



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

2nd Floor, Tower-A, Deen Dayal Urja Bhawan,

5, Nelson Mandela Marg, Vasant Kunj

New Delhi - 110070

Tel – (011)26752004 Fax – (011) 26129091

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Sub: Introduction/ Implementation of Standard Operating Procedure (SOP) in Inventory Management.

In order to manage and control inventory activities/parameters more efficiently, Standard Operating Procedure (SOP) which consists of information on how to execute the various tasks has been defined for activities falling under the ambit of inventory management. This will facilitate effective monitoring and also give the users a step by step guidance on execution of the various inventory functions in a time bound manner. The processes in brief along with action to be taken by concerned authority/section have also been defined. The Standard Operating Procedure comprises the following:

- i) SOP defining the Activity-wise responsibility by the authority/section concerned and the action to be taken on each activity (attached as Annexure-1).
- ii) Responsibility Matrix defining the Authority/Section wise responsibility of the activities & action to be taken by each section (attached as Annexure-2).

Above guidelines should be meticulously followed by all concerned.


(A P Tripathi)

ED-Chief MM Services

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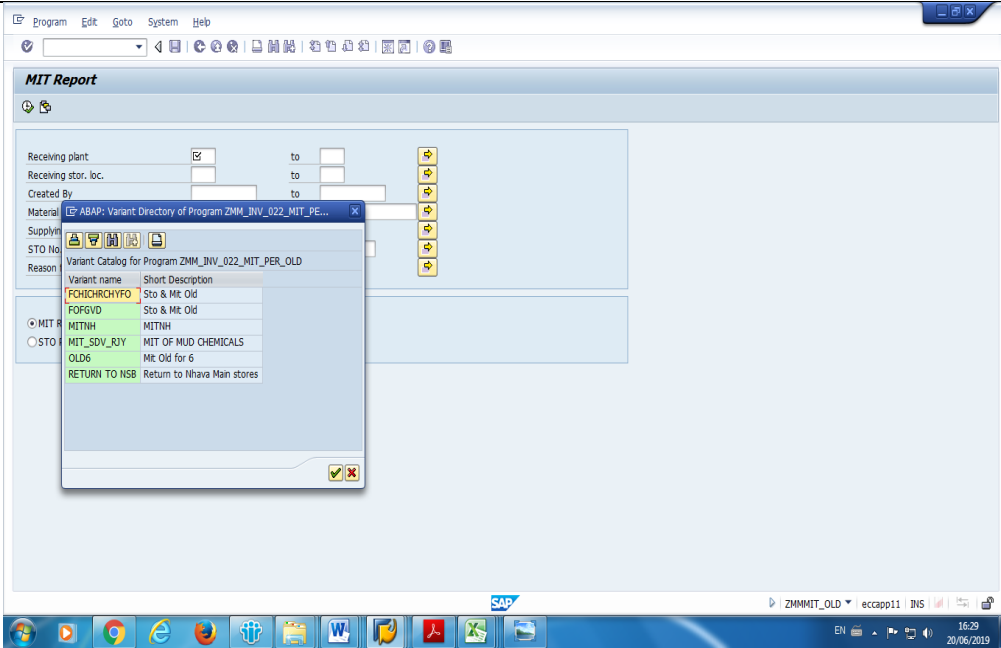
1. EO to CMD, ONGC, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration)/ Director (Onshore) / Director (Finance), ONGC, New Delhi.
3. CVO, ONGC, New Delhi.

Standard Operating procedure (SOP) on Inventory Management activity

Annexure-1

A Standard Operating Procedure (SOP) consists of information on how to execute a task related to inventory management. In this regard process has been defined in brief in the table given below including action to be taken by concerned authority/section.

