Circular No. 140(A): Admin division Date: 15-11-2021

Sub.: Scanning of documents to M-codex.

Important documents are being scanned in PDF format and uploaded on the database/M-codex. Staff members gave been given limited access to the database for limited no. of projects.

It is important to ensure that the attributes/details are correctly entered before uploading the PDF document on to M-codex.

Division wise guidelines for uploading documents on M-codex are given by way of separate internal memos for each division. The details of internal memos are given under:

1. Admin division – Internal memo 901/63 series
2. Construction division – Internal memo 912/136 series
3. Purchase division – Internal memo 903/36 series
4. QC division – Internal memo 917/11 series
5. CR/Sales/promotions division – Internal memo 914/123 series
6. E&D division – Internal memo 912/136 series
7. System Admin – Internal memo 901/63 series
8. Accounts – Internal memo 904/48 series

Documents have to be correctly labeled at the time of scanning.

Soham Modi

Internal memo no. 904/48 - Accounts Date: 15-11-2021

Subject: Scanning of documents to M-codex - Accounts.

Key words: Scanning

Accounts division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex – hard copy to be maintained for 8 years.
   1. GST returns and challans.
   2. IT returns and challans.
   3. TDS/ETDS returns and challans.
   4. All correspondence, filing and orders of ROC/ROF/NSDL/RTI and such statutory authorities.
   5. All board resolutions and resolutions of any kind + minutes of the meetings.
   6. Loan application, correspondence, periodic statements, loan closure details, NOCs, ROC documents, mortgage deeds, release deeds, etc.
   7. Litigations related to statutory payments like GST, ST, VAT, IT, TDS, etc., including orders, correspondence, calculations, appeals, notices, etc.
   8. Invoices + delivery challans + advice for payment to supplier for all purchases (this is to be scanned by separate team).
   9. All invoices raised for sale of material, services, customer invoices, etc., (customers invoices to be uploaded on separate module of database).
   10. Utility bills and details of payments.
   11. Bounced cheques + bankers advice.
2. Documents to be scanned and destroyed after scanning – hard copies to be maintained upto start of previous quarter.
   1. Bank statements + BRS calculations.
   2. Customer reconciliation.
   3. Supplier reconciliation.
   4. Statutory reconciliation.
   5. Contractor reconciliation – E1, E2 & F.
   6. GST calculations.
   7. Calculations related to charges by CR, Admin, SSLLP logistics common expenses.
   8. Statements that are uploaded on audit report module of M-codex.
   9. Statement of incentives.
3. Documents not to be scanned:
   1. Labour/ hire charges/ department payment vouchers, site weekly reports, etc.
   2. Tally vouchers, bank payments, cheques, etc.,
   3. Receipts issued to customers/tenants.
   4. Contractor bills uploaded by E&D.
4. Documents that will be optionally scanned.
   1. Important reconciliation statements with customers, suppliers, tenants, etc.
   2. Correspondence with customers, suppliers, tenants related to accounts.
5. Documents that can be destroyed 3 months without scanning:
   1. Online payments.
   2. Temporary statements/workings.
   3. Weekly statements.
   4. Employees salary statements.
   5. Reports received from other divisions that are on email or uploaded on some module of M-codex.
6. Responsibility of scanning.
   1. 4 new high speed scanners to be given to accounts division. Each team shall scan their own documents as given above. Entire team shall be responsible their documents.
   2. Accounts managers to scan their own documents. Gopi, Vinay Chary to assist them.
   3. Divya and Sujatha to assist each team for scanning for 4 hours once a week, i.e., 8 man hours of scanning assistance to be provided for each team per week.
   4. Invoices raised by SSLLP for sale of material to other projects to be scanned by Divya & Sujatha.
   5. Divya & Sujatha to scan all invoices from SSLLP and other vendors related to purchase of material and services from 4 to 6pm on all days.

Internal memo no. 901/63 - Admin Date: 20-11-2021

Subject: Scanning of documents to M-codex.

Key words: Scanning

Admin division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex:
   1. All statutory payments.
   2. Challans of PF, ESI, PT, Trade License, Labour License, etc.
   3. Project wise ESI, PF, professional tax, Trade License, Labour License, etc., details like returns, challan copies, computation details, correspondence, notes, opinions.
   4. Lease agreements and correspondence related to tenants.
   5. All legal/court related documents.
   6. MOM with service providers
   7. List of computers & peripherals.
   8. Copies of approvals related to utility services like water, electricity, telephone, etc.
   9. Litigation or correspondence with utility and statutory authorities.
2. Documents to be scanned and destroyed after scanning:
   1. Resignation letters.
   2. Approved loan sheets.
   3. Bio-data and appointment letter
   4. Salary statements.
3. Documents not to be scanned:
4. Circular no. 138 reports.
5. Hold salary list.
6. Request letters.
7. Documents that will be optionally scanned:
8. Permissions and notes
9. Documents that can be destroyed 3 months without scanning:
   1. Leave applications
   2. OT forms
   3. Fines.
10. Responsibility of scanning:
    1. Each member of admin shall be responsible for scanning their set of documents.

Internal memo no. 903/36 - Purchase Date:

Subject: Scanning of documents to M-codex - Purchase.

Key words: Scanning

Purchase division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex:
   1. Scanning of advice to credit to the supplier(complete set of the bill, PO, dc, etc.)- daily at HO.
   2. Catalogues
   3. Quotations.
   4. Technical literature of vendors.
   5. Accounts reconciliation with vendors, ledgers, etc.
   6. AMC contracts.
2. Documents to be scanned and destroyed after scanning – every quarter – at the end of next quarter – i.e., documents of Jan to March may be destroyed after 1st of July.
   1. Building material rate report- Monthly.
   2. RMC Rate report-Monthly
   3. Stock report physical vs logical stock report- quarterly.
   4. Correspondence with vendors.
   5. Workings and calculations related to negotiation of price.
3. Documents not to be scanned:
   1. Requisitions
   2. Purchase orders
   3. Invoices
4. Documents that will be optionally scanned:

NA

1. Documents that can be destroyed 3 months without scanning:

NA

1. Responsibility of scanning:
   1. Entire purchase team.

Internal memo no.: 917/11- QC Date:

Subject: Scanning of documents to M-codex – QC.

Key words: Scanning

1. Documents to be scanned and uploaded on M-codex of all projects.
2. Cubes reports.
3. Quarterly report
4. Documents to be scanned and destroyed after scanning

NA

1. Documents not to be scanned:

NA

1. Documents that will be optionally scanned.

NA

1. Documents that can be destroyed 3 months without scanning:

NA

Responsibility of scanning:

1. QC team is responsible for scanning the documents.

Internal memo no.: 912/136 - Construction Date:

Subject: Scanning of documents to M-codex – Construction.

Key words: Scanning

1. Documents to be scanned and uploaded on M-codex of all projects.
2. Contractor bills.
3. Approved estimates and calculations.
4. Guideline rates approval form.
5. Documents to be scanned and destroyed after scanning – every quarter – at the end of next quarter – i.e., documents of Jan to March may be destroyed after 1st of July.
   1. ATRs of customers and QC – Where possession is handed over.
   2. Additions and alterations given by customers – Where possession is handed over.
   3. Purchase weekly reports.
   4. Estimates and calculations.
6. Documents not to be scanned:

NA

1. Documents that will be optionally scanned.

NA

1. Documents that can be destroyed 3 months without scanning:

NA

Responsibility of scanning:

1. Admin and junior engineers are responsible for scanning the documents.
2. E&D to scan their documents under construction division.