



J&K SMALL SCALE INDUSTRIES DEVELOPMENT CORPORATION LIMITED (SICOP)

(A J&K GOVERNMENT UNDERTAKING)

ISO 27001:2013 ISO 9001:2015

Udyog Bhawan, Railhead Complex, Jammu/Sanat Ghar, Bemina, Srinagar

CIRCULAR No. 27 – FA of 2018

Dated: 08-08-2018

Whereas, the Enterprise Resource Planning System (ERP) has been put in place in the Corporation and all the units has been conducting online business during the current year. Instruction in this regard has been issued from time to time.

However, it has been reported that some units are still doing offline transactions which is totally against the business policy of the corporation and fraught with risks as it bypass the online internal control mechanism.

Now therefore, it is enjoined upon all the General Managers and Divisional Managers of Marketing/ Raw Material Wing that:

1. Verify and share the details with head office, if any unit has transacted offline business since, April 1st, 2018 within a week's time.
2. To ensure that no offline transactions be carried by any unit of the corporation. The General Manager, concerned shall be responsible for such violation.
3. All the books such as Performa books, Delivery Order books, Tax Invoice and other related stationary etc. issued the subordinate offices shall be retrieved immediately.
4. The above instructions are followed in letter and spirit.

By Order

Financial Advisor & CAO

SICOP

No: SICOP/FA/18/118/2018/1159-62

Dated: 08-08-2018

Copy to:

1. Managing Director, SICOP for favour of information please.
2. General Manager _____
3. Divisional Managers _____