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
1.	Material in Transit (MIT) SAP t-code ZMMMIT_OLD	Using t-code ZMMMIT_OLD, list of material in transit (MIT) can be generated. The report can also be generated for specific receiving/supplying plant, receiving sloc, STO creator etc. The duration, since when the material is in MIT, is also available in the report listing pending MIT cases.	Stock Holder (for storage location(s) under their control)	In many cases unused quantity of Tubulars is returned from the site to main stores. It is seen that many such Tubulars remain in MIT for a considerable period of time. Therefore, Stock holders need to specifically monitor MIT cases pertaining to such items on regular basis (on weekly basis). The report pertaining to pending MIT cases for specific storage location can be generated using t-code ZMMMIT_OLD by entering receiving storage location. Stock Holder of the concerned location should coordinate with the concerned user department returning such item to Main stores for clearance of such MIT by preparing GR. In case of any difficulty in timely linking of consignment and clearance of MIT, same shall be brought to the notice of I/c Stock/Warehouse immediately.
			I/c-Stock Warehouse / Head S&D (in case of Nhava)	I/c-Stock/Warehouse should monitor MIT cases on weekly basis in respect of unused material returned from site to different storage locations of main stores of the work centre and coordinate with the user departments for timely clearance of MIT. For this purpose to fetch the data pertaining to MIT cases easily for the concerned work centre a variant “/RETURN TO NSB” has been created for material returned to the main storage locations at Nhava . On the similar pattern, variants shall be created by the concerned work centers also using the normal process for creation of variants. Snapshot for using the variants in this regard is given below for reference

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
				
			Inventory Coordinator/MRP controller	<p>The Inventory coordinators/ MRP controllers (wherever MRP controller has been given responsibility for inventory Management) at the work centers to generate report on monthly basis and circulate it to the concerned section and also to the creator of STO to ensure liquidation of MIT in a time bound manner.</p> <p>Cases pending for more than 30 days (onshore) and 60 days (offshore) should be brought to the notice of Concerned L-1/VCC on monthly basis. Cases pending for more than 180 days need special attention. Item wise monitoring should also be done for very old cases focussing on reasons for such delay. Suitable action for their liquidation/settlement should be taken.</p>

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
			I/c MM or Head MM	Monitor MIT cases on monthly basis and follow-up with the concerned Sectional Heads. Cases pending more than 30 days need to be given special emphasis for early settlement.
			Corporate Inventory Management (CIM)	CIM will circulate the list of cases pending under MIT for more than 30 days for onshore and more than 60 days for offshore on monthly basis. List showing monthly progress i.e. opening balance, fresh MIT, MIT liquidated and closing balance will also be circulated. This will give an idea about the action taken by the work center to liquidate items from MIT. Status shall also be apprised suitably to Chief MM, Director I/c MM and Director concerned.
			I/c Receiving Storage location (as per STO) like Rigs, Platforms, Installations etc.	Reports pertaining to a specific receiving storage location are available. Concerned person of the receiving storage location should regularly monitor pending MIT cases and liquidate them immediately after receipt of the material.
			STO creator	STO creator should regularly monitor status of STOs created by them and take suitable action for MIT clearance.
			Sectional Head (HDS, HWS, HLS, HES etc.)	Sectional Heads should regularly monitor MIT cases pending for more than 30 days (Onshore) and 60 days (Offshore) and advise concerned I/cs to take action for liquidation of MIT.
2	Stock Verification – Inventory Management module (Applicable	This process is applicable for verification of items lying at site i.e. MAS. Process guide & FAQs on the stock verification are	I/c SV team (MDT)	MDT is responsible for verification of A category items lying at site (MAS). Using ZMMBATCHREP, list of site storage location (sloc) where category A items are lying can be generated. Accordingly, plan may be worked out in consultation with the I/c of the concerned sloc for verification. It is suggested that verification of category A items lying at site may be completed with Verification of Assets at that location. Further it must be ensured that discrepancies must be captured in the

