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HRD/O&M/F.No.9/ **01690**
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Date : 17/01/2013

CIRCULAR

Sub : Implementation of Document Management System.

The work related to receipt & dispatch of the documents, letters, proposals etc. to the field offices of the Company as well as other offices outside the Company was allotted to the Central Registry Section at Corporate Office. Also, the Central Registry Section was looking after dispatching/forwarding the letters/documents/proposals to various sections at Corporate Office. It has been observed that Central Registry Section was receiving all such papers in hard copies and the same was being delivered to the concerned Authorities along with the enclosures/attachments consuming considerable time, cost, manpower and company resources.

2. With a view to take a step ahead towards paperless functioning under e-governance and to overcome the difficulties faced at present, it has been decided to introduce the Document Management System (DMS) at Corporate Office. The Document Management System will be implemented in three phases as under.

Phase-I

- Establishment of CRU (Central Registry Unit)
- Scanning of Incoming Documents at CRU
- Online forwarding of Incoming Documents to respective HODs
- Tracking of Incoming Documents

Phase-II

- Scanning and Online Approval for Internal Office Notes
- Scanning and sending Outward Documents
- Reduction in Printing activities

Phase-III

- Deployment of System across Zones and Circles on Independent servers at Zone / Circle Location

3. As such, under Phase-I, Central Registry Unit has been established and started functioning w.e.f. 01/01/2013. The Central Registry Unit will scan all the documents received from various offices/agencies and a scanned copy of the letter/document in .pdf format will be forwarded to the concerned Head of the Department/Addressee through the DMS. The concerned HOD/Addressee by login in the system can access/view/download the file and with his remarks can forward the same to his subordinates for further action as well as to higher authorities for perusal. It is to be noted that the flow of document in the system is designed to reach the document to the concerned end user/acting officer.

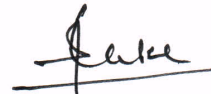
4. The 'Username' up to the level of Executive Engineer / Assistant Manager in Corporate Office are created in the system and can be used by the concerned officer only. The 'Username' shall be added in the DMS by the concerned Sectional Head/HOD however, should not be below the level of Junior Engineer/Junior Manager. The detailed guidelines for using the Document Management System are enclosed herewith as Annexure-'A'.

5. All the concerned in Corporate Office are requested to go through the guidelines regarding use of DMS enclosed herewith and take precautions to avoid movement of documents in physical form. It is to be noted that, the CRU will only forward a copy of letter/document received up to first signatory portion and no enclosures/attachments will be scanned and forwarded. However, the physical copy of the documents along with the letter received will be available with CRU for a further period of 01(One) month. The concerned Department/Section in charge, if deems fit, may obtain the relevant enclosures/attachments by making request to the CRU for production of the physical copy. The scanned copy forwarded by the CRU through DMS shall be available for a period of 3(Three) months and thereafter, it will be deleted automatically by the system. Therefore all concerned shall ensure that necessary action, as the case may be, to be taken on Documents forwarded through DMS. The personal letters/letters addressed by names to the officers/RTI Applications/ Court matters are to be received by the concerned officer/ his personal staff. All other letters/ documents are to be received by CRU only. All the Sectional Heads are requested to instruct the concerned accordingly.

6. On expiry of the period of one month, hard copies of the letters/documents received by CRU will be destroyed and no such request for production of the hard copies of the same will be entertained. All the concerned therefore required to download the scanned copies received from CRU as per their requirement and necessary back up is to be maintained on local PC of the concerned department.

