***Minutes of Meeting***

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| **PURPOSE** | **Review of Paperless Project Report** |
| **DATE** | **24/09/2024 time (12:00pm to 2:30pm) and (03:00pm to 6:00pm)** |
| **LOCATION** | **Mini Conference Room** |
| **ATTENDEES OF FIRST MEETING (12:00-2:30)** | 1. **Shri Sukanta Nayak VP(IT)** 2. **Shri HR Sotmon GM-Audit** 3. **Shri Mahesh kalkar GM-IT** 4. **Shri Vk Pandey DGM-F&A** 5. **Shri Pratosh Upadhyaya DGM(mech)** 6. **Shri Manish Srivastav DGM-Purchase** 7. **Shri Arindam Chakrabarty AGM-Purchase** 8. **Shri Krishnendu Ray AGM (EDP)** 9. **Shri Hamid Ali AGM(IT)** 10. **Shri Prashant Mishra Manager(F&A)** 11. **Shri M. Murali Manager(Stores)** 12. **Shri. Prateek Shukla MT(EDP)** |
| **ATTENDEES OF SECOND MEETING (3:30-6:00pm)** | 1. **Shri Sukanta Nayak VP(IT)** 2. **Shri Mahesh Kalkar GM-IT** 3. **Shri HR Sotmon GM-Audit** 4. **Shri Tushar Barway GST Hod** 5. **Shri Roopak Dutta GM mines** 6. **Shri Apoorva Chandrawanshi AGM-(material)** 7. **Shri Hamid Ali AGM(IT)** 8. **Shri M.Murali Manager(Stores)** 9. **Shri Prashant Mishra Manager(F&A)** 10. **Shri Prateek Shukla MT** |

***Paperless Project report Review***

**Discussion/ Action Points:**

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| **S.No.** | **Discussion/ Action points** | **Responsibility** | **Target Date** | **Remarks** |
|  | There should be Category wise matrix for separation of release like manpower service, vehicle etc. |  |  |  |
|  | Department matrix will be provided by neco to nimble for service entry creation. |  |  |  |
|  | Workorder automatic assignment to department user based on matrix. |  |  |  |
|  | Business Api will be provided by neco to nimble for whatsapp. |  |  |  |
|  | Matrix assignment of account person to pass the bill like manpower and manual Re-assignment facility will be available in nimble. matrix master data format will be provided by Nimble. |  |  |  |
|  | With invoice measurement sheet will be provided. |  |  |  |
|  | Out of 3500 people only 550 approx. Have email address. |  |  |  |
|  | Neco will create a field on which transporter tolerance will be provided on purchase order. |  |  |  |
|  | Mines GRN details are send to transporter directly as per existing excel format. |  |  |  |

*Flow chart: Invoice -----> User --> three levels ( Reporting Manager, Hod, Hr) -------->Hod ----->Safety ----->Store Clearance ------> Hr ------ > SES (As per category matrix--> Finance Parking --> Finance Posting --> Internal Audit*

Mining Process :

***SOURCE MINE ------------------->GIDHALI (WASH) ------------------------>NECO***

***SOURCE MINE-------------------------------------------------------------------> NECO***

**Mines to Gidhali**

– Iron Ore transfer via Sub-Contracting PO

- Work Order Service entry create for transporter freight

- Work Order Service Entry for Washing

- Miro Parking and Posting

**Gidhali to Neco Raipur and Mines to Neco Raipur**

- Material Transfer via STO Process

- GRN automatic create and transporter freight capture

- Miro Parking and Posting

FLOW CHART:

***INVOICE ----> SCANNING -----> PURCHASE DEPARTMENT------>PARKING -------> POSTING-------> IA( INTERNAL AUDIT APPROVAL ) -----> ACCOUNT PAYMENT -----> PAYMENT AWAITED***