

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD

Office of the Director,
Distribution/TANGEDCO.

Memo No. DD/TANGECO/CE/IT/SE/IT1/EE/IMS/F.IMS/ D. /20 dt. 07.04.2020

Sub: TANGEDCO – IT Wing - IMS Software - PO/K2Agreement -Bill passing,
Stores Inward register, work order closure - Instructions – Issued –
Reg.

All the Chief Engineers/Distribution are advised to issue suitable instructions to the officers concerned, to adhere to the following:

1. PO/Agreement has to be entered within 7 days from the date of PO/Agreement.
2. Regarding agreement bill process, measurement has to be taken by the respective field officers on completion of work and entry should be done within 7 days.
3. Check measurement by Assistant Executive Engineer (25%) has to be done within 15 days.
4. Check measurement by Executive Engineer (5%) has to be done within 15 days from the date of check measurement by AEE.
5. Accounts Payable Section (APS) has to pass the bill within 7 days from the receipt of the bill / invoice as per Chief Financial Controller/General instructions vide Memo No. CFC/GI/FC/GI/ DFC/ CP /AO /CP /S/D.No.333 /2019 dated 24/10/2019.
6. All the work orders have to be issued through IMS only whether it involves stores transactions or not. No manual work orders are to be issued.
7. On receipt of materials from the supplier, the Delivery challan details entry should be made in Stores Inward register and the auto generated email will be sent to all check measurement officers.
8. Store Check Measurement officer has to enter the test report in IMS and also the signed copy of the report should be uploaded. On completion of the check measurement, the intimation e-mail will be sent to concerned SE along with the uploaded file.

9. It is found that around 3,07,319 work orders are pending to be closed, Out of which, work has been completed in respect of 49,083 work orders. This is pending at various stages i.e., from AEE counter sign to WAS user.
10. Regarding the work order closure, AEE has to check measure(25%) the work order within 7 days of submission of AE. EE has to check measure (5%) the work order within 7 days of submission of AEE. Work orders have to be closed at work order section at circle office within 7 days from the date of submission by EE.
11. The above work order procedure is proposed to be automated shortly. Provision will be given to DFC/SE user to revoke any closed work order before bringing the same in the balance sheet. Once the closed work orders are brought to balance sheet, revoking of the work orders will not be permitted.
12. In respect of DT failure work orders, 5791 are pending and 1117 work orders are work completed status. All the DT failure work orders have to be closed before 31/05/2020.
13. Stores reconciliation have to be done for the period 21st Feb- 20th March should be completed on or before 25th March and the reconciliation of 21st March to 31st March should be completed on or before 5th April 2020 as per the instructions of CFC/GI vide U.O.No. CFC/GI /FC/P /DFC/S /AAO/S.IMS /STD.RATE/D.42/dt 06.03.2020.

The user manual is made available in the IMS portal and the subject may be treated seriously.



CHIEF ENGINEER /IT
for DIRECTOR / DISTN. /TANGEDCO

12/12

To

All Chief Engineers / Distribution Regions
Copy to Director / Finance / TANGEDCO
Copy to Chief Financial Controller/General/TANGEDCO
Copy to all Superintending Engineers/EDC by e-mail.