

## Standing Operating Procedures of Quarter Management Module in SAP

### T-Codes:

1. ZHR\_QTR\_MGMT- This is the Gateway of Quarter Records Management (Display, Allotment , Surrenders, Reports and Clearance Certificate Print)
2. ZHR\_QTR\_RPT- Employee's Organisation wise Accomodation Report and Location / Colony wise Report .
3. ZHR\_QTR\_UPD- Initial Master Record Upload and Transaction Records Upload only.

### Pre-Requisites:

1. PA30 Access- Administrators must have the PA30 access of required Areas Quarter Administration. Employees having access to transaction in Payroll Areas maintained using PA30 schema of ZHR\_PAYROLLR will be the Administrator of the Quarter of that Areas.
2. T\_Code Access will provide only to see the existing records, reports & Certificate. To make any transaction(Allotment/Surrender) and Bulk upload special role assignment is required.
3. Initial Master Record & Transaction Records can be bulk uploaded in SAP for once only using the excel file following the format available in the screen. Compulsory fields list will be discussed separately.

### Programs:

#### DASHBOARD (ZHR\_QTR\_MGMT)

The screenshot displays the 'QUARTER MANAGEMENT DASHBOARD' with the following sections and elements:

- REPORT SECTION**: Includes 'Employee Details' (Emp Code: 95000134, Name: HEMANT KUMAR BAHADUR, Emp.Group: E, Grade: E3, Pers Area: 2P00, Pers Sub Area: 2P01, Caste: GENERAL) and 'Current Possession' (table with columns: COMP, AREA, SUB, COLONY/BLOCK, SECTOR, Q.TYPE, NUM..., QTRID, STATUS, START DT., END DT.).
- Section-1**: A red circle highlights the 'Employee Details' section.
- Admin Section**: A red circle highlights the 'Quarter Administration' section, which includes fields for Company (BCCL), Area (2P00), Sub-Area (2P01), and a 'Fetch Colonies' button.
- Allotment/Surrender Section**: A red circle highlights the 'Allotment Category' section, which includes radio buttons for Employee Authorised, Employee Non Entitled, Ex-Employee Authorised, EX-Employee Unauthorised, External Unauthorised, and External Authorised.
- Transactions Button**: A red circle highlights the 'Allotment/Handover' section, which includes fields for License Fees (2,200), City Category (Metro Key), Allotment/Surrender Order Date, Possession/Handover Date, Order Ref, and buttons for 'ALLOT & POST', 'SURRENDER & POST', and 'RESET'.
- Footer**: Includes the SAP logo and the text 'A PRODUCT OF COAL INDIA INHOUSE HCM PRODUCTION TEAM'.


1. Section 1 - Enter Emp Code to check employee details , current position of quarters , allotment/surrender history and Print Certificates.
2. Admin Section:- Administrator can select Area and Sub Area for further selection of Quarter for allotment and Surrender.If concern user has the required role authorization, Transaction Buttons will be active for transactions for his Area.

3. Search Quarter Section will help to search vacant quarters or select the quarter for allotment/surrender.

4. Transaction Buttons will check License Fees, City Category, Allotment/Surrenders date before execution. This data is very crucial, should be consulted with Payroll team to ensure suitable upkeep allowance and deduction of suitable license fees. Allotment /surrender have impact on IT0581 and IT0008. After Transaction status of records in IT0581 and IT0008 should be verified.

5. History Button- It will display all the transactions records for allotment and surrenders of quarters of selected employee.

6. Print Certificate: It will print a report with status of Quarter occupancy of an employee anywhere in Coal India. Sample is given below:

  
**Bharat Coking Coal Ltd**  
CHQ

Ref. No. : BCCL/2P00/

Date : Nov 29, 2025

TO WHOM IT MAY CONCERN

This is to certify that **HEMANT KUMAR BAHADUR**, E3, Employee No. : 95000134,  
CHQ, AHQ CHQ has following company  
accommodation records available in ERP system.

Company	Personal Area	Personal Subarea	Colony	Sector	Quarter Type	Quarter Number	Quarter ID	Status	Start Date	End Date
BCCL	2P00	2P01	KOYLA NAGAR	VII	C-II	86	053614	OCCUPIED	Feb 26, 2024	Dec 31, 9999
BCCL	2P00	2P01	KOYLA NAGAR	X	D	17	053716	OCCUPIED	Nov 10, 2025	Dec 31, 9999

As per above records, **HEMANT KUMAR BAHADUR** has **OCCUPIED** company accommodation as on today.

Generated By : NELC3\_BCCL  
Date : Nov 29, 2025

\*\*\*SIGNED & SEALED\*\*\*

This a computer generated report, it may be verified using above reference in future.




















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## REPORTS (ZHR\_QTR\_RPT)

Two types of report of Quarters can be generated and exported to Worksheets for further analysis.

