident Fund Trust ID Field, and please leave the Provident Fund Numberblank and save the infotype.

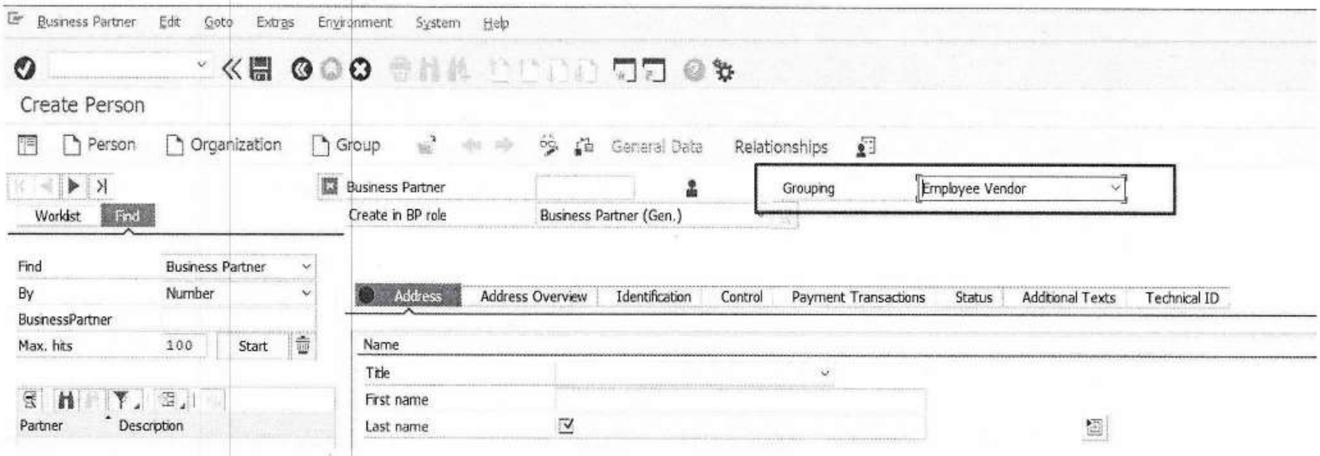
4. Please run T code **ZBP_EXTEND**. This will extend the BP to CPFT company code for all the newlycreated personnel numbers. This program will be scheduled in the background.

B. Member creation for UPPTCL (Only for Non Common Cadre employees hired in UPPTCL Server)

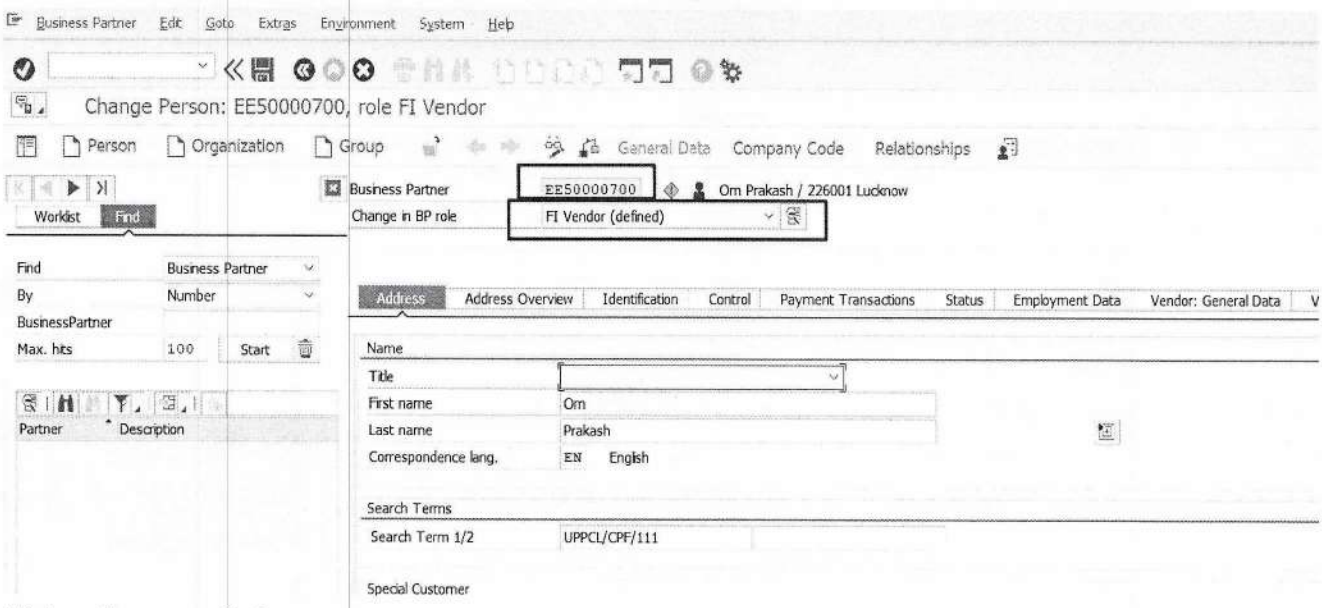
1. Open Transaction Code **BP**
2. Click on Person



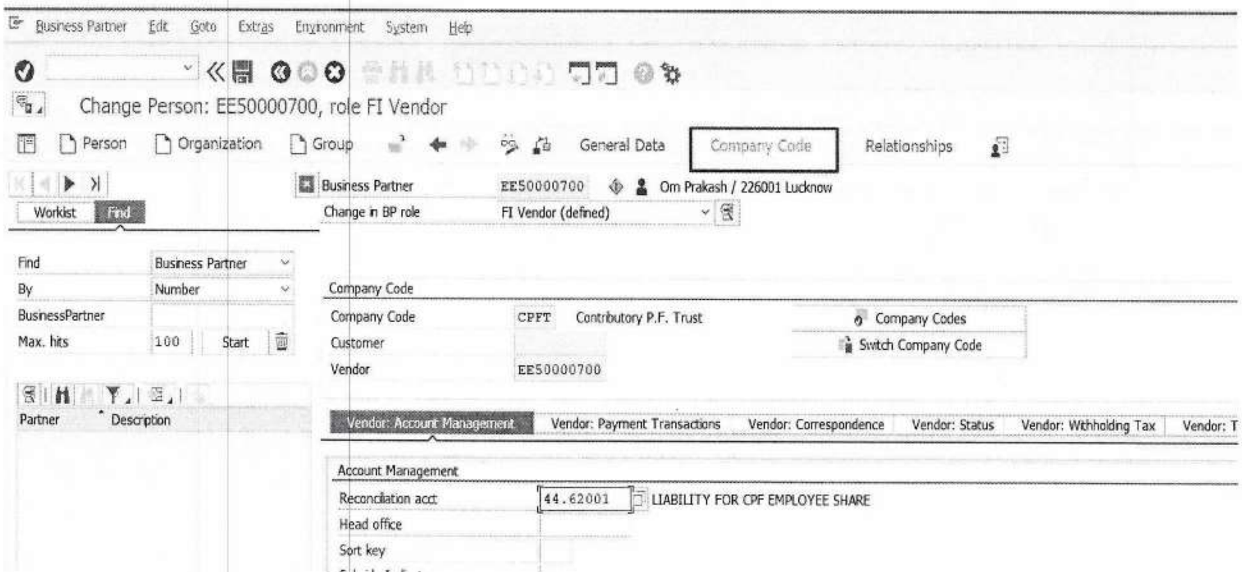
3. Select BP Group as **Employee vendor**