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
	<u>for verification of items at site location)</u> (MAS)	available in ICE under t-code ZMMMI31, "O drive" in Myspace and ME23N for STO display.		system for the discrepant items. The Stock verification document needs to be cleared promptly as movement of material is blocked in the system during verification process. Report listing ongoing cases under SV can be seen using T-code MI24 for site.
			Inventory Coordinator/MRP controller	Storage location wise progress in respect of SV shall be circulated by CIM on monthly basis. Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for Inventory Management) shall follow-up with the I/c of the respective sloc to expedite verification of items (other than category A) and with MDT for category A items. List of storage locations lacking in achieving target should also be reported to the concerned L-1/VCC for suitable instructions to concerned I/cs.
			I/c MM or Head MM	Monitor status on regular basis for all categories covered during the current year. Follow-up with concerned L-2 to get the progress expedited.
			Corporate Inventory Management (CIM)	<p>CIM shall circulate the following lists on monthly basis:</p> <ul style="list-style-type: none"> - Work center wise progress report. - Storage location wise progress report <p>CIM shall also provide assistance to work centers in case of any difficulties experienced by them while carrying out verification.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
			I/c Site Storage location like Rigs, Platforms, Installations etc.	<p>Shall be primarily responsible for timely completion of Stock Verification process for items other than A category items i.e. the items under the domain of user departments.</p> <p>Shall coordinate with I/c SV team (MDT) for verification of A category items.</p>
			Sectional Head (HDS, HWS, HLS, HES etc.)	Sectional Heads should monitor the status of stock verification for material lying at site (MAS) on monthly basis and advise concerned I/c to complete verification of items other than category A items. Items other than category A are to be verified by User departments.

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
3	Stock Verification – Warehouse Management module	This process is applicable for verification of items at main store. Process guide & FAQs on the stock verification process have also been uploaded in ICE under t-code ZWMLICC, “O drive” in Myspace and ME23N for STO display.	I/c SV team (MDT) For Nhava, in case any difficulty is experienced during verification process, same shall be brought to the notice of Head S&D and Head NSB	MDT is responsible for verification of items available at main store. Plan may be worked out in consultation with the I/c Stock for verification. Further it must be ensured that discrepancy must be captured in the system for all the discrepant items. The Stock verification document needs to be cleared promptly as it blocks further movement of material in the system during stock verification. Report listing ongoing cases under SV can be seen using T-code ZWMSVDETAIL for WM (main stores). Before starting verification, it must be ensured that there <u>are no pending Transfer Requirements (TRs) against the particular storage location</u>. Pending TRs can be seen using t-code LX09. In case pending TRs are appearing in the list, it should be brought to the notice of concerned Stock Holder and I/c Stock.
			I/c Stock/Warehouse Head S&D (in case of Nhava)	Stock holders should be encouraged to undertake self-verification exercise regularly as they are primarily responsible for maintaining physical stock as per system balance. Stock holders should on their own take initiatives for settlement of discrepancies, if any so that discrepancies are not reported by MDT. I/c Stock / Head S&D Nhava should monitor pending TRs using t-code LX09 on daily basis and advice concerned Stock Holder to clear all pending TRs. Ideally there should be no pending TR. Before the start of verification process, special care needs to be taken to ensure that no TR is pending.
			Inventory Coordinator/MRP controller	Storage location wise progress in respect of SV shall be circulated by CIM on monthly basis. Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) shall follow-up with the I/c Stock to expedite verification of items. Status of verification should also be reported to the concerned L-1/VCC for suitable instructions to complete the process in a time bound manner.
			Corporate Inventory	CIM shall circulate the following lists on monthly basis:

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
			Management (CIM)	<ul style="list-style-type: none"> - Work center wise progress report. - Storage location wise progress report - Pending TR <p>CIM shall also provide assistance to work centers in case of any difficulties experienced by them while carrying out verification.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
			I/c MM or Head MM (for work centers other than Mumbai. For Mumbai Head S&D shall monitor the status)	<p>Monitor status on regular basis to complete the process in timely manner.</p> <p>Pending Transfer Requirements (TR) should be monitored on regular basis using t-code LX09 and selecting the warehouse pertaining to the work center.</p> <p>To take up issues with CIM/ICE team in case any assistance is required.</p>
			Stock Holder	<p>1. It is the prime responsibility of the stock holder to ensure correct matching of system balance and physical stock. <u>Stock holders should undertake self-verification exercise for the items pertaining to their storage location once in every six months.</u> Bin level stock of items can be obtained using t-code LX02 which can be matched with physical stock. Any discrepancy in stock should be brought to the notice of I/c Stock (Head S&D in case of Nhava) immediately.</p> <p>Suitable action for settlement of discrepancies, if any, should be taken.</p> <p>2. Stock holders should monitor pending transfer requirements (TRs) on daily basis using t-code LX09 and clear pending TRs.</p>
4	Stock Verification-Fixed Assets	The list of Capital Assets to be verified in a particular financial year can be	I/c SV team (MDT)	<p>MDT at work centre is responsible for verification of Fixed Capital Assets (categories as specified for the current cycle) in consultation/co-ordination with the Capital item Indentor & custodian.</p> <p>Further, discrepancy, if any, may be raised in the system for all the discrepant assets. Discrepant Assets can be viewed in t-code:</p>

