

FINANCE DEPARTMENT

No.FA&CAO/Inst./2015-16

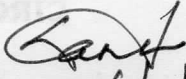
Date : 06.02.2016

CIRCULAR No.22/2015-16

From the various statements, accounting entries and reports submitted by the Accounts Officers, the following aspects have been observed which needs to be corrected for avoiding errors/confusion in data accuracy :

1. Many of the statements are prepared in word or in excel format and not in SAP generated mode. Hence, it is hereby instructed that all Accounts Officers who forward their statements should clearly indicate in the foot note as to whether the report was generated through SAP or not and also the reasons as to why they were unable to do the same in SAP in case if it was printed in Word or Excel.
2. From the Reports being generated through SAP, it is observed that on several occasions, the Reports submitted differs since there are various other reports that could be generated and the reports which has to be generated for that particular purpose is not clear to the Accounts Officers. Hence, Senior Deputy Director, EDP Centre may instruct the concerned Officer in charge of each SAP module to prepare a manual only to the extent required for day to day operations and make available in the intra net on or before 15.02.2016, so that, it could be used by all the Officers. This requirement was informed to the EDP Centre right from the first date of my 1st meeting and also in the meetings held subsequently, but has not complied by the Department
3. Further, Senior Deputy Director, EDP Centre may ensure that such details are made available for use by all the Departments through intranet, so that, SAP system could be used in an effective manner by all concerned which will also be a move towards paperless office.
4. Moreover, Senior Deputy Director, EDP Centre has to incorporate suitable modifications in the SAP module such as affixing logo of the Port and SAP software symbol, year from which the data is retrieved, page number, serial number, date and time at which the print out is taken etc., so that, the genuineness of the records/reports is unquestionable for the officers to rely on such statements which will avoid any confusion in future.
5. Similarly, in line with the instructions of the Chairman in the Open House meeting, Senior Deputy Director, EDP Centre may facilitate to up load the relevant papers such as common instructions, circulars or

any information in the intranet by each Department themselves to be made available to all Port and CHD employees. This is to ensure awareness to all concerned the various instructions, procedures and regulations to be adhered in discharging their duties and also result in correctness in execution of work. This will also lead to achieve the goal of paperless Office as desired by the Ministry.


06/2/16

**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

Senior Deputy Director – to comply with the above requirements
EDP Centre

Copy also to

1. All HoDs – for circulation among all the Officers and staff to avail the services of intranet for instructions on the usage of SAP and to implement the same in their day to day work.
2. All Officers and staff of Finance Department.
3. PA to FA & CAO – to monitor & ensure that it is made available on or before 15.02.2016 in the intranet by EDP Centre.

Copy to

- a. PS i/c to Chairman }
} for kind information
- b. PA to Deputy Chairman }