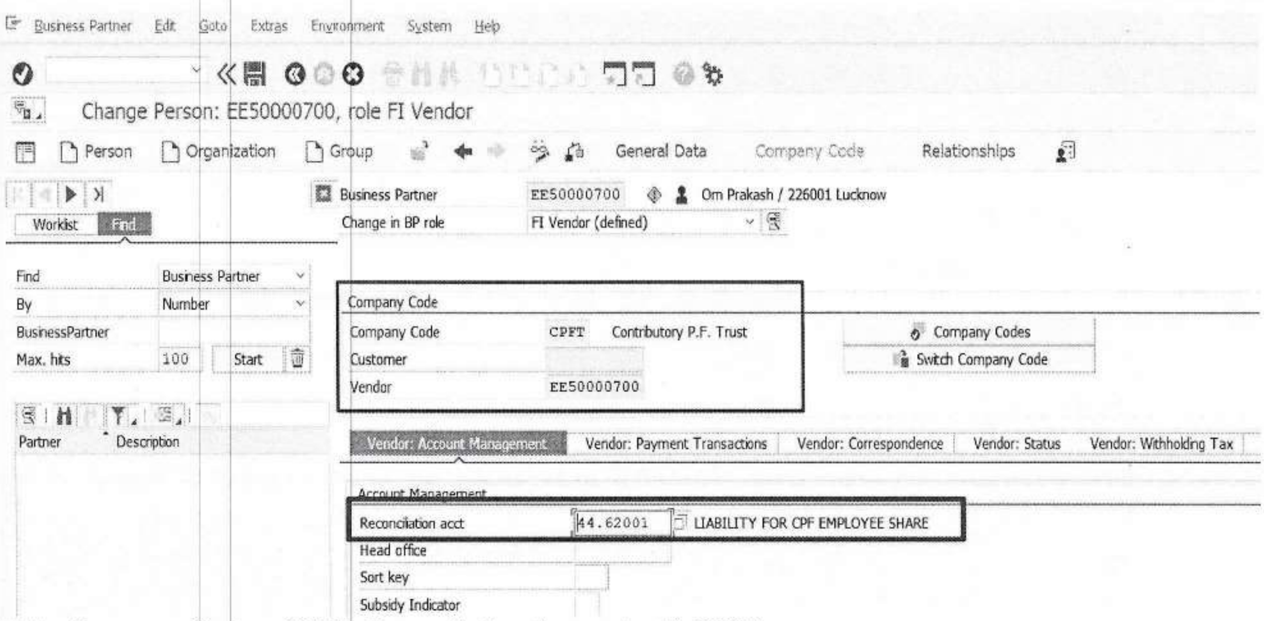


4. Enter Business Partner number as "EE+SAP ID of the Employee" and then select BP Role as "FI-Vendor"

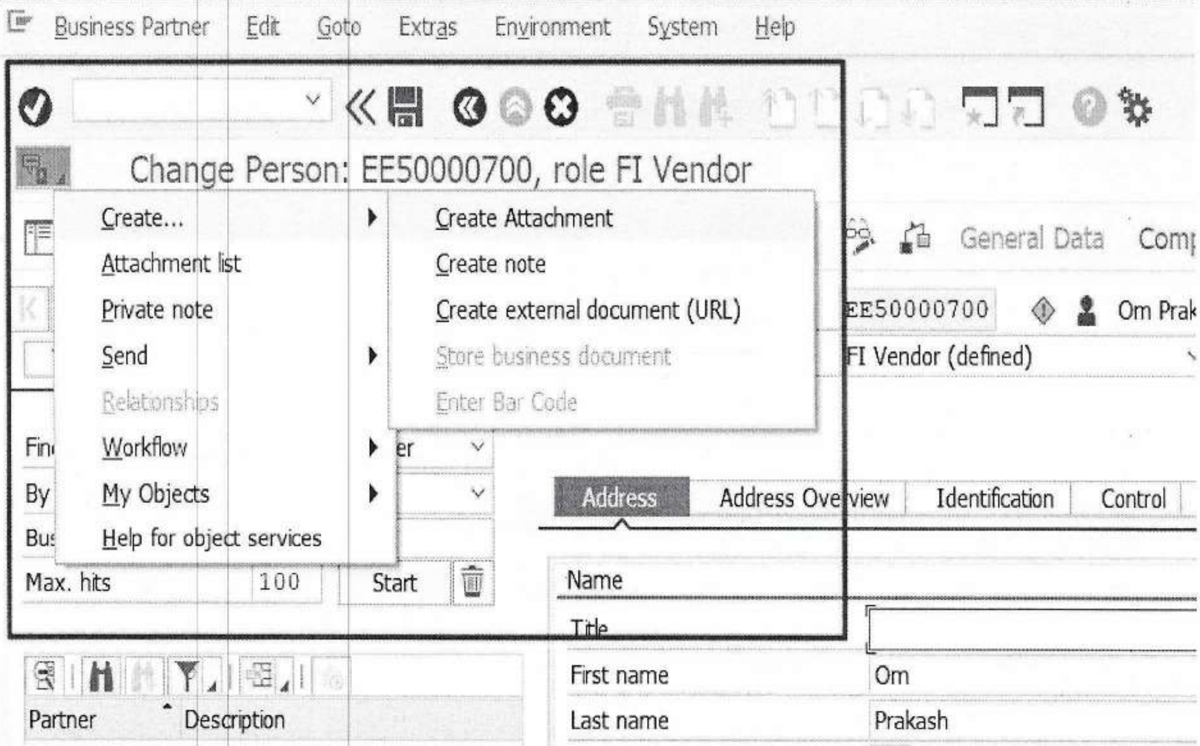


5. Click on Company Code



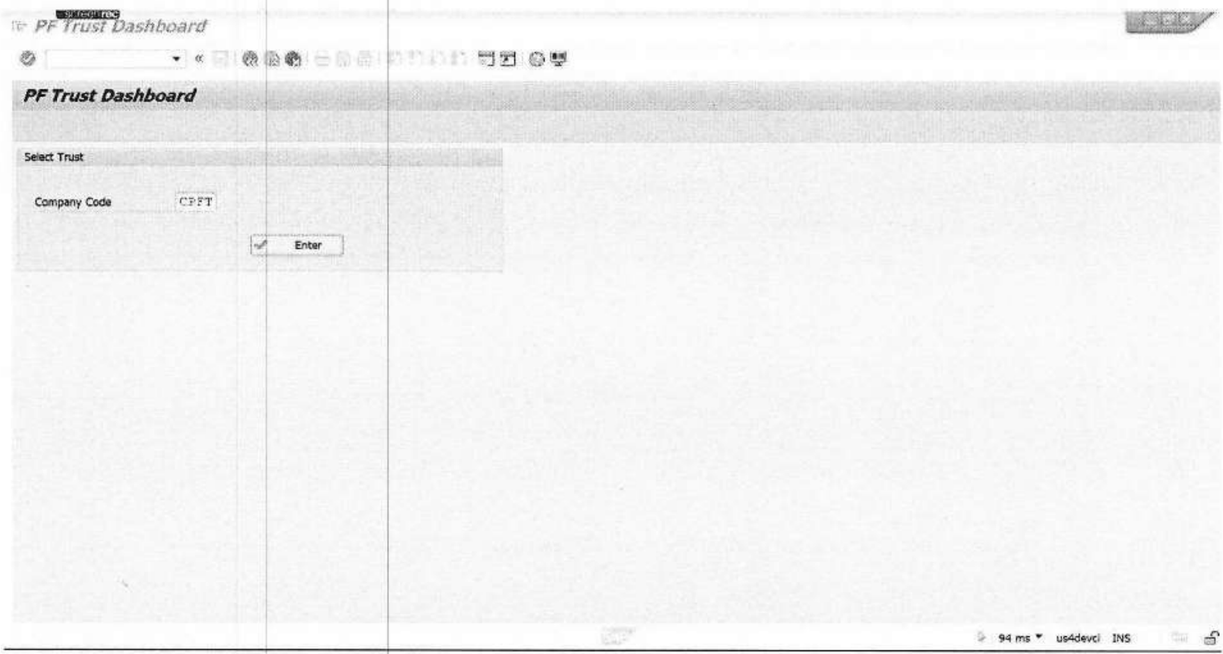


6. Enter Company Code = CPFT; Reconciliation Account = 44.62001
7. Once the BP / Vendor is created, user can upload document against this BP from the following option:



