



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

(A J&K GOVERNMENT UNDERTAKING)

2nd Floor, Udyog Bhawan, Rail Head Complex, Jammu-180012

ORDER No: 120 - MD of 2018

Dated: 16/03/2018

Whereas, in pursuit to Ease of Doing Business, the Corporation has implemented ERP System and all requisite modules for its successful implementation has been installed.

Whereas main aim is to minimize the physical touch and ensure paperless working thus ensuring transparency into the day to day functioning of the Corporation.

Whereas, it has come to the notice of the management that some units of the Corporation are still banking on the old pattern of working like issuing printed/Photostat supply orders, acknowledgement receipts, test reports etc. and ERP System has done away this system altogether.

Whereas, ERP System has the in-built software for generating supply order, delivery order, testing report and its circulation amongst the concerned/dealing officers.

Whereas, in order to provide hassle free service to the industry, the Corporation has also introduced Corporate Internet banking where under all payments to the SSI Units/Vendors shall be made through J&K Bank Limited website www.jkbankonline.com.

Now therefore it is hereby ordered as under:

1. All printed supply orders, testing reports, acknowledgement receipts and other related documents shall be deemed to have been cancelled and henceforth they should not be accepted as a medium of transaction. Any officer/official recognizing it as a legal tender/document shall be held responsible and action as warranted under SICOP Service Rules shall be taken against the erring officer/official.
2. No proforma bill shall be issued by any unit unless and until a formal indent /requisition is received from the indenting department.
3. Supply order to the unit shall be placed unto the unit once the requisition is received from the department.
4. The delivery challan shall be issued by the concerned Marketing Manager/Officer only after the test report is received from the Testing Centre.
5. All payments shall be released through e-banking, however in case internet facility remains interrupted momentarily the cheque system should be used.

**Sd/-
Managing Director
SICOP**


Contd.....(2)

(2)

Distribution:

1. FA&CAO, SICOP for information.
2. All General Managers, SICOP Jammu/Kashmir
3. All Project Engineers, SICOP Jammu/Kashmir
4. All Divisional Managers, SICOP/Jammu/Kashmir
5. All DFAs, SICOP, Jammu/Kashmir
6. All Dy. General Managers, SICOP Jammu/Kashmir
7. All Managers/Estate Managers, SICOP, Jammu/Kashmir
8. All District Manager, SICOP Jammu/Kashmir
9. Incharge Website for hoisting. (H/O)

No: SICOP/MD/2018/1558-66
Dated: 16/03/2018


Divisional Manager(HQ)
SICOP