7. This Circular is available on Company's Intranet and no hard copy will be sent to any office.

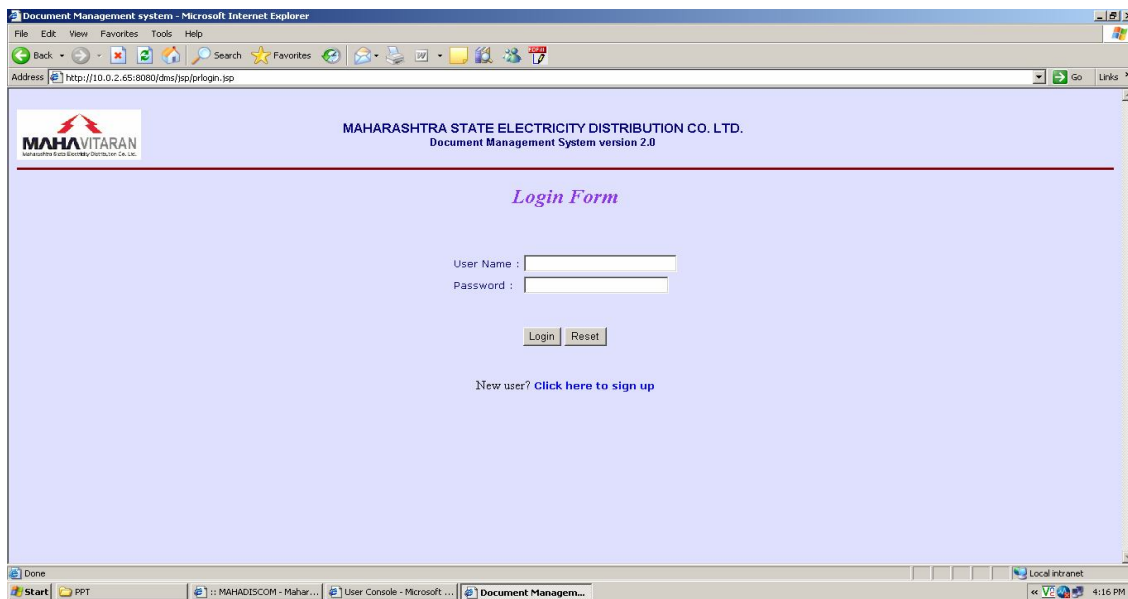
Encl. : Annexure – 'A'



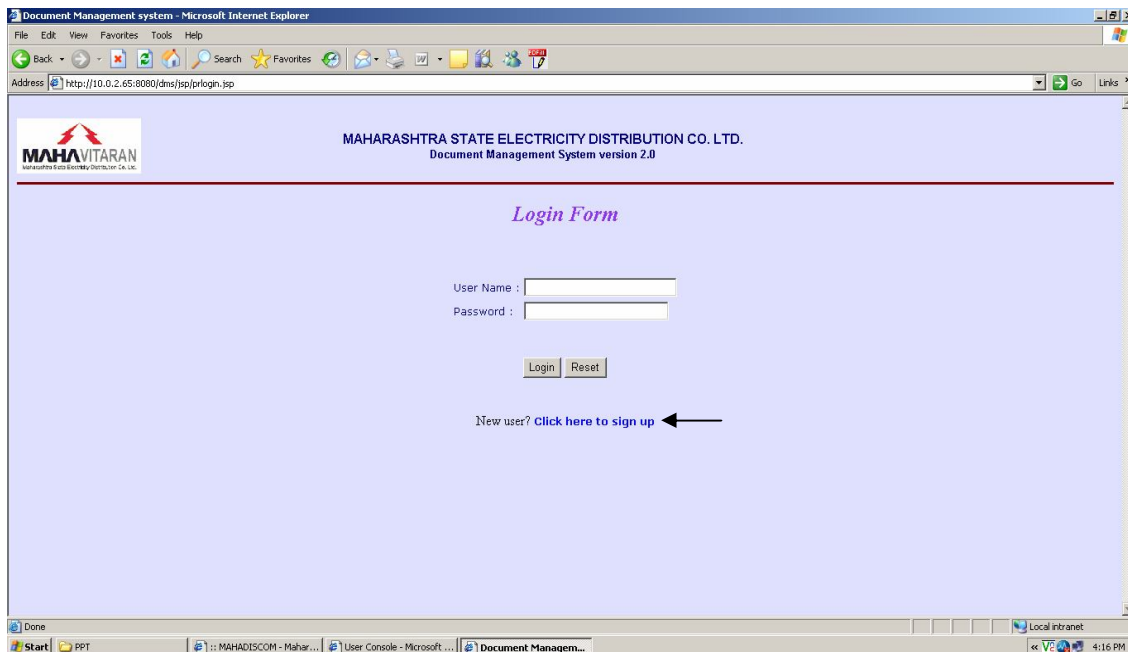
**(Sandesh E. Hake)
Chief General Manager (HR)**