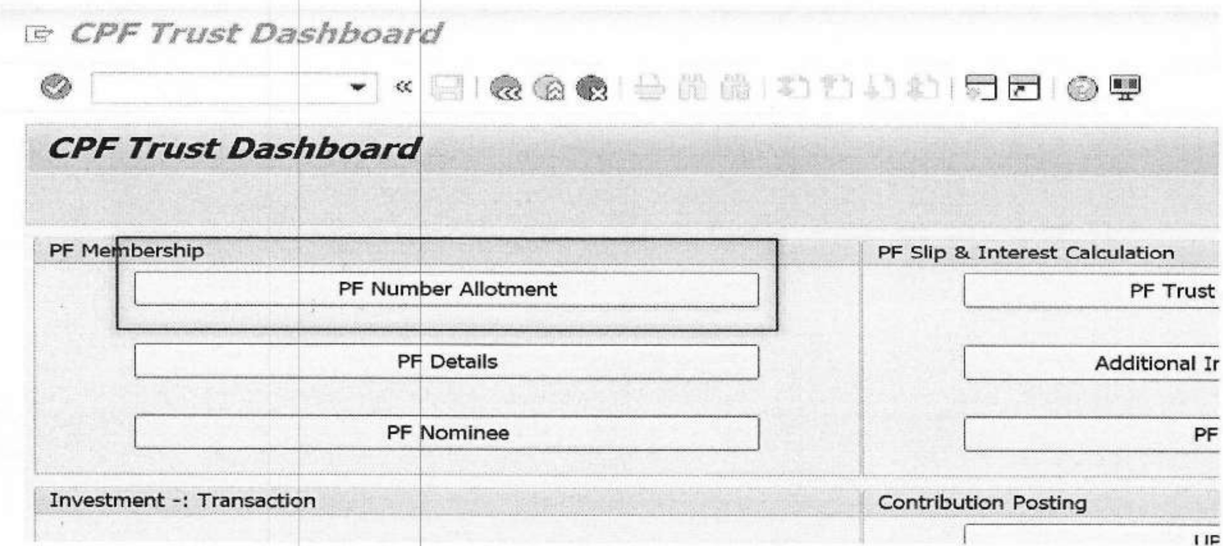
CPF Number Allotment

5. Please enter Transaction Code **ZPF_TRUST**



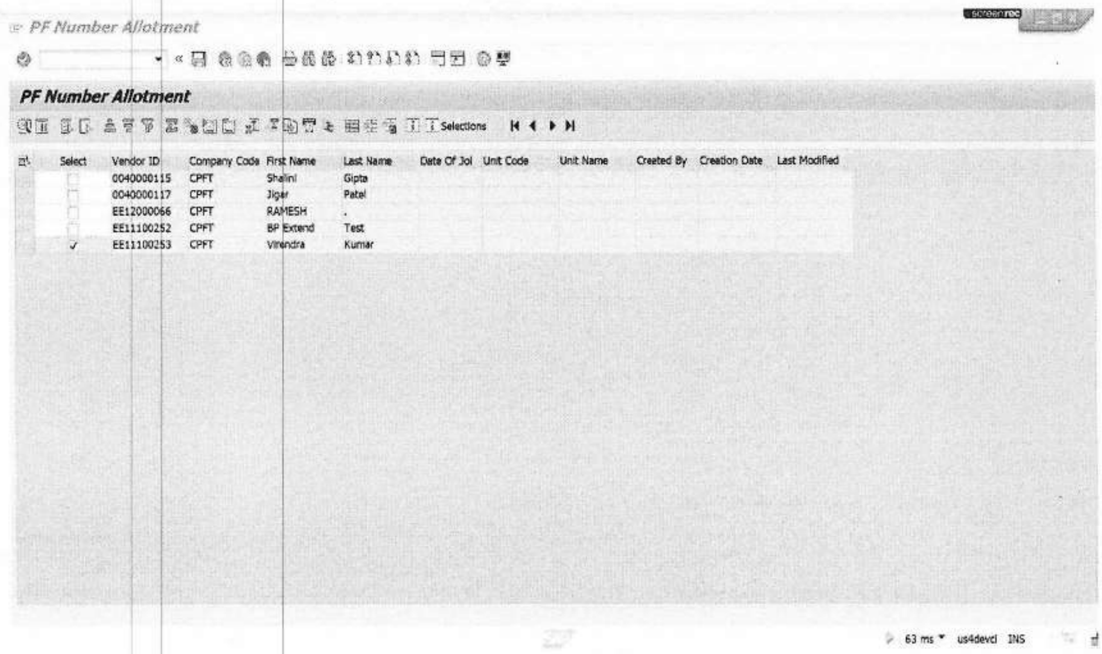
6. Enter Company Code **CPFT** for CPF employees.

7. Please click on PF number Allotment button.



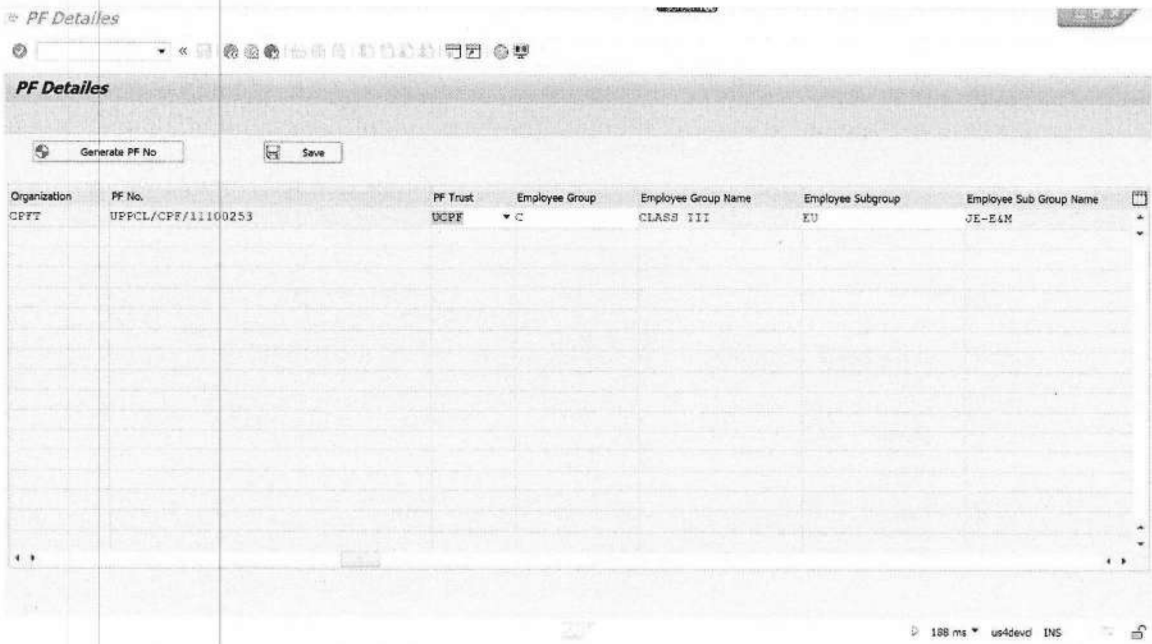
All the newly created personnel numbers will be shown in the screen.

8. Please select the personnel number for whom you want to create and allot personnel numberand click on "SAVE" button on top of the screen.

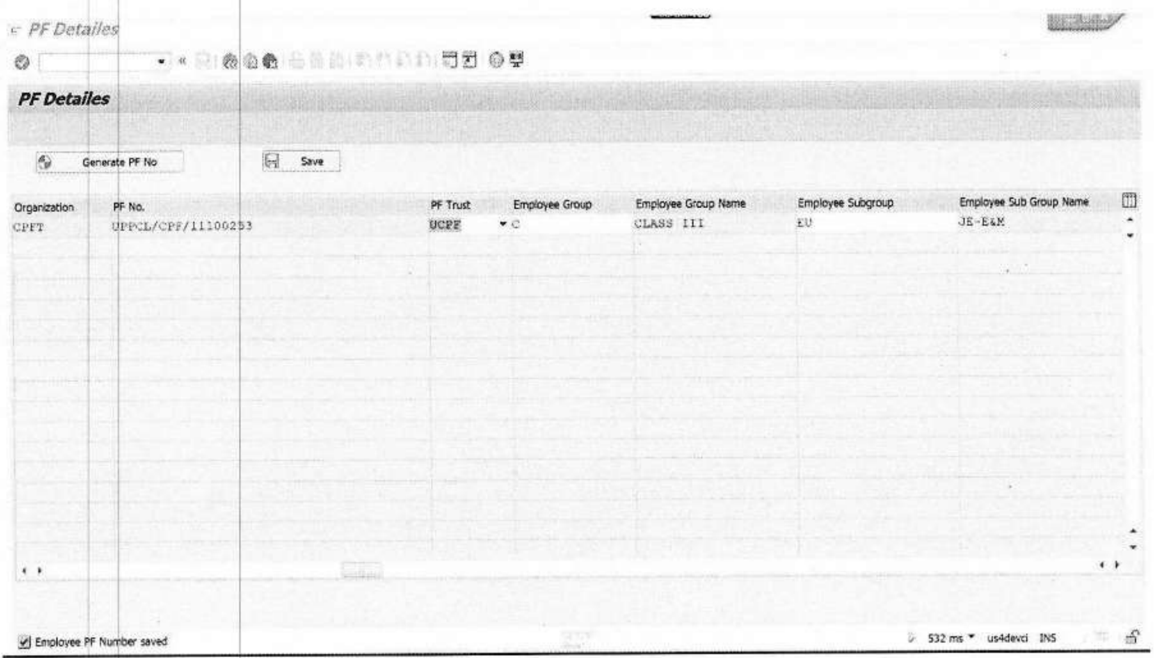


9. Once opened, the below screen appears. We can scroll from left to right and check if all thedata of the personnel number are correct or not.

