



PMC Cell – MM

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Sub: System improvement measures to avoid delay in submission of proposal for banning cases.

Scrutiny of a case by Internal Audit pertaining to conclusion of banning process against one of the erring vendor has revealed that inordinate delay took place in completion of the enquiry process. Further, the records of movement of documents/ files related to the case were also not maintained. The above lapses have been viewed by the management seriously.

In order to avoid such lapses while processing cases for banning business dealings with erring vendors, all concerned are advised to ensure the following:

- (i) Office order issued by the concerned Key Executive nominating the enquiry officer should clearly specify the time limits for submission of enquiry report as per provisions under para 17.5.2(e) of Integrated MM Manual. However, if the enquiry process could not be completed within specified time then enquiry officer shall seek extension for completion of enquiry giving valid & justified reason, from the concerned Key Executive.
- (ii) All records/files relating to banning process must be routed through Despatch/Receipt System.
- (iii) The progress of the enquiry (ies) should be monitored by the concerned Key Executive.

Above guidelines should be meticulously followed by all concerned.

CR Mohanty
16/02/16

(C R Mohanty)
ED-Chief MM Services

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