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
		generated using t-code ZFIVERIABC. Based on the inputs, the report also provide details like Indentor-wise total assets, verified & deficit assets for the current financial year, details of assets like Asset No., cost centre, date of capitalisation, location of the asset, gross & net values, date of last verification & verifier id etc.		ZFIVERIABC and its age can be obtained from ZFIAMDFCT.
			Capital Indenter/Custodian	Capital Indenter in co-ordination with Asset Accounting Cell & custodian (MRP controller, wherever entrusted) shall ensure upkeep & proper maintenance of the assets as well as its correct records (such as Location, Custodian etc.) in the system (STR V) to enable accurate verification of the assets. Indenter shall also ensure timely verification of assets that are to be self-verified (i.e. Furniture & Fixtures (verification category: I irrespective of value), and C4 class assets i.e. assets whose Gross value is upto Rs. 10,000.00, etc) Capital indenter/Custodians should on their own (if required, in co-ordination with Indenter & Asset Accounting Section) take initiatives for settlement of discrepancies, if any so that discrepancies are not reported by MDT.
			Inventory Coordinator/MRP controller	Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) shall follow-up with the MDT to expedite verification of the fixed assets. Status of verification should also be reported to the concerned L-1/VCC for suitable instructions to complete the process in a time bound manner.
			I/c MM or Head MM	Monitor status of progress on regular basis to complete the process in timely manner.
			Corporate Inventory Management (CIM)	CIM monitors the progress of Verification of Fixed Assets at work centres and will circulate status of progress on monthly basis. Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.
5	Managing Material at Site (MAS)	The list of material at site (MAS) can be generated using t-code	I/c Site Storage location like Rigs, Platforms, Installations etc.	I/cs at the respective storage location should physically verify MAS on monthly basis and book consumption in system on day to day basis for the items that have been consumed physically.

SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
		ZMMBATCHREP by typing S* in the storage area field. The report provide details like qty, value, period since when the items are lying at site etc.	Inventory Coordinator/MRP controller	Storage location wise list should be prepared by the inventory coordinators/MRP controllers (wherever MRP controller has been given responsibility for inventory Management). Confirmation should be sought from I/c of the location on the list of MAS that the items shown in system are physically available at site. In case items physically not available suitable action shall be taken as per relevant provisions.
6	Capital items on stock (CIOS)	The list of CIOS can be generated using ZMMBATCHREP entering OC* in the matcode field. The report provide period since when the capital item is lying in stock.	I/c Stock/Warehouse	List of capital items lying in stock should be sent to the concerned indenter every month requesting them to get the items issued.
			Head S&D (in case of Nhava)	
			I/c MM or Head MM	In case capital items are not indented within a month, I/c MM will bring to the notice of concerned key executive for suitable directives to the concerned indentors. (Para 38.4.5a of MM Manual)
			Corporate Inventory Management (CIM)	Work center wise consolidated list of CIOS highlighting CIOS more than 30 days will be circulated by CIM. Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.
7	Slow & Non-moving items And High stock	Reports in respect of slow/non-moving items are available in BW module. Liquidation of	Corporate Inventory Management (CIM)	Following reports will be circulated by CIM on monthly basis: 1. High value slow moving items 2. Storage location wise list of non-moving items (initially for items not moved during last 10 years) – to be dealt as per para 41.1.8 to 41.1.12 of IMMM. 3. List of high value items (Stores & spares category separately) with