10. Once done, please click on "Generate PF number" once done PF number will generate in the field PF No.

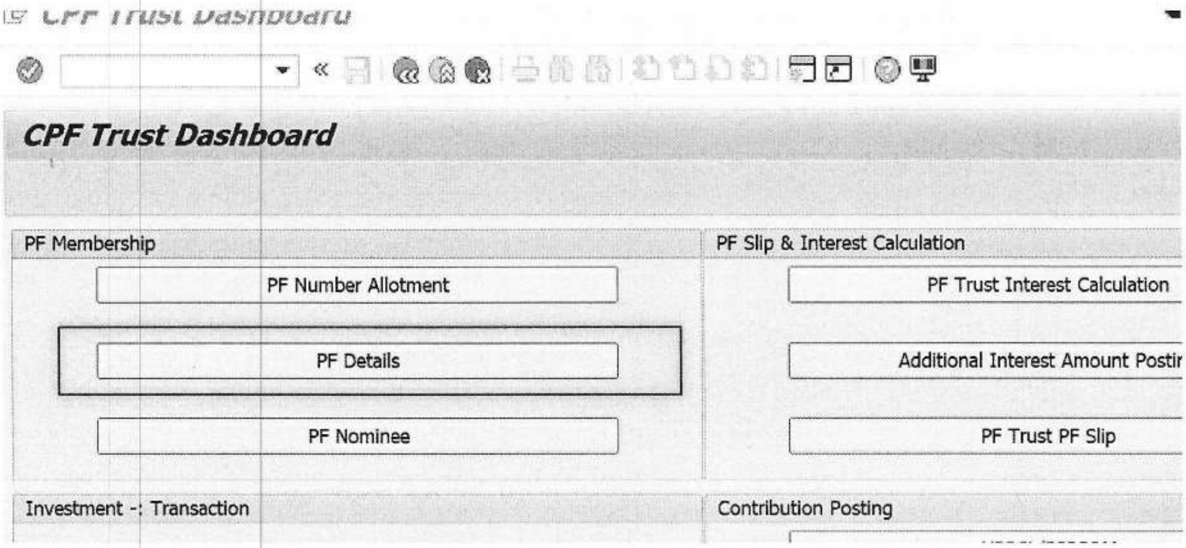


11. Please click on save button. Once saved we will get a message "Employee PF number saved".



12. The PF number is automatically saved in infotype 0587 in PA30 infotype.

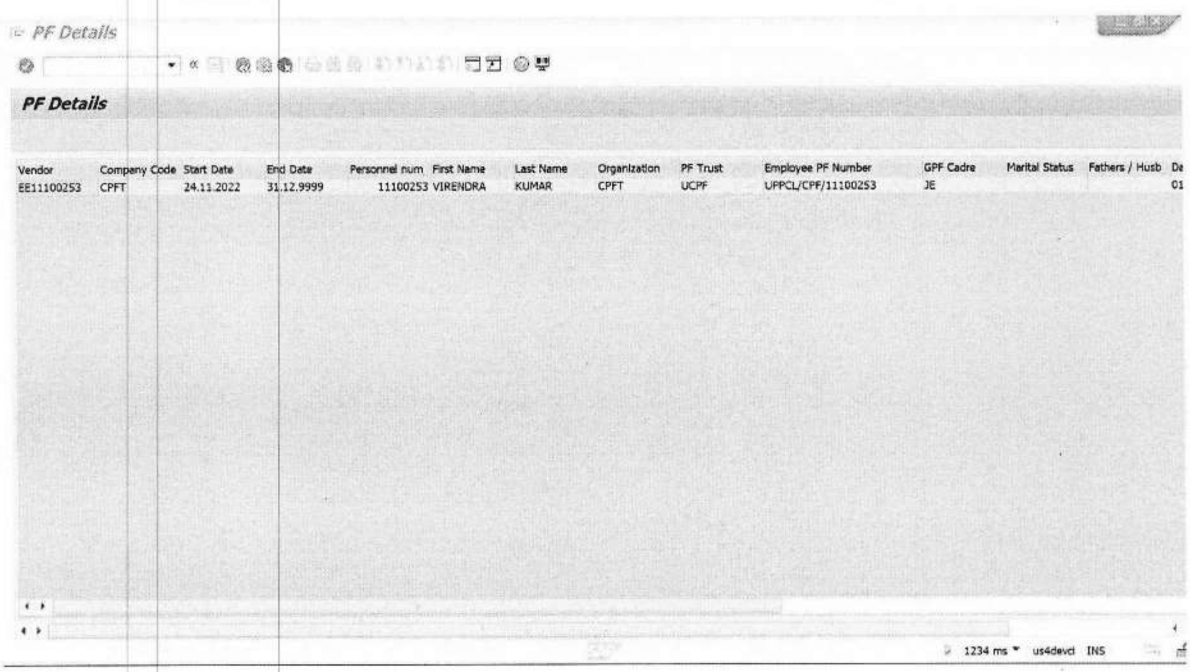
13. Please click on PF details Button to view the PF details of the employee.



14. Enter the employee vendor code.

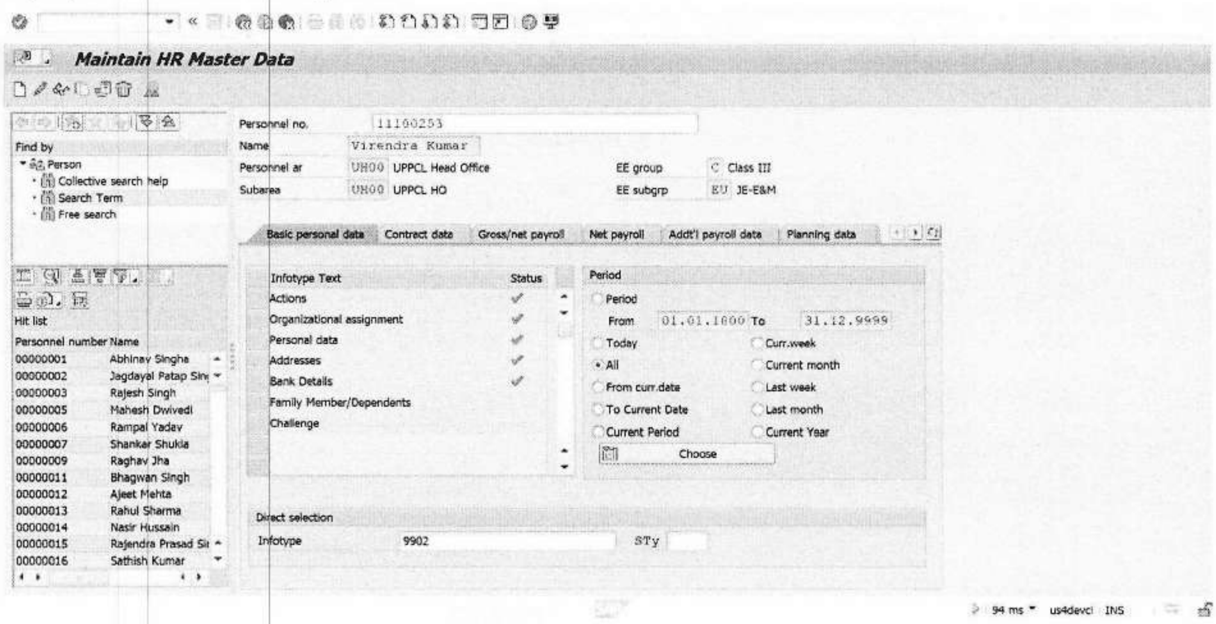
15. Please click on PF details display checkbox and then click on execute.