GUIDELINES / STEPS TO BE FOLLOWED FOR IMPLEMENTATION OF DOCUMENT MANAGEMENT SYSTEM

The user can access the Document Management System through the link “MSEDCL-DMS” provided on Company’s intranet Home page under “WEB Application” or at <http://10.0.2.65:8080/dms/jsp/prlogin.jsp>. On clicking the link for Document Management System, the following page for login will appear. The concerned officer may log in with the username which is already generated. Please note that the ‘Username’ up to the level of Executive Engineer/Assistant Manager in Corporate Office are already created in the system.



2. However, the Sectional Head, if wishes so, can create/add ‘New Users’ to DMS as per the work allocations of their department. The New User can be created by individual section on clicking the link “Click here to sign up”



3. The new user must enter the necessary details like User Id, password, User Name, Designation etc. in the registration form as appearing on their screen as below to create/generate new User Id.

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Document Management System version 2.0

New User registration form

* User Id : *Use the abbreviation for the designation (eg. CQM-IT) Maximum length 10 char;*

* Password : *Remember it, will be required for login*

* Confirm Password :

* User Name : *Enter your full name (eg. Sri V.S. Mane)*

* Designation : *Use abbreviation (eg. CQM-IT)*

* Section : *Enter the section (eg. IT Section)*

E-Mail Id : *Enter email id (eg. cgmrit@mahadiscom.in)*

Mobile No. :

Land Line No. :

Extn :

** indicates required field.
This form only registers you as a user of the Document management System.
To activate your registration, Kindly send a email to dmsadmin@mahadiscom.in mentioning the registration acknowledgment id and date of registration*

Please note that the new user must remember the ‘User Id’ and ‘Password’ he/she has entered as the same on activation will be required for login in the DMS. Also, the fields marked ‘*’ are mandatory and the new user must enter all this information before submission by clicking the ‘Submit’ button. On successful submission for registration the system will provide an Acknowledgment Number and the Date of registration to the user. For activation of the ‘User Id’, the Sectional Heads must forward this Acknowledgment Number and the Date to dmsadmin@mahadiscom.in preferably through Company mail Id provided to them. All Sectional Heads shall observe that the user Ids must not be created below the level of Junior Engineer/Junior Manager.

4. The Central Registry Unit will scan all the documents received from various offices/agencies and a scanned copy of the letter/document in .pdf format will be forwarded to the concerned Head of the Department/Addressee through the DMS. The concerned HOD may login the DMS by entering his ‘User Name’ and ‘Password’ in the login screen.

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Login Form

User Name :

Password :

New user? [Click here to sign up](#)

5. After login in the system, the following screen will appear and the User can view various “Menu” on the left of the page and he/she can also view the list of letters/documents containing necessary details like Subject, Date of receipt etc. received by him/her from CRU by clicking on ‘Inward Register’. The particular letter/document in the list can be view by clicking on the ‘File Name’

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stem is developed by LT. H.O., MSEDCL, Mumbai. INSTRUCTIONS : Avoid giving single quote (') and Double quote (") in subject and addr

Inward Register of CE-MM

Click here to forward multiple Documents

Record id	Subject	Date	FILE NAME
R-75/2012	Tender No SP/T-1007/0912 for purchase of Single Phase Static Energy Meters. Ref:- FEPL/MSEDCL/SP/T-1007/0912 dated 14/12/2012	26-Dec-2012	/261212/261212_stores_0002.pdf

Visitor No. : 71866

For example, on clicking on the File Name, the letter/document will appear as below.