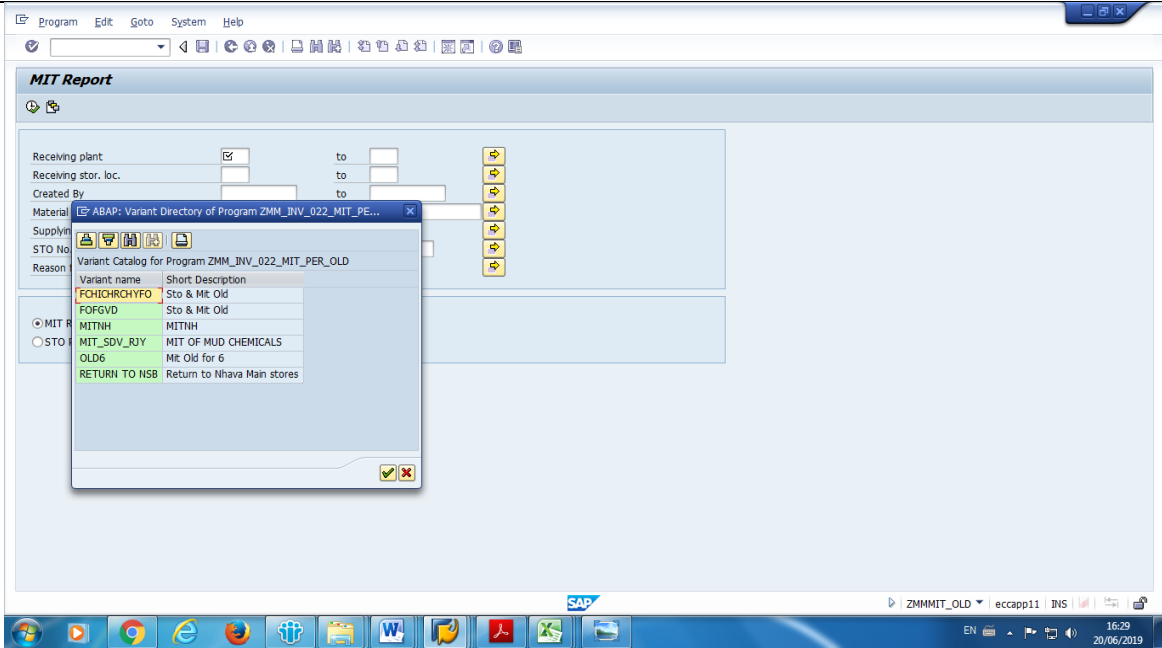
SI No.	Activity :	Process :	Authority/Section responsible	Action to be taken
	month items	slow/non-moving inventory is essential to effectively manage the inventory and create space for fresh receipts.		<p>stock months</p> <p>4. Progress report of respective work centers.</p> <p>CIM will regularly follow-up with the work centers and provide reports on progress.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
			Inventory Coordinator/MRP controller	Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) will coordinate and monitor progress in respect of liquidation of slow/non-moving items.
			I/c MM or Head MM	On the basis of reports circulated by CIM, necessary action will be taken for liquidation and disposal of Slow/non-moving inventory.
			Sectional Head (HDS, HWS, HLS, HES etc.)	List of slow/non-moving items will be examined by the concerned section. Surplus items will be identified for necessary action.

The status of various inventory activities should be discussed in VCC on monthly basis.