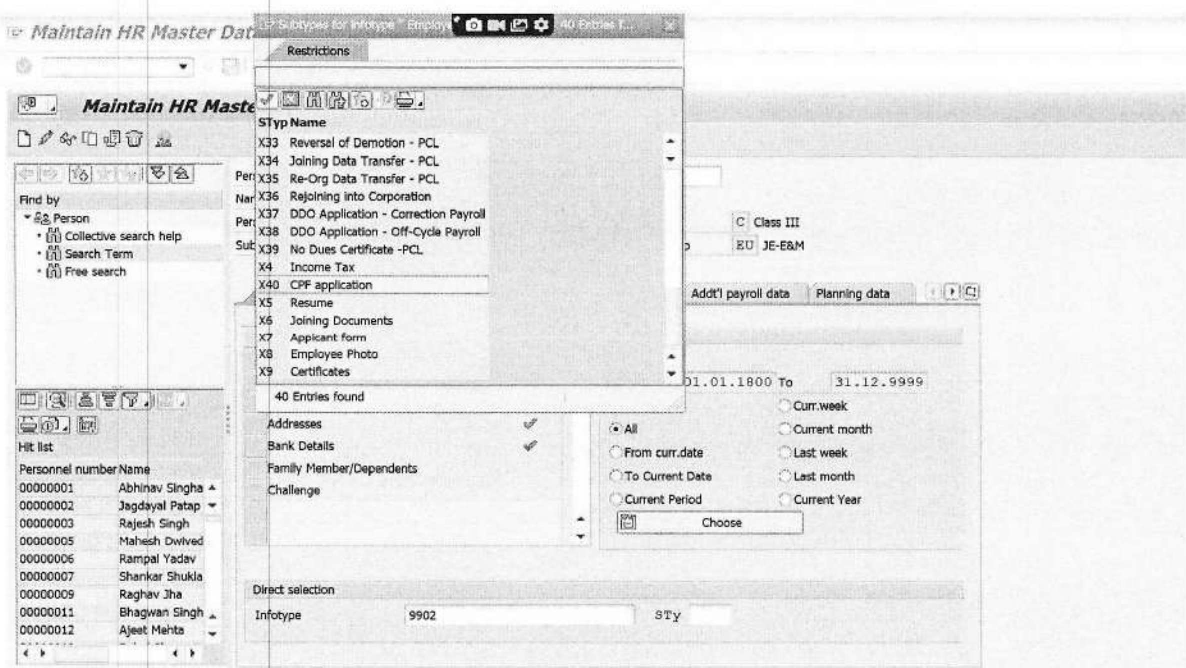
16. Employee's PF details are displayed along with his master data.

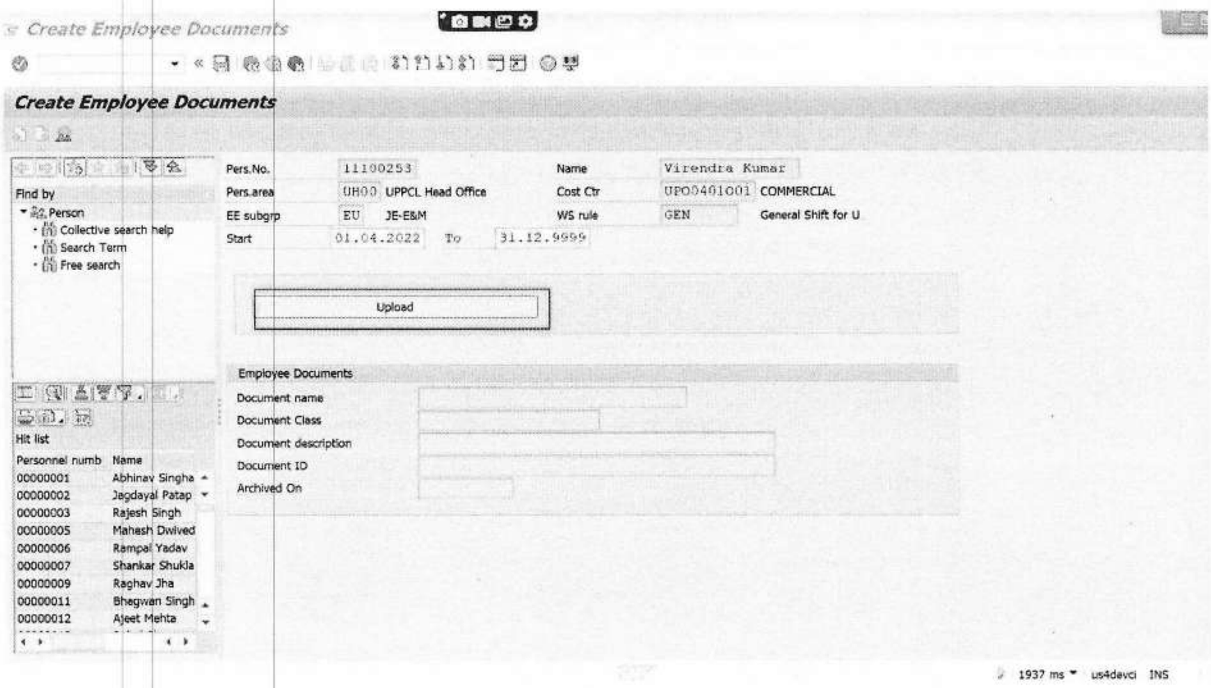


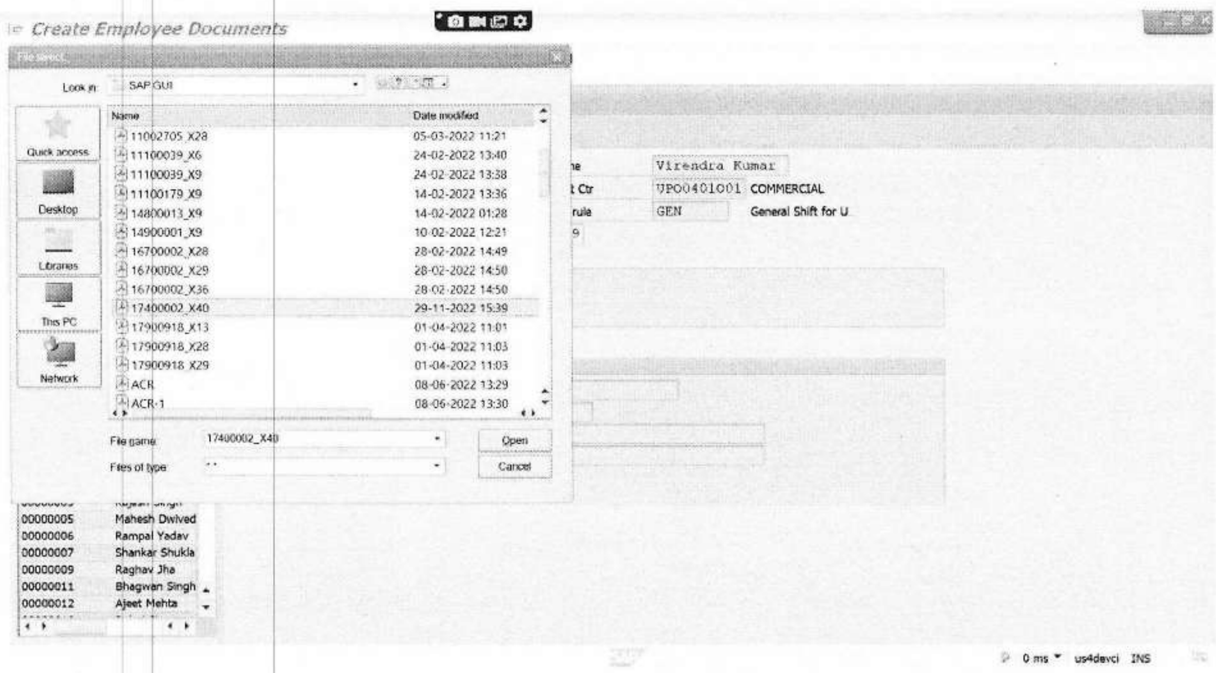
PF Document upload in Pa30 Tcode

User will go to Transaction PA30 after employee creation. He will go to infotype 9902 , Employee Documents, subtype X40.

