

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 have 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.
 - a. GST returns and challans.
 - b. IT returns and challans.
 - c. TDS/ETDS returns and challans.
 - d. All correspondence, filing and orders of ROC/ROF/NSDL/RTI and such statutory authorities.
 - e. All board resolutions and resolutions of any kind + minutes of the meetings.
 - f. Loan application, correspondence, periodic statements, loan closure details, NOCs, ROC documents, mortgage deeds, release deeds, etc.
 - g. Litigations related to statutory payments like GST, ST, VAT, IT, TDS, etc., including orders, correspondence, calculations, appeals, notices, etc.
 - h. Invoices + delivery challans + advice for payment to supplier for all purchases (this is to be scanned by separate team).
 - i. All invoices raised for sale of material, services, customer invoices, etc., (customers invoices to be uploaded on separate module of database).
 - j. Utility bills and details of payments.
 - k. Bounced cheques + bankers advice.
2. Documents to be scanned and destroyed after scanning – hard copies to be maintained upto start of previous quarter.
 - a. Bank statements + BRS calculations.
 - b. Customer reconciliation.
 - c. Supplier reconciliation.
 - d. Statutory reconciliation.
 - e. Contractor reconciliation – E1, E2 & F.
 - f. GST calculations.
 - g. Calculations related to charges by CR, Admin, SLLP logistics common expenses.
 - h. Statements that are uploaded on audit report module of M-codex.
 - i. Statement of incentives.
3. Documents not to be scanned:
 - a. Labour/ hire charges/ department payment vouchers, site weekly reports, etc.
 - b. Tally vouchers, bank payments, cheques, etc.,
 - c. Receipts issued to customers/tenants.
 - d. Contractor bills uploaded by E&D.
 - e.
4. Documents that will be optionally scanned.
 - a. Important reconciliation statements with customers, suppliers, tenants, etc.
 - b. Correspondence with customers, suppliers, tenants related to accounts.
 - c.

5. Documents that can be destroyed 3 months without scanning:
 - a. Online payments.
 - b. Temporary statements/workings.
 - c. Weekly statements.
 - d. Employees salary statements.
 - e. Reports received from other divisions that are on email or uploaded on some module of M-codex.
 - f.
6. Responsibility of scanning.
 - a. 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.
 - b. Accounts managers to scan their own documents. Gopi, Vinay Chary to assist them.
 - c. 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.
 - d. Invoices raised by SSLLP for sale of material to other projects to be scanned by Divya & Sujatha.
 - e. 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.

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:
 - a. All statutory payments.
 - b. Challans of PF, ESI, PT, Trade License, Labour License, etc.
 - c. Project wise ESI, PF, professional tax, Trade License, Labour License, etc., details like returns, challan copies, computation details, correspondence, notes, opinions.
 - d. Lease agreements and correspondence related to tenants.
 - e. All legal/court related documents.
 - f. MOM with service providers
 - g. List of computers & peripherals.
 - h. Copies of approvals related to utility services like water, electricity, telephone, etc.
 - i. Litigation or correspondence with utility and statutory authorities.
2. Documents to be scanned and destroyed after scanning:
 - a. Resignation letters.
 - b. Approved loan sheets.
 - c. Bio-data and appointment letter
 - d. Salary statements.
3. Documents not to be scanned:
 - a. Circular no. 138 reports.
 - b. Hold salary list.
 - c. Request letters.
4. Documents that will be optionally scanned:
 - a. Permissions and notes
5. Documents that can be destroyed 3 months without scanning:
 - a. Leave applications
 - b. OT forms
 - c. Fines.
6. Responsibility of scanning:
 - a. 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:
 - a. Scanning of advice to credit to the supplier(complete set of the bill, PO, dc, etc.)- daily at HO.
 - b. Catalogues
 - c. Quotations.
 - d. Technical literature of vendors.
 - e. Accounts reconciliation with vendors, ledgers, etc.
 - f. 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.
 - a. Building material rate report- Monthly.
 - b. RMC Rate report-Monthly
 - c. Stock report physical vs logical stock report- quarterly.
 - d. Correspondence with vendors.
 - e. Workings and calculations related to negotiation of price.
3. Documents not to be scanned:
 - a. Requisitions
 - b. Purchase orders
 - c. Invoices
4. Documents that will be optionally scanned:

NA
5. Documents that can be destroyed 3 months without scanning:

NA
6. Responsibility of scanning:
 - a. 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.
 - a. Cubes reports.
 - b. Quarterly report
2. Documents to be scanned and destroyed after scanning
NA
3. Documents not to be scanned:
NA
4. Documents that will be optionally scanned.
NA
5. Documents that can be destroyed 3 months without scanning:
NA

Responsibility of scanning:

- a. 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.
 - a. Contractor bills.
 - b. Approved estimates and calculations.
 - c. Guideline rates approval form.
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.
 - a. ATRs of customers and QC – Where possession is handed over.
 - b. Additions and alterations given by customers – Where possession is handed over.
 - c. Purchase weekly reports.
 - d. Estimates and calculations.
3. Documents not to be scanned:
NA
4. Documents that will be optionally scanned.
NA
5. Documents that can be destroyed 3 months without scanning:
NA

Responsibility of scanning:

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