RESPONSIBILITY MATRIX – FUNCTION WISE

Annexure-2

S.No.	Authority/Section responsible	Activity	Action to be taken
1	Stock Holder	Material in Transit (MIT)	<p>In many cases unused quantity of Tubulars is returned from the site to main stores. It is seen that many such Tubulars remain in MIT for a considerable period of time. Therefore, Stock holders need to specifically monitor MIT cases pertaining to such items on regular basis (on weekly basis).</p> <p>The report pertaining to pending MIT cases for specific storage location can be generated using t-code ZMMMIT_OLD by entering receiving storage location.</p> <p>Stock Holder of the concerned location should coordinate with the concerned user department returning such item to Main stores for clearance of such MIT by preparing GR. In case of any difficulty in timely linking of consignment and clearance of MIT, same shall be brought to the notice of I/c Stock/Warehouse immediately.</p>
		Stock Verification – Warehouse Management module	<p>1. It is the prime responsibility of the stock holder to ensure correct matching of system balance and physical stock. <u>Stock holders should undertake self-verification exercise for the items pertaining to their storage location once in every six months.</u> Bin level stock of items can be obtained using t-code LX02 which can be matched with physical stock. Any discrepancy in stock should be brought to the notice of I/c Stock (Head S&D in case of Nhava) immediately.</p> <p>Suitable action for settlement of discrepancies, if any, should be taken.</p> <p>2. Stock holders should monitor pending transfer requirements (TRs) on daily basis using t-code LX09 and clear pending TRs.</p>
2	I/c-Stock Warehouse / Head S&D (in case of Nhava)	Material in Transit (MIT)	<p>I/c-Stock/Warehouse should monitor MIT cases on weekly basis in respect of unused material returned from site to different storage locations of main stores of the work centre and coordinate with the user departments for timely clearance of MIT.</p> <p>For this purpose to fetch the data pertaining to MIT cases easily for the concerned work centre a variant “/RETURN TO NSB” has been created for material returned to the main storage locations at Nhava.</p> <p>On the similar pattern, variants shall be created by the concerned work centers also using the normal process for creation of variants.</p> <p>Snapshot for using the variants in this regard is given below for reference</p>

S.No.	Authority/Section responsible	Activity	Action to be taken
			
		Stock Verification Warehouse Management module	<p>Stock holders should be encouraged to undertake self-verification exercise regularly as they are primarily responsible for maintaining physical stock as per system balance. Stock holders should on their own take initiatives for settlement of discrepancies, if any so that discrepancies are not reported by MDT.</p> <p>I/c Stock / Head S&D Nhava should monitor pending TRs using t-code LX09 on daily basis and advice concerned Stock Holder to clear all pending TRs. Ideally there should be no pending TR. Before the start of verification process, special care needs to be taken to ensure that no TR is pending.</p>
		Capital items on stock (CIOS)	List of capital items lying in stock should be sent to the concerned indenter every month requesting them to get the items issued.
3	Inventory Coordinator/MRP controller	Material in Transit (MIT)	The Inventory coordinators/ MRP controllers (wherever MRP controller has been given responsibility for inventory Management) at the work centers to generate report on monthly basis and circulate it to the concerned section and also to the creator of STO to ensure liquidation of MIT in a time bound manner.

S.No.	Authority/Section responsible	Activity	Action to be taken
			Cases pending for more than 30 days (onshore) and 60 days (offshore) should be brought to the notice of Concerned L-1/VCC on monthly basis. Cases pending for more than 180 days need special attention. Item wise monitoring should also be done for very old cases focussing on reasons for such delay. Suitable action for their liquidation/settlement should be taken.
		Stock Verification – Inventory Management module (Applicable for verification of items at site location)	Storage location wise progress in respect of SV shall be circulated by CIM on monthly basis. Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for Inventory Management) shall follow-up with the I/c of the respective sloc to expedite verification of items (other than category A) and with MDT for category A items. List of storage locations lacking in achieving target should also be reported to the concerned L-1/VCC for suitable instructions to concerned I/cs.
		Stock Verification – Warehouse Management module	Storage location wise progress in respect of SV shall be circulated by CIM on monthly basis. Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) shall follow-up with the I/c Stock to expedite verification of items. Status of verification should also be reported to the concerned L-1/VCC for suitable instructions to complete the process in a time bound manner.
		Stock Verification-Fixed Assets	Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) shall follow-up with the MDT to expedite verification of the fixed assets. Status of verification should also be reported to the concerned L-1/VCC for suitable instructions to complete the process in a time bound manner.
		Managing Material at Site (MAS)	Storage location wise list should be prepared by the inventory coordinators/MRP controllers (wherever MRP controller has been given responsibility for inventory Management). Confirmation should be sought from I/c of the location on the list of MAS that the items shown in system are physically available at site. In case items physically not available suitable action shall be taken as per relevant provisions.
		Slow & Non-moving items And High stock month items	Inventory coordinator/MRP controller (wherever MRP controller has been given responsibility for inventory Management) will coordinate and monitor progress in respect of liquidation of slow/non-moving items.