1. Colonywise/Quarter Location-wise - It will consider all Quarters/Garages in the selected Colony/Locality and display allotted employees against each quarter.

2. Organization Manpower-wise Report - It will consider all manpower's posted in the selected Area/Sub-Area and display allotted Quarters to them.

<b>COMPANY ACCOMODATION REPORT</b>		
		
<b>COLONY/SECTOR WISE REPORT</b>		
Company Code	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
COLONY NAME	<input type="text"/>	
BLOCK/SECTOR	<input type="text"/>	
OCCUPANTS STATUS	<input type="text"/>	
QUARTER ID	<input type="text"/>	
QUARTER NUM	<input type="text"/>	
Changed on	<input type="text"/>	
Changed By	<input type="text"/>	
<input type="radio"/> ACCOMODATION TRANS. REPORT		
<b>AREA/UNIT EMPLOYEE WISE REPORT</b>		
Personnel Number	<input type="text"/>	
Company Code	<input type="text"/>	
Payroll Area	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee Group	<input type="text"/>	
Employee Subgroup	<input type="text"/>	
Employment Status	<input type="text"/>	

## Initial Setup with Master Records (ZHR\_QTR\_UPD)

### UPLOAD MASTER FILE

UPLOAD THE FILE

☒ UPLOAD MASTER DATA

☐ UPLOAD TRANSACTION DATA

DOWNLOAD MASTER TEMPLATE

DOWNLOAD TRANSACTION TEMPLATE

1. **Upload of Quarter Master Data in bulk**, including total number of quarters, type/category, quarter number, plinth area, location, License Fess and other relevant attributes will be uploaded as a one time arrangement using the provided template . Details of the data columns should be filled up before uploading to get Unique Qtr Id for uploading Transactions records. All fields in the template are compulsory.

Company Code	BCCL
Personnel area	2D00
Personnel subarea	2D01
COLONY NAME	Coal Dump
SECTOR	-
QUARTER TYPE	A
QUARTER NUMBER	46
UNIQUE QUARTER ID	039085
HABITABLE STATUS	Y
QUARTER AREA SQ FEET	41
QUARTER FURNISHED STATUS	N
RENT AMOUNT	370
STATUS	OCCUPIED
Start Date	01.07.2021
End Date	31.12.9999

2. **Upload of Employee Transaction Data**, including allotment of quarters to employees and unauthorised quarters data will be uploaded as a one time arrangement using the provided template . Details of the data columns should be filled up before uploading according to Unique Qtr Id.

**Allotment Category** Accepts Following Category only

EE-AUTH -- For Employees

EE-UNAUTH

NE-AUTH -- For Non-Employees

NE-UNAUTH

XE-AUTH-- For Ex-Employees

XE-UNAUTH

**Status** accepts only **OCCUPIED/VACANT**

**Compulsory Fields** of the master records template are as follows:

UNIQUE ID	Start Date	End Date	Pers.No.	Employee/app.name	Caste Cate	ALLOT CAT	STATUS
16368	01.07.2021	31.12.9999	90123449	Ashok Kumar Sharma		EE-AUTH	OCCUPIED
16369	01.07.2021	31.12.9999	90203316	ANIL KUMAR SINGH		EE-AUTH	OCCUPIED
16375	01.07.2021	31.12.9999	90217241	DHIRENDRA PAL		EE-AUTH	OCCUPIED
16379	01.07.2021	31.12.9999	90217746	RATNESH KUMAR RAY		EE-AUTH	OCCUPIED
16380	01.07.2021	31.12.9999	90217753	FAZLUR RAHMAN		EE-AUTH	OCCUPIED
16386	01.07.2021	31.12.9999	90271131	Manisha Bashu Rai		EE-AUTH	OCCUPIED
16387	01.07.2021	31.12.9999	90347972	Rohit kr. Sinha		EE-AUTH	OCCUPIED
16404	01.07.2021	31.12.9999	90236399	P.K Singh		EE-AUTH	OCCUPIED
16405	01.07.2021	31.12.9999	90216060	Sandeep Kr Gosh		EE-AUTH	OCCUPIED
16411	01.07.2021	31.12.9999	90350828	Binod Sada		EE-AUTH	OCCUPIED
16415	01.07.2021	31.12.9999	90213414	Dilip Kumar		EE-AUTH	OCCUPIED
16416	01.07.2021	31.12.9999	90211475	Ram Binod Kumar		EE-AUTH	OCCUPIED
16418	01.07.2021	31.12.9999	90203365	Sanjay Choudhary		EE-AUTH	OCCUPIED
16420	01.07.2021	31.12.9999	90381278	SARWAN KUMAR		EE-AUTH	OCCUPIED

**Tables used:**

**1. ZQTR\_MASTER**

**2. ZQTR\_TRANSACTION**