No. AAI/CHQ/SAP-CTM/Data Verification/2025/   Dated : 07th November, 2025

The Regional Executive Director,
Airports Authority of India
Northern/Western/Eastern/Southern/NE Region
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director,
Airports Authority of India
Kolkata / Chennai Airport

Subject : Verification / Audit of SAP HR Data

Sir,

Reference directions given by Member(HR) during the HR Conclave 2025, held at CARO, Hyderabad, regarding the verification / Audit of SAP HR Data being maintained at various Chq / Rhq / Airport by SAP HR Licence users.

02.   For the aforesaid purpose, the following SAP Data Verification / Audit Teams have been approved, who will complete the task as per the schedule given below :-

Sl. No.	Members of the Inter-Regional SAP Data Verification / Audit Team	Emp. No.	CHQ/RHQ/ Airport – to be visited for Data verification / Audit	Tentative Schedule
1	███████████ ███ ██ ███████ ██ ███████ ██ ███████████ ███████████ ██	██ ██ ██ ██ ██	RHQ(WR), Mumbai	17-21 November, 2025
2	████████████ ████ ██ ██████████ ████ ██ ███████ ██ ████████ ██ ███████ ██	██ ██ ██ ██ ██	RHQ(NER), Guwahati	01-04 December, 2025
3	████████ ███ ██ ██ ███████ ██ ███████████ ██ ███████ ██ ███████ ██	██ ██ ██ ██ ██	RHQ(NR), DELHI	15-19 December, 2025

राजीव गांधी भवन
Rajiv Gandhi Bhawan   सफदरजंग हवाई अड्डा नई दिल्ली- 110003
Safdarjung Airport, New Delhi-110003   दूरभाष : 011-24632950
Phone : 011-24632950

▮	██ M(██) ██ Q ██	████		RHQ(ER), Kolkata & Kolkata Airport	05-09 January, 2026
▮	██████	████		RHQ(SR) & Chennai Airport	████ ██
6	██████	████		CHQ	09-13 February, 2026

03.   The above mentioned SAP Data Verification / Audit Teams will work as per the procedure enumerated below :-

- Teams will verify the SAP data of 5-10% employees out of the total strength of Chq / Region / Airport, from their service records.

- Teams will check the Ratings & Stress payments paid to ATC / CNS officials

- Leave Details will be matched randomly from the monthly bio-metric attendance reports

- Loans & Advances entries in SAP will be verified from physical order issued by the AAI management

- Gaps / incomplete data fields in SAP

- The team will prepare a list of employees whose data is to be checked by the team members and put remarks against each employee after verification of the data in the report format given below.

SAP Data Verification / Audit Report

Name of Station / Regional Hqrs. / Chq._____

Sl. No.	Emp. No.	Name	Designation	Type of data / Infotype checked	Observations

- The teams will also highlight, if any discrepancy found in the data / process, the same will be given in the observation section, so that the same could be rectified and should not be repeated again.

- Teams will also randomly check the changes made in the system on the basis of Pay-fixation orders and if any discrepancy / mismatch found in the data, the teams will write their comments in the observations column in the above list for rectification of the same.

- The above list should be signed by all the members of the SAP HR Data Verification / Audit Team alongwith the SAP HR Nodal Officer / HR Head of that particular Station / Regional Hqrs. / Chq.

- The team members of SAP HR Data verification / Audit team will sign each Bio-Data form they have checked. The same will be kept in the personal file of the official concerned for future reference.

- If any discrepancy / mismatch found in the data of the Service Records and SAP, the team will write their comments in the observations column in the above list and if no discrepancies found, the team members will put remarks on the Bio-Data form as well as in the Observation column in the above list that **"Data checked with Service Book and found OK"**.

- After completing the task, the above list of observations will be submitted to the HR Head of that particular Station / Regional Hqrs. / Chq. to ensure the corrective action.

- One complete signed copy of **"The List of Observations"** should be handed over to the member of SAP HR Core Team, Chq..

04.   Regional Executive Directors of all the Regional Hqrs. are requested to relieve the concerned executives / non-executives working under their control and nominated for the verification / Audit of SAP HR Data, as per the schedule given above. The executives & non-executives nominated as a team member for verification / Audit of SAP HR Data, should travel as per their entitlement. The TA/DA will be paid as per rules.

05.   HR Heads of Regional Hqrs. / Chq. are requested to extend full cooperation to the visiting SAP data verification team and provide all the desired service records to them, so that the data could be checked / verified accordingly.

06.   This issues with the approval of the Competent Authority.

Yours faithfully,
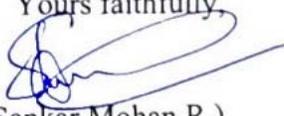
(Sankar Mohan R.)
Dy. General Manager (HR)

Copy to :-
(i)   OSD to Member(HR)
(ii)   ED(HR)
(iii)   All GMs in HR at CHQ
(iv)   AGM(HR) – SAP Core Team, Chq
(v)   All the above mentioned team members of Verification / Audit of SAP HR Data