FLASH Flash electronics (india) pvt. Ltd.
INDIA ELECTRONIC NO. 47-A, 20th INDUSTRIAL AREA, PHASE - I, FORTIFIED QUARTERS, 1ST FLOOR, MIDC, POKHARJI, MUMBAI-400 072

022-26672124

FEPL/MSEDCL/SP/T-1007/0912
Date: 14.12.2012

The Chief Engineer (Stores)
Maharashtra State Electricity Distribution Co. Ltd
Plot No -9, Pokhrajgad, First Floor,
Bandra (West)-Mumbai-400 053

Subject: Tenders No: SP/T-1007/0912 for purchase of ac Single Phase Static Energy Meter rating 5-30 Amps with IR Communication and with & without enclosures.

Ref. No: SP/T-1007/0912/006816 Dated: 13.12.2012

Dear Sir,

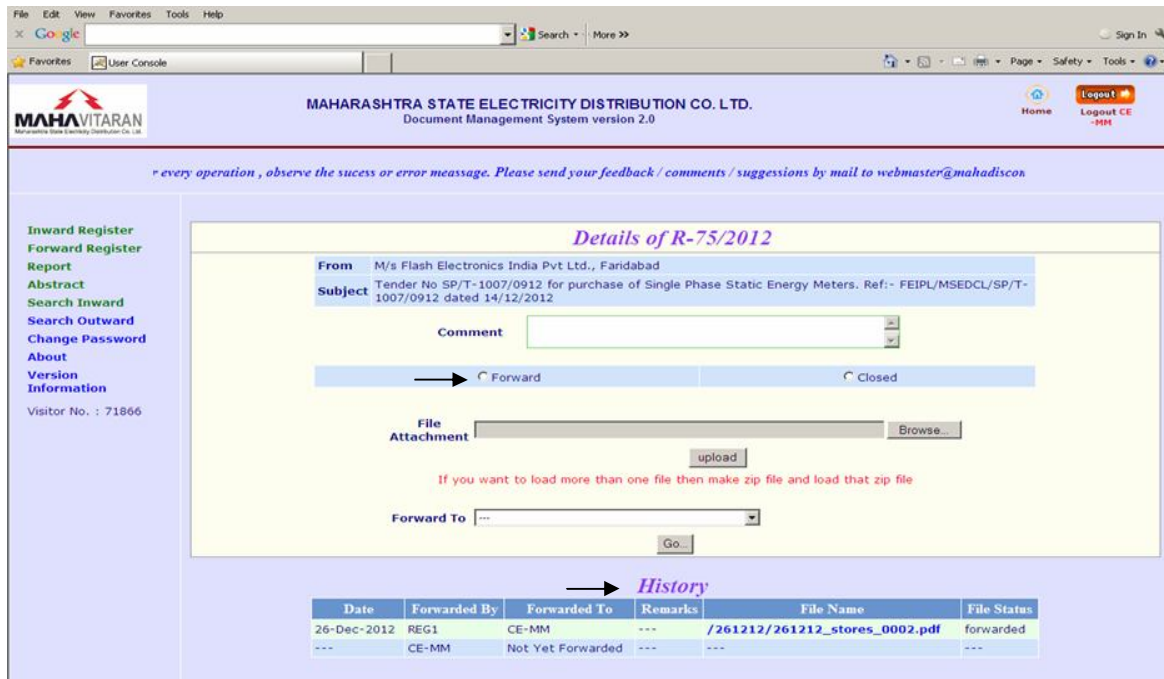
With reference to above we hereby inform you that the interoperability of our meters exactly same with our running supply. As requested by you we have already contacted with your IT section in this regards they have confirmed that there is no need for us to conduct the tests for our samples, as the specifications are exactly same as existing supplies of ours. They would confirm the same accordingly.

Thanking you
Yours truly,
For FLASH ELECTRONICS (INDIA) PVT. LTD.

