To

All RDs/JDs (Incharge)/MS/SSMC/D(M)/D(M) Noida

Subject:- Requisition for fund through ERP module.

Sir,

It may kindly be recalled that in the RDs Conference held on 21st and 22nd April, 2011 at Indore, targets dates were fixed for 100% implementation of certain modules in the ERP. According to the targets fixed, all the requisition for funds from Hqrs. was to be received through ERP modules w.e.f. 1st May, 2011. However, it is seen that online request are being sent by only few offices.

The matter has been viewed seriously by the DG. Hence it is requested that henceforth all the requisition of funds shall be made online. Further, it has also been decided that requests not received online w.e.f. 1st June, 2011 will not be entertained and considered. For requisition of funds, the modalities etc. have already been discussed in the series of one day training programme and sufficient material have also been provided. The requirement of the hardware if any and internet connectivity etc. may be discussed with WIPRO. If in any office the system is not functioning, they may do the work with the help of system available in nearby office. It is once again stressed the Hqrs. will transfer the funds only if the requisition is through ERP.

This issues with the approval of Director (Fin.)

Yours faithfully,

(R. KESHAVADAS)
JT DIRECTOR (FIN.)

Copy to:

AC (Systems) for information.