S.No.	Authority/Section responsible	Activity	Action to be taken
4	I/c MM or Head MM	Material in Transit (MIT)	Monitor MIT cases on monthly basis and follow-up with the concerned Sectional Heads. Cases pending more than 30 days need to be given special emphasis for early settlement.
		Stock Verification – Inventory Management module <u>(Applicable for verification of items at site location)</u>	Monitor status on regular basis for all categories covered during the current year. Follow-up with concerned L-2 to get the progress expedited.
		Stock Verification – Warehouse Management module	Monitor status on regular basis to complete the process in timely manner. Pending Transfer Requirements (TR) should be monitored on regular basis using t-code LX09 and selecting the warehouse pertaining to the work center. To take up issues with CIM/ICE team in case any assistance is required.
		Stock Verification-Fixed Assets	Monitor status of progress on regular basis to complete the process in timely manner.
		Capital items on stock (CIOS)	In case capital items are not indented within a month, I/c MM will bring to the notice of concerned key executive for suitable directives to the concerned indentors. (Para 38.4.5a of MM Manual)
		Slow & Non-moving items And High stock month items	On the basis of reports circulated by CIM, necessary action will be taken for liquidation and disposal of Slow/non-moving inventory.
5	Corporate Inventory Management (CIM)	Material in Transit (MIT)	CIM will circulate the list of cases pending under MIT for more than 30 days for onshore and more than 60 days for offshore on monthly basis. List showing monthly progress i.e. opening balance, fresh MIT, MIT liquidated and closing balance will also be circulated. This will give an idea about the action taken by the work center to liquidate items from MIT.

S.No.	Authority/Section responsible	Activity	Action to be taken
			Status shall also be apprised suitably to Chief MM, Director I/c MM and Director concerned.
		Stock Verification – Inventory Management module (Applicable for verification of items at site location)	<p>CIM shall circulate the following lists on monthly basis:</p> <ul style="list-style-type: none"> - Work center wise progress report. - Storage location wise progress report <p>CIM shall also provide assistance to work centers in case of any difficulties experienced by them while carrying out verification.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
		Stock Verification – Warehouse Management module	<p>CIM shall circulate the following lists on monthly basis:</p> <ul style="list-style-type: none"> - Work center wise progress report. - Storage location wise progress report - Pending TR <p>CIM shall also provide assistance to work centers in case of any difficulties experienced by them while carrying out verification.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
		Stock Verification-Fixed Assets	<p>CIM monitors the progress of Verification of Fixed Assets at work centres and will circulate status of progress on monthly basis.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
		Capital items on stock (CIOS)	<p>Work center wise consolidated list of CIOS highlighting CIOS more than 30 days will be circulated by CIM.</p> <p>Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.</p>
		Slow & Non-moving items And High stock month items	<p>Following reports will be circulated by CIM on monthly basis:</p> <ol style="list-style-type: none"> 1. High value slow moving items 2. Storage location wise list of non-moving items (initially for items not moved during last 10 years) – to be dealt as per para 41.1.8 to 41.1.12 of IMMM. 3. List of high value items (Stores & spares category separately) with stock months 4. Progress report of respective work centers.

