

**NATIONAL SEEDS CORPORATION LIMITED
HEAD OFFICE**

No: IT-Net/12/Domain/Circular12

Dated 11.05.2023

CIRCULAR

To,
All HOD's, Regional Managers & Farm Heads.

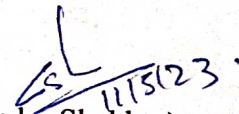
The Beej Prabandhan application is meant for working online mode and all users are required to enter the data online for day to day Transaction such as Cash Memo, Bill /Invoice, Store Requisition, GR Note, MT Note, GCM/GDM, IDP , Voucher Entry , Money Receipt /Money Payment & Cash Bank Book etc.

While reviewing progress with Dir (F), Dir(C) and SGM (F), it is observed that entries are not being done on day to day basis in the application; rather entries are posted at later stage which does not serve the purpose of instant reporting at HO/RO/Farm.

Ministry of Corporate Affairs, GOI has made it mandatory to recording the audit trail (Edit Log) facility from 01-04-2023 onwards in the software applications. The audit trail is to be operated throughout the year for all transactions recorded in the software, accordingly it has been decided that the roll back operation and back date data entry should be disabled, so that proper logs can be maintained in the audit trail.

All the HOD's/Regional Managers/Farm Heads are requested to assign the responsibilities to the respective staff for updating the data in Beej Prabandhan application and ensure for updating the system latest by 25-05-2023 for back log data (if any), thereafter system will run on the current date. This must also be brought to notice of all Area Offices/staff under you.

1. D(F)/D(C) }
2. PS to CMD } for kind information please.


(Chandra Shekhar)
AGM (Engg./IT)