



PMC Cell – MM

Oil and Natural Gas Corporation Ltd Corporate Materials Management

9th Floor, South Tower, SCOPE Minar,
Laxmi Nagar, Delhi -110 092
Tel – (011) 22406044 Fax – (011) 22446494

Circular No. 28/2015

No: MAT/PMC/13(213)/2015

Dated: 15.07.2015

Sub: Sharing of SAP authorisation.

During the course of investigation in a case of pilferage / theft of diesel at one of the work centres, it has been observed that reservation of diesel in SAP was created in the account of the concerned authority during the period of his leave. This practice was being followed by the work centre, whenever the concerned authority was on leave or pre-occupied in other activities. Such a practice has been considered undesirable and prone to corruption.

In view of the above, all concerned are advised to avoid sharing of system passwords with other officials in informal manner. For the situations when concerned authority intends to proceed on leave or for any other situation necessitating sharing of system password, it should be ensured that system authorisation is delegated in SAP formally, for which suitable provisions already exist in the system.

Above guidelines should be meticulously followed by all concerned.

Ray M
15/07/15

(C R Mohanty)

ED-Chief MM Services

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