



PMC Cell – MM

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**Sub: System improvement measures in execution of contract and Capital Asset verification.**

It has been observed that some modules in ICE system are not being utilized / partially utilized by the users and complete details are not being captioned in the system. This leads to sub-optimal utilization of ICE infrastructure. On scrutiny, following shortcomings have been noticed in utilization of ICE system:

- (i) Not updating actual work completion date for the contracts under Transaction code "ZMMWORKSDT".

The process has been developed to capture the actual date of completion and reasons for delay in execution of the contract. Dealing officer/user department are not updating actual work completion date for the contract. This information is also required for CVC reports regarding execution of contract. Therefore, all concerned are advised to ensure updating actual work completion date for the contracts in ICE system and reasons for delay in execution of the contract, if any.

In this context, circular no. 04/2016 dtd. 19.01.2016 may also be referred for updating PO/contract details in the system.

- (ii) Non execution of Capital Asset Verification Transaction code "ZFIATN"

The process has been developed in system by which indenter who are under transfer or separation and holding the capital items can transfer the same to others indenter by executing Transaction code "ZFIATN" and selecting option inter "Indenter transfer note". This functionality is partially used at various locations. Non execution of this process has resulted into large number of capital items appearing on the name of wrong or non-existing indenter which affects the capital items verification process. Therefore, all concerned are advised to ensure updation of system records at the time of transfer, separation or getting relieved from the duties of Capital Indenter.

Above guidelines should be meticulously followed by all concerned.

*CR Mohanty*  
10/3/16

(C R Mohanty)

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