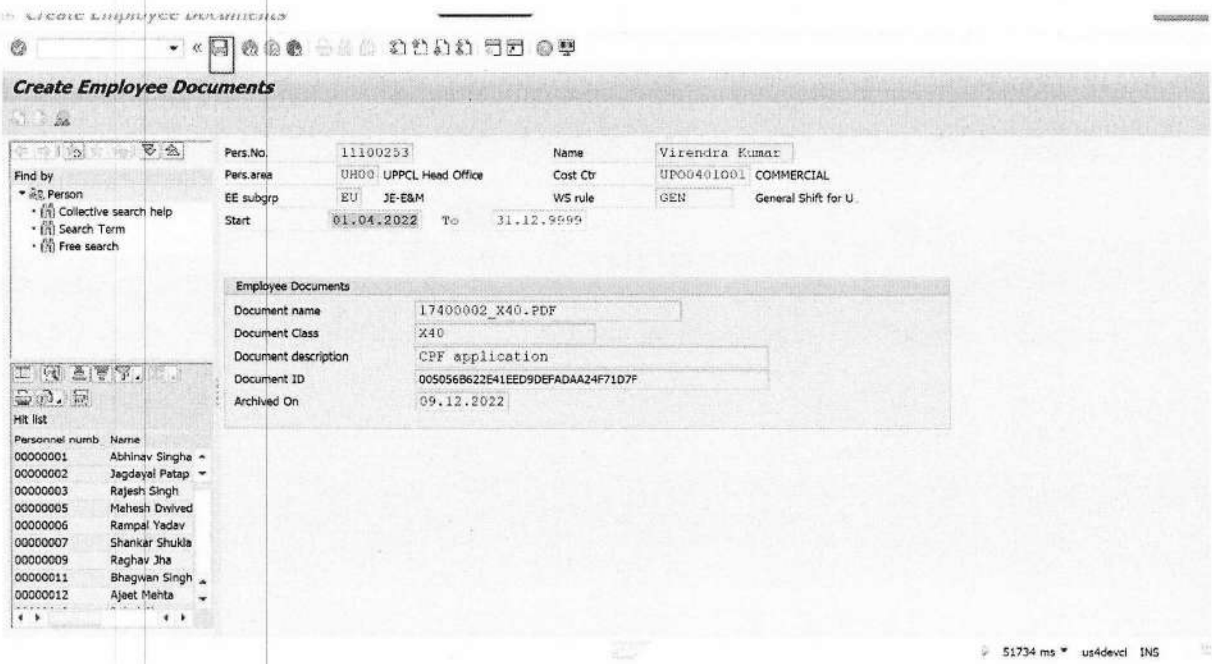





Create Employee Documents
Create Employee Documents
Find by
Person
Collective search help
Search Term
Free search
Pers.No. 11100253
Name Virendra Kumar
Pers.area UH00 UPPCL Head Office
Cost Ctr UP00401001 COMMERCIAL
EE subgrp EU JE-E&M
WS rule GEN General Shift for U
Start 01.04.2022 To 31.12.9999
Upload
Employee Documents
Document name
Document Class
Document description
Document ID
Archived On
Hit list
Personnel numb Name
00000001 Abhinav Singha
00000002 Jagdayal Patap
00000003 Rajesh Singh
00000005 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta
1937 ms us4devci INS

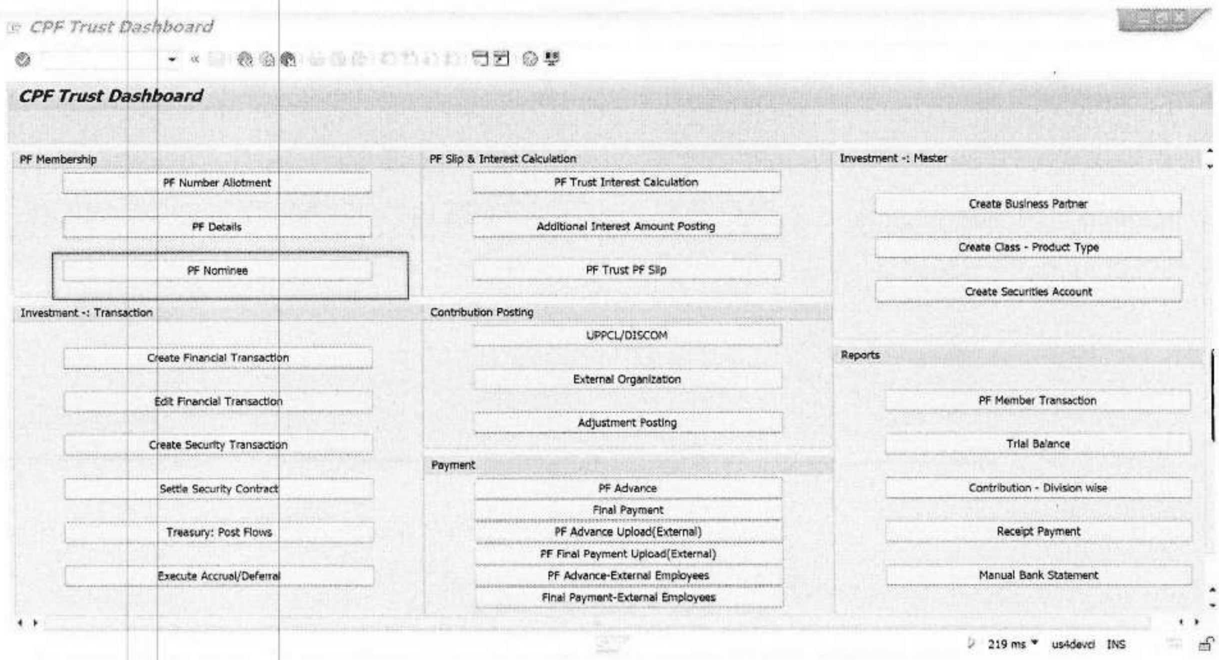

Create Employee Documents
Look in: SAP GUI
Name
Date modified
11002705_X28 05-03-2022 11:21
11100039_X6 24-02-2022 13:40
11100039_X9 24-02-2022 13:38
11100179_X9 14-02-2022 13:36
14800013_X9 14-02-2022 01:28
14900001_X9 10-02-2022 12:21
16700002_X28 28-02-2022 14:49
16700002_X29 28-02-2022 14:50
16700002_X36 28-02-2022 14:50
17400002_X40 29-11-2022 15:39
17900918_X13 01-04-2022 11:01
17900918_X28 01-04-2022 11:03
17900918_X29 01-04-2022 11:03
ACR 08-06-2022 13:29
ACR-1 08-06-2022 13:30
Quick access
Desktop
Libraries
This PC
Network
File name: 17400002_X40
Files of type:
Open
Cancel
Virendra Kumar
UP00401001 COMMERCIAL
GEN General Shift for U
00000005 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta
0 ms us4devci INS


Create Employee Documents
Find by
Person
Collective search help
Search Term
Free search
Pers.No. 11100253
Name Virendra Kumar
Pers.area UH00 UPPCL Head Office
Cost Ctr UP00401001 COMMERCIAL
EE subgrp EU JE-E&M
WS rule GEN General Shift for U
Start 01.04.2022 To 31.12.9999
Employee Documents
Document name 17400002_X40.PDF
Document Class X40
Document description CPF application
Document ID 005056B622E41EED9DEFADAA24F71D7F
Archived On 09.12.2022
Hit list
Personnel numb Name
00000001 Abhinav Singha
00000002 Jagdayal Patap
00000003 Rajesh Singh
00000005 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta
51734 ms us4devcl INS

