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HRD/O&M/F.No.4-Misc.

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ADMINISTRATIVE CIRCULAR NO. 392 DATE 23 / 02 / 2012

Sub : Streamlining the procedure for office correspondence.

The various important entries are being taken in the Service Books of the employees and 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/ correspondence with the various offices by Technical, Finance & other wings in field Offices. Further it is noticed that the routine correspondence is also only signed by the Executive Engineer/Superintending 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 of internal/external correspondence including Office Notes and entries 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 authorized Officers. Some of the examples are as follows :-

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.	Executive Director, equivalent & above.	Regional Executive Director/ Chief Engineer of the Zone	
2.	Chief Engineer(Infra)/(APDRP)/ (Dist.)/(Civil)/(MMC)/(Comm.)/ (C.I.W.) & equivalent.	Supdtg.Engineer(Infra)/(Dist.)/ (Civil)/Ex.Engineer(Store) respectively	
3.	Chief General Manager(HR)/ (HR-TE)/(CC)/C.I.R.O./C.I.O. & equivalent.	Manager(HR)/Dy.C.P.R.O./P.R.O./ Dy.C.I.R.O. of the Zone respectively.	

4.	Chief General Manager(IT)/ General Manager(IT) & equivalent.	Dy.GM(IT)/System Analyst	
5.	Chief General Manager (CF)/ (CA)/(IA) & equivalent.	G.M.(F&A)/Manager(F&A)/ Dy.Manager(F&A)	
6.	Supdtg.Engineer of the Circle	Executive Engineer of the Division.	
7.	Manager(HR)/ (F&A)/Dy.Manager (F&A) of the Zone Office.	Asstt.Manager (HR) / (F&A) of the Circle respectively.	
8.	Asstt.Manager(HR)/(F&A) of the Circle Office.	Jr.Manager(HR)/(F&A)/Head Clerk of the Division respectively.	

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/S.E. and equivalent	
2.	Dy.Secretary/Joint Secretary	General Manager/C.G.M./C.E. and equivalent	
3.	Principal Secretary/Secretary	Director/Executive Director(HR)	

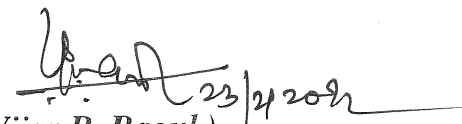
3. Further, all the field Officers are requested to take care that, whenever the information is called by various Departments/Sections of Corporate Office, the same shall invariably be submitted in soft copy to the e-mail address of the concerned Officer in given format. The authorized signatories shall be responsible for contents and information submitted through the letter/e-mail and it will be their responsibility to appraise the incharge of the Field Office/Corporate Office about such correspondence.

4. The correspondence involving policy matter and specific recommendations, if any shall invariably be signed by the concerned incharge of the Office i.e. Executive Engineer/Superintending Engineer/Chief Engineer/Regional Executive Director respectively.

5. The Administrative Circular No.384 dt.23/01/2012 is hereby treated as cancelled.

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

7. 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)