सं सं :सीआइएल/सी-1/ उत्पादन /21/ 476

दिनांक : 27.08.2021

सेवा में,

महा प्रबंधक (उत्पादन), ईस्टर्न कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक (समन्वय), भारत कोकिंग कोल् लिमिटेड

महा प्रबंधक (संचालन) सेंट्रल कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक (उत्पादन), नॉर्थर्न कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक (एम् आई एस)/ (उत्पादन) , वेस्टर्न कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक (उत्पादन), साउथर्न कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक (उत्पादन), महानदी कोल् फ़ील्ड्स लिमिटेड

महा प्रबंधक, नॉर्थ ईस्टर्न कोल् फ़ील्ड्स लिमिटेड

विषय : SOP for reopening/reversal of PO and change of wrong entries made in PP module of ERP

महोदय,

Enclosed please find herewith the SOP for reopening/reversal of PO and change of wrong entries made in PP module of ERP.

You are requested to kindly circulate to all the nodal officers/SME's dealing with PP modules of your subsidiary.

Encl: As above

भवदीय

महाप्रबंधक

(उत्पादन), सीआइएल

प्रतिलिपि :

1. महाप्रबंधक (ERP), सीआइएल
2. Partha Mishra, SME PP Module, ERP Deptt, CIL

SOP for reopening/reversal of PO and change of wrong entries made in PP module of ERP

Background:

CIL is in the process of implementation of ERP in all subsidiaries. WCL and MCL have already implemented and are entering their production datas in the system. Other subsidiaries are also in the process of implementation and shall go-live soon.

It has been observed in many instances that wrong entries have been made in the system which needs to be corrected immediately. Needless to say that, if any wrong entry of production is made in the system, it will affect the entire chain of other modules including cost sheet and other financial transaction. In view of this, the correction has to be done immediately. And for doing so, the PO needs to be reopened / reversed. Ideally there should be no changes made once the datas are entered.

This SOP provides the guideline for reopening or reversal of PO in order to make the correction if any wrong entry is made.

Process to be followed for reversal/reopening of PO for correction of wrong entries.

1. Ideally there should not be any wrong entry made in the system. Proper care must be taken while entering the datas in the system. However, incase, by mistake if a wrong entry is done in the SAP production system by the user, the user shall process a note through e-mail / e-office giving details of the wrong entry made and correction required with justification.
2. The proposed note for correction shall be forwarded to Area GM after recommendation of the Mine Manager or PO/Agent.
3. Area GM will then approve the proposal and shall allow for correction of the wrong entries in the System.
4. The access for change in data entries shall be limited and shall be either with Area GM or GM (Prod), HQ.
   Once the proposal is agreed by Area GM, the same shall be corrected by Area GM office or GM (Prod) HQ using login id/pw of Area GM/ GM(Prod),HQ duly assisted by representative of service provider (Tech M or Accenture).
5. While executing such correction by reopening/reversing the PO's, the cause/ justification of such reversal/ reopening shall be properly documented and posted in the comment box of transaction in SAP.

This SOP shall be followed strictly.