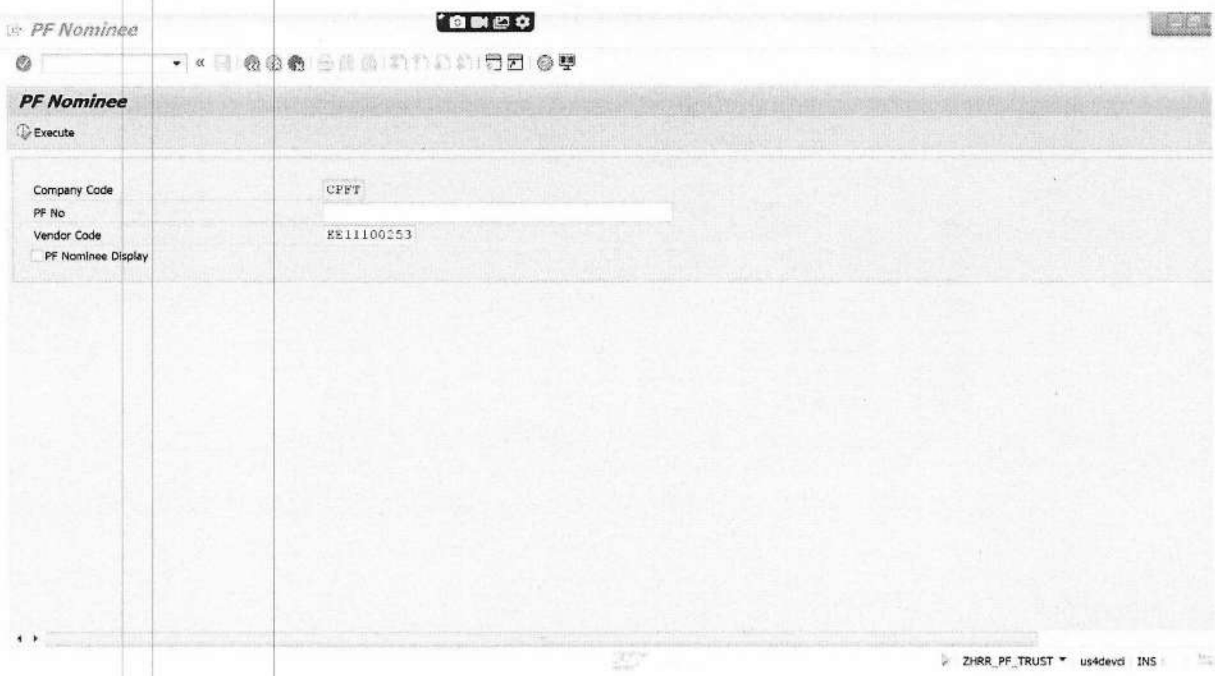

Create Employee Documents
Find by
Person
Collective search help
Search Term
Free search
Pers.No. 11100253
Name Virendra Kumar
Pers.area UH00 UPPCL Head Office
Cost Ctr UP00401001 COMMERCIAL
EE subgrp EU JE-E&M
WS rule GEN General Shift for U
Start 01.04.2022 To 31.12.9999
Employee Documents
Document name 17400002_X40.PDF
Document Class X40
Document description CPF application
Document ID 005056B622E41EED9DEFADAA24F71D7F
Archived On 09.12.2022
Hit list
Personnel numb Name
00000001 Abhinav Singha
00000002 Jagdayal Patap
00000003 Rajesh Singh
00000005 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta
51734 ms us4devcl INS

PF Nominee addition and modification

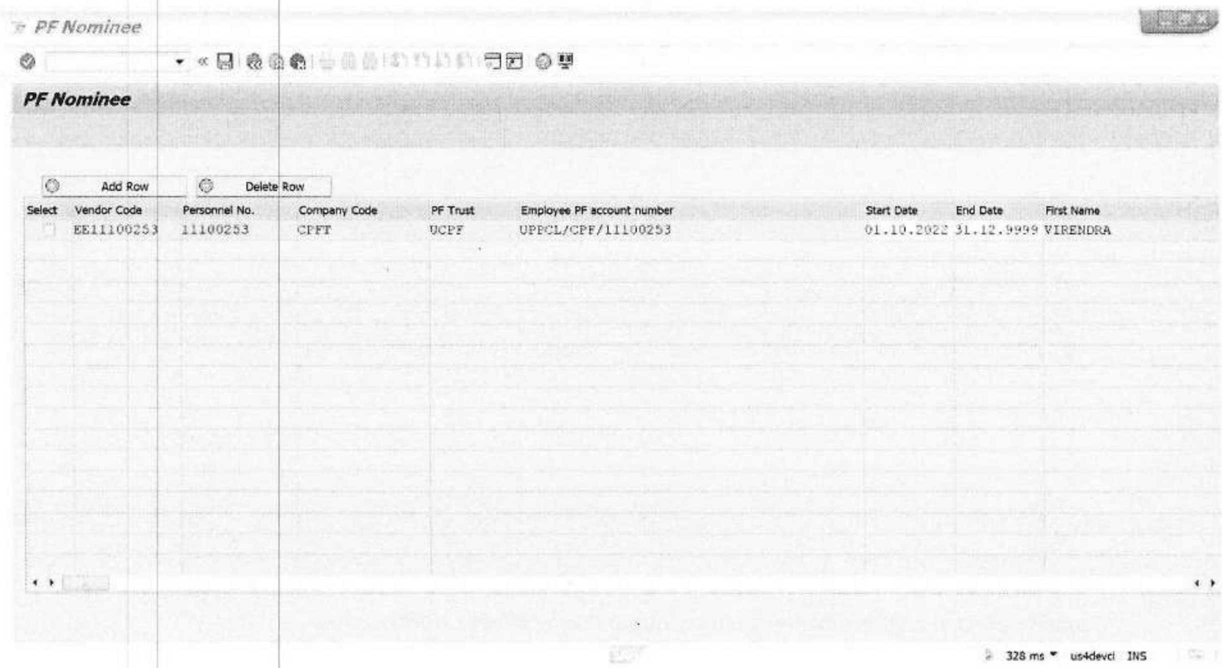
Please select PF Nominee button in the CPF Trust Dashboard.

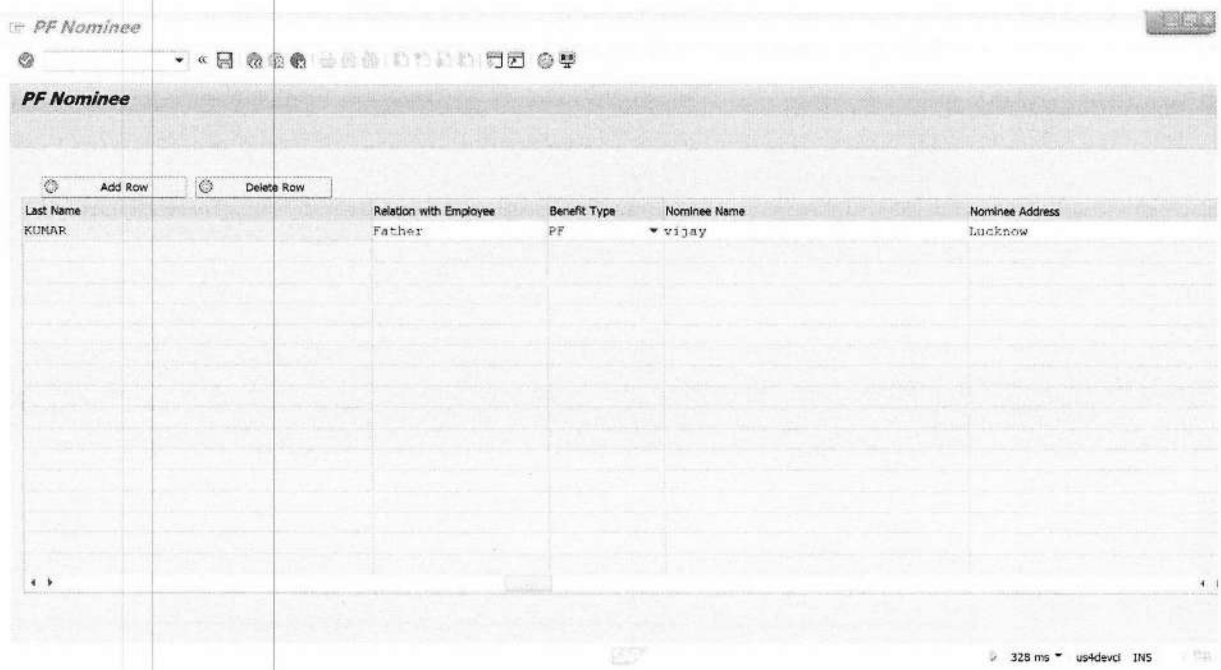


Please enter PF number or Vendor Code and execute.

