Sub: **Tracking and monitoring of EMD/SD release process.**

While deliberating on an audit issues brought out in the Financial Statement FY 2018-19 of the Principal Director of Commercial Audit, Executive Committee in its 535th meeting held on 16.11.2019 observed that inspite of clear norms under para 16.5.4 and 16.6.6 of IMMM pertaining to release of EMD/SD, considerable delays are being caused in release of these instruments. EC has expressed serious concerned over the delay in release of EMD/SD within the stipulated period.

In order to ensure tracking and monitoring of EMD/SD release process and to also capture the details of EMDs/SDs pending for refund, henceforth, two new programs have been developed in SAP which can be accessed using transaction **ZMMEMDSDREP** & **ZMMEMDSDUPD.**

ZMMEMDSDREP: To check the status of any EMD/SD document as per SAP records with exhaustive details related to that document.

ZMMEMDSDUPD: To capture the reason for pendency and to update the status of EMD/SD document as per actuals (in case of system discrepancy) by Dealing Officer.

By using above transaction codes, a report shall be created in the system displaying details of EMDs/SDs pending for refund (Process guide attached as **Annexure-1** for ready reference).

Every month Dealing officer has to make sure to run transaction **ZMMEMDSDUPD** to check the pending documents (as per SAP records) and take suitable action.

In view of the above, all concerned are advised to ensure release of EMD/SD within the stipulated period and to run the above transaction.

(A P Tripathi) 5/06/2020
ED-Chief MM Services

To address the issue of pending EMD/SD details, two new programs have been developed in SAP which can be accessed using transaction **ZMMEMDSDREP** & **ZMMEMDSDUPD.**

ZMMEMDSDREP : to check the status of any EMD/SD document as per SAP records with exhaustive details related to that document.

ZMMEMDSDUPD : to capture the reason for pendency and to update the status of EMD/SD document as per actuals (in case of system discrepancy) by Dealing Officer.

Any document will be listed in transaction **ZMMEMDSDUPD** only if it is marked as pending as per the report **ZMMEMDSDREP** and additionally satisfy following criteria:

EMD

1. Document created by using RFQ, Offline Tender number (Collective number) or E-Tender Number (E Bid number) :

    a. If an OLA has been created against this tender _before 30 days_ of running this transaction.

    b. If no OLA exists AND a PO has been created against this tender _before 30 days_ of running this transaction.

2. Document created using "Others" category under ZMMEMD :

    a. Since in this case there is no reference document for PO/OLA/RFQ/Tender, it will be flagged as "Pending" _from first day_ itself.

SD

1. Document created by referring OLA :

    a. If the OLA has been expired _before 90 days_ of running this transaction.

2. Document created by referring Primary PO / Standard Direct PO :

    a. If invoices worth _more than 95%_ have been processed against this PO.

3. Document created by referring Secondary PO :

    a. If the OLA used in this PO has been expired _before 90 days_ of running this transaction.

4. Document created using RFQ, Offline Tender number (Collective number) or E-Tender Number (E Bid number) :

    a. If OLA against this tender has been expired _before 90 days_ of running this transaction.

    b. If no OLA exists AND a PO has been created against this tender AND invoices worth _more than 95%_ have been processed against this PO.

5. Document created using "Others" category under ZMMEMD :

    a. Since in this case there is no reference document for PO/OLA/RFQ/Tender, it will be flagged as "Pending" _from first day_ itself.

Every month Dealing officer has to make sure to run transaction **ZMMEMDSDUPD** to check the pending documents (as per SAP records) and take suitable action:

1. In case document is actually pending with ONGC - Select "Pending" status using drop down and enter the reason for pendency under "Remarks" field.

2. In case document is already refunded/forfeited/converted - Selected "Processed" status using drop down, enter FI Posting document number under "Ref Doc" field and remarks under "Remarks" field.

Please note that, in any calendar month, in case appropriate action is not taken by Dealing Officer for any pending EMD/SD document then the list of all such documents will be escalated to next level and after a certain amount of time, all such cases will be reported to the teams of CMD and Director (Finance).