

No. HR/CGM (HR-T/E)/MPR/35186

Date: 19-12-2012

**OFFICE ORDER No. MPR- 87/2012**

**Preamble:**

Human Resource Department of MSEDCL is introducing new ideas, concepts, Technology and changes in working methods for effective functioning and assigning the accountability on individuals. The various Modules under HRMS viz on line C. R., Online Request Transfer Module are the steps towards e-office, paperless working.

The Registry Section i. e input & output of correspondence, mail etc is an active part and having important role of the organization. Timely input & output is a benchmark of counting efficiency of the individual as well as the organization..


To strengthen this important department and to take a step towards paperless working, it is proposed to introduce Central Registry Unit (CRU) at Corporate Office in phase-I.

**Order:**

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Finance), Director (Operations) and Director (Projects) as per powers delegated to him vide Schedule First appended to the Maharashtra State Electricity Distribution Co. Ltd., the following Orders are issued.

- 1) To replace existing Registry Section in Corporate Office with "Central Registry Unit (CRU)"**
- 2) To define the working method of "Central Registry Unit (CRU)" as detailed in Annexure "A"**
- 3) To sanction revised set up of posts for "Central Registry Unit (CRU)" as shown in Annexure "A"**

This order is effective from 24-12-2012. This order is available on company's Intranet and no hard copy will be sent to any office.

  
**(P. M. Matey)**  
**Chief General Manager (HR-T/E)**

**Working method & Staff Set Up of**  
**"Central Registry Unit (CRU)"**

**a) Inward Process:**

- 1) Name of this section will be "Central Registry Unit (CRU)"
- 2) Six computers and six scanner machines will be provided to the CRU. This purchase is to be done by the M. M. Cell and allotted to the CRU under the General Manager (HR-NTE).
- 3) Eight tables suitable for computers & eight chairs are to be provided to the CRU. This purchase is to be done and allotted by the C. E. (Civil).
- 4) Suitable rakes to keep the mail section-wise & date-wise are to be purchased by the C. E. (Civil) and allotted to the CRU.
- 5) Posts in this CRU are to be filled in by the employees who are having computer awareness and they shall run the machine with skill.
- 6) Two days training to the staff in CRU will be arranged by the G. M. (IT) before 15-12-2012.
- 7) All mail addressed to the Corporate Office received in person, by post or by courier etc shall be received by CRU; except mail addressed to the authorities by name.
- 8) Personal Assistants of various Authorities in corporate Office, LDCs working in Sections will not receive any mail w. e. f. 24-12-2012, except personal mail addressed to the authorities by name or confidential mail.
- 9) All received mail shall be sorted out section wise by the UDC (HR) under the supervision and guidance of Assistant Manager (HR).
- 10) Section wise sorted out mail shall be distributed amongst 06 inward clerks/LDCs who shall having knowledge of computer operations.
- 11) The Assistant Manager (HR) & In-charge of the CRU will collect/updated e-mail IDs of all authorities/sections.
- 12) Inward Clerks will scan section wise all inward mail along with its enclosures and send it to the respective authority/section through e-mail. Except mail like Govt. references, confidential letters, etc, which will be sent as hard copies directly to concerned authorities.**
- 13) After scanning & sending the mail to the respective authority/section, inward clerk will preserve the hard copies section wise & date-wise, initially for a period of three months.
- 14) Inward Clerk will preserve the mail in three modes.
  - 01) Hard Copy.
  - 02) Soft Copy on Server,

03) Soft Copy on Computer.

- 15) Hard copies are required for audit, legal or any other purpose. After confirmation of having soft copies in above modes, hard copies of mail will be destroyed after three months if hard copies are not claimed by concerned section. This task is to be completed in every month after completion of first three months, which will facilitate the availability of space.
- 16) Every authority/ section shall check their e-mails twice a day.
- 17) Every authority/ section shall preserve the received mail as per requirement.

**b) Outward Process:**

- 1) After finalization of any letter being addressed to the authorities within the MSEDCL and ready for dispatch with signature of the concerned authority, concerned section will obtain dispatch number & date from CRU, put it on the letter and will send the letter to the addressee through e-mail only. No hard copy is to be sent.
- 2) Procedure for sending the mail to the addressees outside the MSEDCL will be as hither to before till further orders.

**Revised Sanction of Posts:**

Sr. No.	Name of Post	No. of Posts			Remarks
		Dept	OS	Total	
1	2	3	4	5	6
01	Assistant Manager (HR)	01	00	01	
02	Sr. Typist/OA	00	00	00	
03	UDC (HR)	01	00	01	
04	LDC (HR)/OA	04	04	08	
05	Ronio Operator/Peon	00	00	00	
06	Peon	03	0	03	
		09	04	13	

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