



## TAMILNADU CEMENTS CORPORATION LTD.,

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.



Dt: 07-Dec-2011

**Ka.Balachandran, IAS**

**Chairman and Managing Director**

### **CIRCULAR**

I am pleased to announce the launching of ERP as a part of accelerating *e-governance* in TANCEM to ensure quality in service and centralization of the Office system. Transparency and accountability can be achieved through ERP by monitoring various functions; thereby immediate instructions can be passed through the electronic medium across the production units.

In continuation of CMD'S circular dt. 9.3.2011 and 29-08-2011, it is informed that the following modules have been completed

- Purchase Order Systems
- Inventory Management system
- Plant MIS
- Financial Management System
- Pay & Pay Roll Processing System
- Human Resource Management System
- Work Flow Management System (Paperless Office)

The introduction of the above ERP solutions will reduce the manpower, maintaining economical inventory in the units, improved purchase system, updating of plant information system which will ultimately improve the efficiency in all respects.

In the ERP System, Work Flow Management System (Paperless office) is a work environment in which the use of paper is eliminated or reduced. This is done by converting documents and other papers into digital form.



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### Benefits of a Paperless Office

- Easy storage
- Automatic audit trail
- Time / Paper savings
- Simplicity & Accessibility
- Business development
- Document Security plus theft protection
- Better service
- Quicker access to information
- Access anywhere
- Fast and accurate
- Encrypted data transmissions

Hence, it is ordered that the Work Flow Management System (Paperless office) module 'Go-Live' with effect from 8.12.2011 in Corporate Office. I request you to get involved and acquaint yourself with the ERP system and extend your full co-operation to improve the efficiency of the Corporation.

Chairman and Managing Director

To,

- All Officers & Staff – CO, TANCEM
- Notice Board

