Circular no. 138/g- Admin Division Date: 23-05-2024

Subject: Management information system – revised guidelines

1. M-codex has a module for audit reports. Employees are required to file periodic reports on M-codex.
2. Salaries to be released only if all reports are filed on or before the due date.
3. Audit to review whether reports are submitted by all employees before end of each month. Stop payment of salaries to be sent to HR in case the reports are not uploaded.
4. Details of reports that each division has to file are given in annexures attached herein.
5. Some reports are due on weekly basis, others on monthly, quarterly and yearly basis.
6. Admin/HR had been advised to withhold salaries, if report is not uploaded on M-codex. However, adequate advance notice to be given to each employee to correct the defaults.
7. Note that the period mentioned for due dates pertains to the period on which the report is due. Do not confuse it with the period of report. Eg.: Cube test report from QC may be for the period 1st June to 30th June, 2018, however, the report is due on 15th July, 2018. Therefore, the report date must be mentioned as for the period 1st to 31st July, 2018. The weekly cycle shall be for the period Monday to Sunday.
8. Details of reports as per annexures:
	1. In Annexure – A – Accounts division
	2. In Annexure – B – Admin
	3. ~~In Annexure – C –Purchase~~.
	4. In Annexure – D – Sales, CR & Promotions
	5. In Annexure – E – Engg. & QC.

Soham Modi.