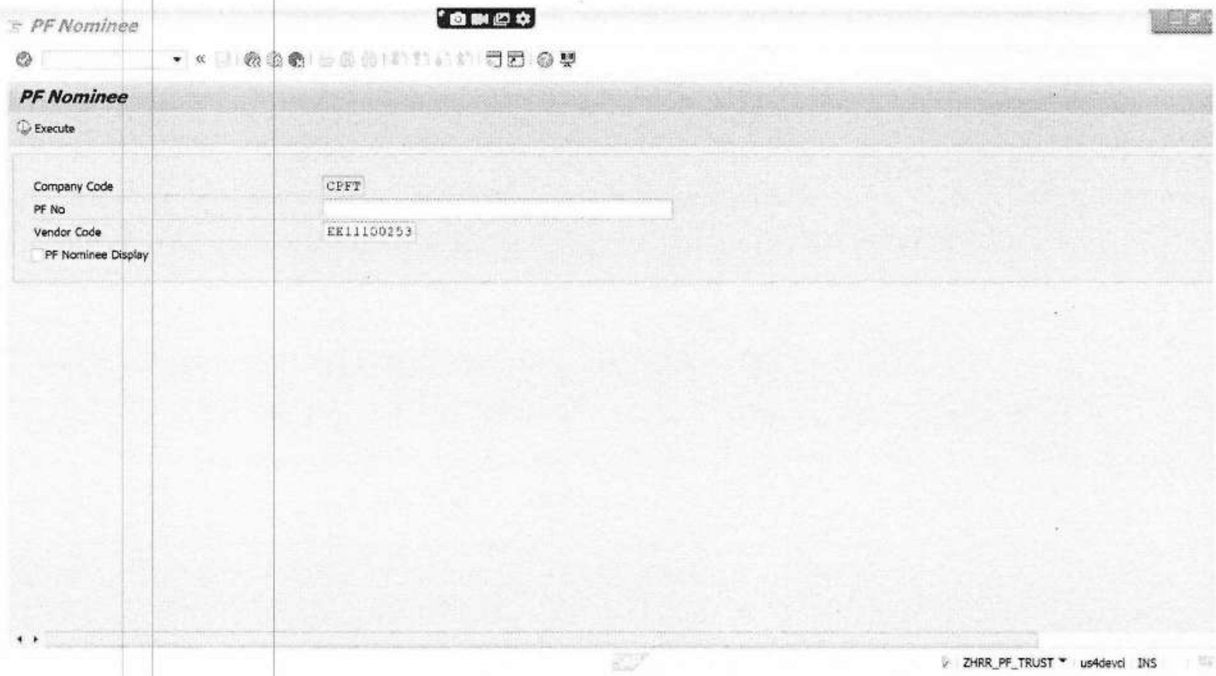


Enter the start date and end date for the nominee to be added. Please enter the nominee's name and address and percentage share. In case there are more than one nominee, the percentage share should add up to 100.

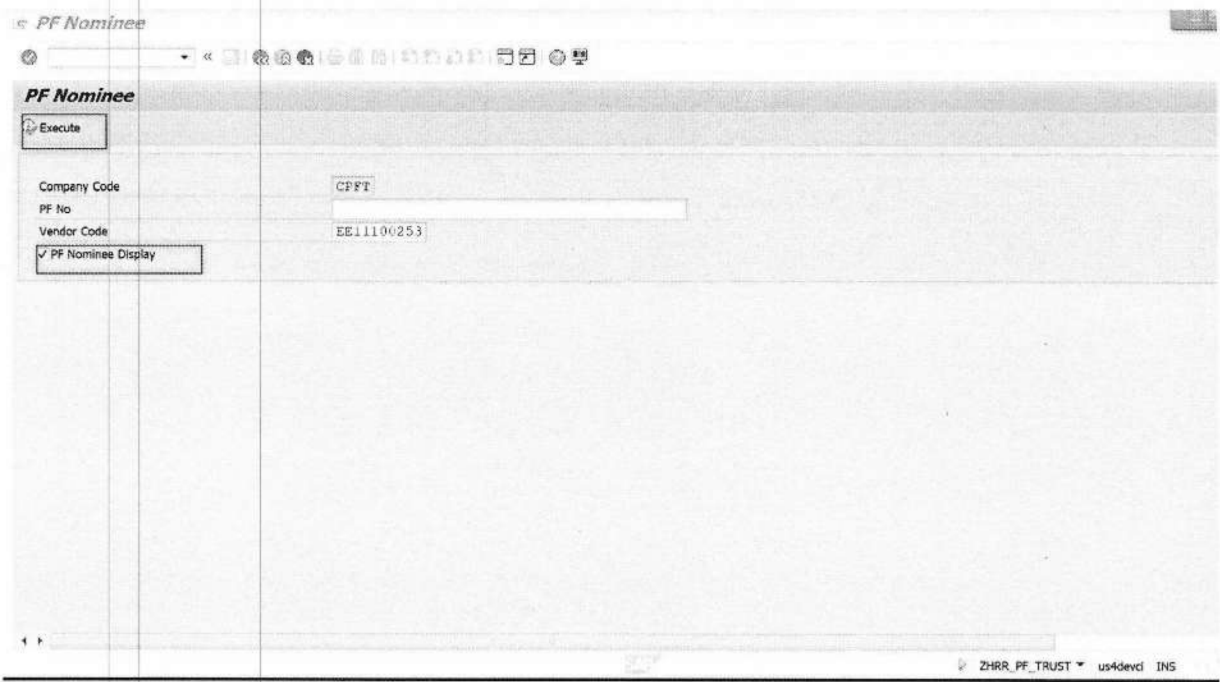




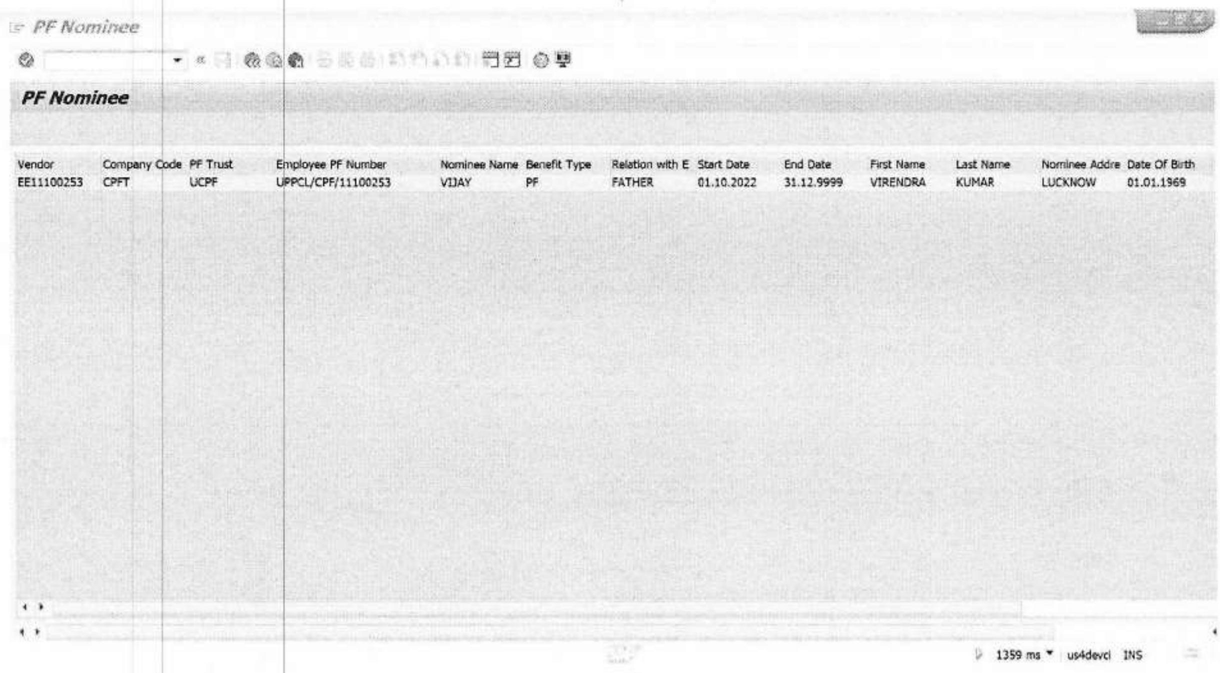
Please click on "save" button. We will get a message "Nominee details are saved".



Please select the PF nominee Display checkbox and click no execute.



The PF nominee details will be shown in the screen.


PF Nominee

Vendor	Company Code	PF Trust	Employee PF Number	Nominee Name	Benefit Type	Relation with E	Start Date	End Date	First Name	Last Name	Nominee Addre	Date Of Birth
EE11100253	CPFT	UCPF	UPPCL/CPF/11100253	VIJAY	PF	FATHER	01.10.2022	31.12.9999	VIRENDRA	KUMAR	LUCKNOW	01.01.1969

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 sub units 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 sub division 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)