



PMC Cell – MM

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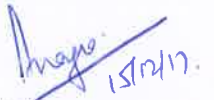
Sub: Online Reporting of Nomination Cases.

Reference is invited to the PMC circular no. 22/2015, wherein inter-alia it has been stipulated that reporting of nomination cases to be done online using SAP transaction code ZICE_NOM_DATA w.e.f first quarter of 2015-16 only through SAP system. Scanned copies of the supporting documents are also required to be uploaded along with the corresponding data. Also the nomination data on quarterly basis needs to be reported within one month after completion of the respective quarter. Further, reporting of the nomination cases must be done in accordance with the guidelines stipulated in clause no. 16.10 of Integrated MM Manual.

It has come to notice that some of the nomination cases were not reported as per extant guidelines.

All concerned are again advised to strictly comply with the provisions under para no. 16.10 of Integrated MM Manual to ensure proper reporting of all nomination cases. Further, while taking Administrative Approval for nomination cases from Key Executives, indenting section should confirm and record that guidelines as per MM manual have been complied with.

Above guidelines should be meticulously followed by all concerned.


(Ashwini Nagia)
ED-Chief MM Services

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