



**MAHAVITARAN**

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HRD/O&M/F.No.4

**Maharashtra State Electricity Distribution Co.Ltd.**

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Prof.Anant Kanekar Marg, Stn.Road, Bandra(East)

**Mumbai – 400 051.**

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**ADMINISTRATIVE CIRCULAR NO. 384 DATE 23 / 01 / 2012**

Sub : Streamlining the procedure for office correspondence.

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The various important entries are being taken in the Service Book of the employee and being signed by the various prescribed authorities. However, after some period it becomes difficult to ascertain as to which Officer had put the signature in the Service Book below the entry. The same is the case while signing the letters doing correspondence with the various offices. Further it is noticed that the routine correspondence except involving policy issues and pertaining to HR Department is not signed by the HR Officers and kept for signatures to the Executive Engineer/Supdtg.Engineer/Chief Engineer concerned. The issue of streamlining the procedure for office correspondence was under consideration for sometime in the past.

2. Now, the Managing Director in consultation with the Executive Director(HR) has accorded approval to streamline the procedure for office correspondence as under :-

- I) While signing the various letters and entries to be taken in the Service Book, the signature block containing Name and Designation of Signing Officer alongwith the Name of the Office shall invariably be placed below the signature.
- II) While doing routine correspondence with various offices, following modus operandi as regards signing the letter shall be adopted by the various HR Officers.

**For field offices-**

Sr. No.	Name of Office & Authority to whom letter is addressed.	Name of the Officer who shall sign the letter.	Remarks
1.	2.	3.	4.
1.	Asstt.Manager(HR) of the Circle Office.	Jr.Manager(HR)/Head Clerk of the Division Office with his name.	
2.	Supdtg.Engineer of the Circle	Executive Engineer of the Division Office with his name.	
3.	Manager(HR) of the Zone Office	Asstt.Manager(HR) of the Circle Office.	
4.	Chief Engineer of the Zone Office	Supdtg.Engineer of the Circle	
5.	Chief General Manager(HR)	Manager(HR) of the Zone	
6.	Executive Director (HR)	Chief Engineer of the Zone	

## Corporate Office

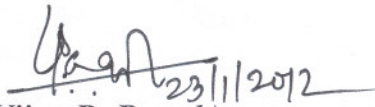
Sr. No.	Name of Office & Authority to whom letter is addressed.	Name of the Officer who shall sign the letter.	Remarks
1.	Desk Officer in Mantralaya/ Under Secretary	Manager(HR)	
2.	Dy.Secretary/Joint Secretary	General Manager(HR)/ C.G.M.(HR)	
3.	Principal Secretary/Chief Secretary	Executive Director(HR)	

3. Further, all the field Officers are requested to take care that, whenever the information is called by various Departments/Sections of Corporate Office, the same shall invariably be submitted in soft copy to the e-mail address of the concerned Officer in given format.

4. The correspondence containing policy matter shall invariably be signed by the concerned Head of the Office i.e. Executive Engineer/Supdtg.Engineer/Chief Engineer concerned respectively.

5. The above instructions shall come into force with immediate effect.

6. This Administrative Circular is made available on Company's Intranet and no hardcopy is sent to any office.

  
( Vijay B. Bagul )  
Chief General Manager (HR)