



PMC Cell – MM

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**Corporate Materials Management**

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**Sub: Stock verification of Assets in ICE**

During the course of IT audit of the MM process, it has come to notice that in many cases while carrying out stock verification of the Assets, the last step i.e. processing of errors generated in the previous step is not being performed by the stock verifiers, which is resulting into the verification process remaining incomplete.

In view of the above, all concerned are advised to ensure that while performing stock verification of Assets, all steps **including the step no. 9 (processing of errors)** involved in verification process are completed as per the process guide enclosed for ready reference.

Above guidelines should be meticulously followed by all concerned.

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