

IMMEDIATE

**No. Dy. 926/2020-HR-IV-
GOVERNMENT OF PAKISTAN
FINANCE DIVISION
HRM WING
(HR-IV SECTION)

Islamabad, the 17th August, 2020

Subject: - **UPDATION OF MASTER DATA OF EMPLOYEES IN SAP
HCM/PAYROLL.**

Please find enclose herewith a copy of AGPR, Islamabad D.O letter dated 29-07-2020 regarding updation of Master Data of Employees in SAP HCM/Payroll.

2. All the officer / officials of Finance Division are advised that they may check their pay slips and if found any discrepancies / deficiencies including updation of personal data of concerned employees in SAP System as mentioned in the above referred letter, appearing in the monthly Pay Slip issued by the AGPR may kindly intimate their dealing Assistants in Accounts Section alongwith the supporting documents latest by 30th August, 2020, positively.


(Muhammad Hayat)
Section Officer (HR-IV)

All the Officers/ Officials of Finance Division, Islamabad.



**OFFICE OF THE
ACCOUNTANT GENERAL PAKISTAN REVENUES
G-8/4, ISLAMABAD**

Tel:051-9260372

www.agpr.gov.pk

No.C&P/HR/Data Cleansing/2020-2021/1192

dated: 29-07-2020

To

The Secretary
Ministry of Finance
Islamabad

Dear Sir!

Subject: Updation of Master Data of Employees in SAP HCM/Payroll

Your kind attention is drawn to AGPR's continual efforts for updation of employees' master data (from old NIC to CNIC, Date of Birth, Date of Entry into Service and Bank Account) in SAP HCM/Payroll system. However, the response has been very slow so for.

2. Updation of master data of employees would not only help this office in ensuring accuracy of payroll data and improved service delivery but at the same time would benefit all employees in pay, pension, tax, benevolent fund, group insurance, reimbursements, GPF etc.

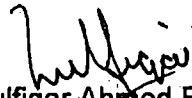
3. It has been decided by the AG in principle that this office will run 2 separate payrolls from the next quarter. Payroll - I will include those employees whose master data is correct, verified from NADRA and status of entity/post is regular as per BO/NIS. Payroll - II will include all others, including contract/ daily wages/ stipend employees. There will be a distinguishingly different control mechanism of pre-audit in the office for changes in payroll - I and payroll -II as payroll - II employees have to pass entity/ post/ budget/ tenure posts on monthly basis. Payroll - I employees will get change-based data revision/ continuation as in vogue at the moment.

4. Keeping the above in view and also given the limited time span for inclusion in payroll I before 30.09.2020, it is requested that all officers concerned in your office (specially DDO) may kindly be directed to ensure updation of data in SAP system for all the employees working under your administrative control as per below mentioned timelines:

S. No.	Updation Required	Deadlines for Updation
i	Old NIC to CNIC	01-09-2020
ii	Bank Account (preferably IBAN)	01-09-2020
iii	Date of Birth (DoB)	01-09-2020

iv	Date of Entry into Service	01-09-2020
v	BO/NIS for post verification	15.09.2020
vi	Rules of business/entity status	15.09.2020


This issues with approval of the Accountant General Pakistan Revenues (AGPR).


(Zulfiqar Ahmed Bajwa)

Director General Pakistan Revenues
051-9260168

Copy to:

1. All sub offices for similar action
2. DG MIS with the request to kindly convene a meeting of technical resources at both ends to customize existing system to payroll I and II w.e.f 01.10.2020
3. Director FABS
4. PS to CGA
5. PS to Dy.CGA
6. All DGs of CGA office Islamabad
7. All DAGs Local
8. AO TM ,please apprise contents of the above letter to all branches of this office for necessary action
9. PS to AGPR
10. PA to Add AG


(Muhammad Irfan Baloch)
Deputy Accountant General (C & P)
051-9260774