



**MAHAVITARAN**

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HRD/O&M/F.No.4/16839

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

Prakashgad, 4<sup>th</sup> Floor, Plot No.G-9,

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

**Mumbai – 400 051.**

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**Date : 16/06/2012**

## **CIRCULAR**

Sub : Restrictions for use of Fax Machine.

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There is an availability of internet and intranet in all our Offices upto Sub-Division level. Therefore, all correspondence need to be through internet/intranet. However, large number of documents are forwarded through Fax machine, which causes unnecessary expenditure and waste of paper.

2. It has been decided that with immediate effect no use of Fax machine will be made for internal communication within Offices of MSEDCL and only internet/intranet will be utilized. No request transfer applications, personal documents/correspondence etc. will be forwarded or accepted through Fax machine. Only in case of external correspondence where facility of forwarding by e-mail is not there, use of Fax machine be made.
3. The above instructions be strictly followed.
4. This Circular is made available on the Intranet of the Company.

( Sandesh E. Hake )  
Chief General Manager(HR)