S.No.	Authority/Section responsible	Activity	Action to be taken
			CIM will regularly follow-up with the work centers and provide reports on progress. Chief MM, Director I/c MM and Director concerned shall also be apprised of the status.
6.a	I/c Receiving Storage location (as per STO) like Rigs, Platforms, Installations etc.	Material in Transit (MIT)	Reports pertaining to a specific receiving storage location are available. Concerned person of the receiving storage location should regularly monitor pending MIT cases and liquidate them immediately after receipt of the material.
6.b	I/c Site Storage location like Rigs, Platforms, Installations etc.	Stock Verification – Inventory Management module (<u>Applicable for verification of items at site location</u>)	Shall be primarily responsible for timely completion of Stock Verification process for items other than A category items i.e. the items under the domain of user departments. Shall coordinate with I/c SV team (MDT) for verification of A category items.
6.c	I/c Site Storage location like Rigs, Platforms, Installations etc.	Managing Material at Site (MAS)	I/cs at the respective storage location should physically verify MAS on monthly basis and book consumption in system on day to day basis for the items that have been consumed physically.
7	STO creator	Material in Transit (MIT)	STO creator should regularly monitor status of STOs created by them and take suitable action for MIT clearance.
8	I/c SV team (MDT)	Stock Verification – Inventory Management module (<u>Applicable for verification of items at site</u>)	MDT is responsible for verification of A category items lying at site (MAS). Using ZMMBATCHREP, list of site storage location (sloc) where category A items are lying can be generated. Accordingly, plan may be worked out in consultation with the I/c of the concerned sloc for verification. It is suggested that verification of category A items lying at site may be completed with Verification of Assets at that location. Further it must be ensured that discrepancies must be captured in the system for the discrepant items. The Stock verification document needs to be cleared promptly as movement of material is blocked in the system during verification process. Report listing ongoing cases under SV can be seen using T-code MI24 for site.
		Stock Verification –	MDT is responsible for verification of items available at main store. Plan may be worked out

S.No.	Authority/Section responsible	Activity	Action to be taken
		<u>Warehouse Management module</u>	<p>in consultation with the I/c Stock for verification.</p> <p>Further it must be ensured that discrepancy must be captured in the system for all the discrepant items. The Stock verification document needs to be cleared promptly as it blocks further movement of material in the system during stock verification. Report listing ongoing cases under SV can be seen using T-code ZWMSVDETAIL for WM (main stores).</p> <p>Before starting verification, it must be ensured that there <u>are no pending Transfer Requirements (TRs) against the particular storage location.</u> Pending TRs can be seen using t-code LX09. In case pending TRs are appearing in the list, it should be brought to the notice of concerned Stock Holder and I/c Stock.</p>
		Stock Verification-Fixed Assets	<p>MDT at work centre is responsible for verification of Fixed Capital Assets (categories as specified for the current cycle) in consultation/co-ordination with the Capital item Indenter & custodian.</p> <p>Further, discrepancy, if any, may be raised in the system for all the discrepant assets. Discrepant Assets can be viewed in t-code: ZFIVERIABC and its age can be obtained from ZFIAMDFCT.</p>
9	Capital Indenter/Custodian	Stock Verification-Fixed Assets	<p>Capital Indenter in co-ordination with Asset Accounting Cell & custodian (MRP controller, wherever entrusted) shall ensure upkeep & proper maintenance of the assets as well as its correct records (such as Location, Custodian etc.) in the system (STR V) to enable accurate verification of the assets. Indenter shall also ensure timely verification of assets that are to be self-verified (i.e. Furniture & Fixtures (verification category: I irrespective of value), and C4 class assets i.e. assets whose Gross value is upto Rs. 10,000.00, etc)</p> <p>Capital indenter/Custodians should on their own (if required, in co-ordination with Indenter & Asset Accounting Section) take initiatives for settlement of discrepancies, if any so that discrepancies are not reported by MDT.</p>
10	Sectional Head (HDS, HWS, HLS, HES etc.)	Slow & Non-moving items and High stock month items	List of slow/non-moving items will be examined by the concerned section. Surplus items will be identified for necessary action.
		Stock Verification –	Sectional Heads should monitor the status of stock verification for material lying at site (MAS) on monthly basis and advise concerned I/c to complete verification of items other than

S.No.	Authority/Section responsible	Activity	Action to be taken
		Inventory Management module (<u>Applicable for verification of items at site location</u>)	category A items. Items other than category A are to be verified by User departments.
		Material in Transit (MIT)	Sectional Heads should regularly monitor MIT cases pending for more than 30 days (Onshore) and 60 days (Offshore) and advise concerned l/cs to take action for liquidation of MIT.