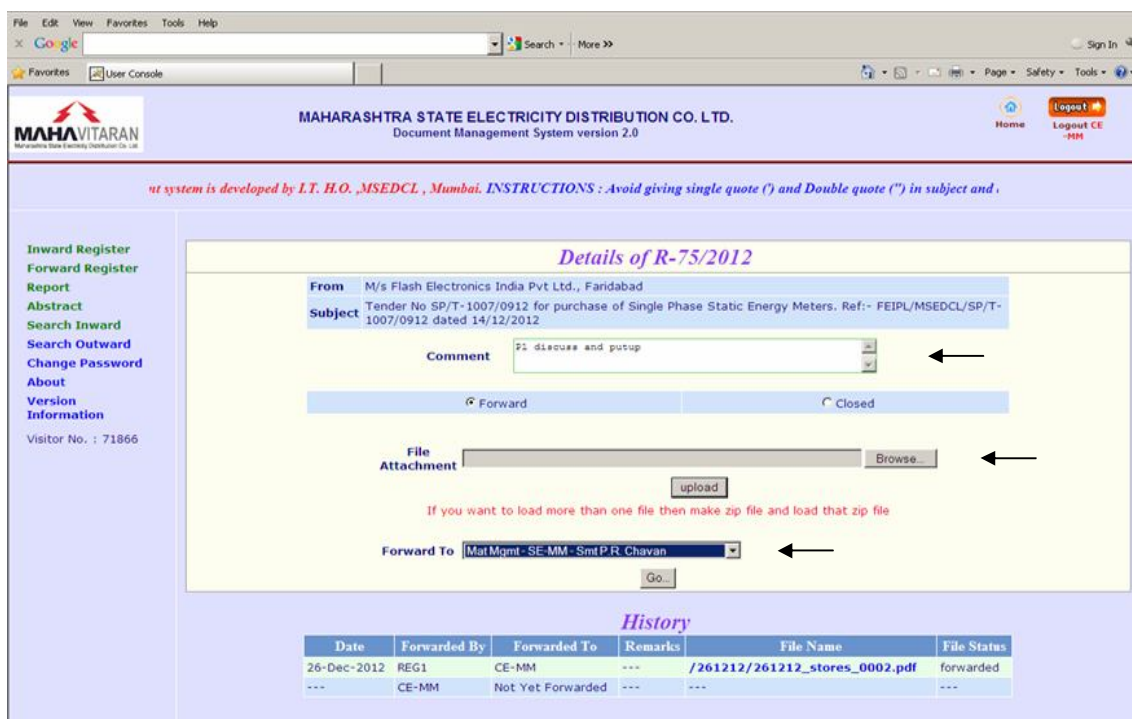
Authorized signatory

Handwritten notes: "Pl checkup 11 A-11 5/17/12" and a date stamp "Date: 26/12/12".

6. The User can go through the letter/document as appeared on his/her screen and if wishes can forward the same to his/her subordinate by clicking on the 'Record Id' and selecting 'Forward' option. Else, the reference can be closed at this stage by User him/her self. The User can also view History of particular letter/document at the bottom of the screen.



7. The User can forward the letter/document to the subordinate by selecting the 'User Id' of the concerned from the drop down box appearing on clicking at 'forward to' and can also direct/guide regarding action to be taken by adding comments in the space provided for the same. The same can be forwarded to the subordinate by clicking on 'Go' button along with any additional file/document relevant to the letter/document. The same can be done by locating the particular file in local PC by clicking 'Browse' and then clicking on 'Upload' to attach to the current letter/document to be forwarded. If the user required to upload more than 1 (one) file, he/she can create a .zip file and upload the same.



8. The subordinate can access/view the file forwarded by the senior office as explained under Para 4 and 5 above and the same can be forwarded along with additional comments and attachments, if any, to the next subordinate by following the steps mentioned under Para 6 and 7 above. All the steps mentioned under Para 4 to 7 can be followed by any user for forwarding/closing the reference.

9. It is to be noted by all the users that, the CRU will forward only a scanned copy of the letter/document and the physical copy of the same will be available with CRU for a further period of 01(One) month from the date of forwarding such letter/document. The concerned Department/Section in charge, if deems fit, may obtain the relevant enclosures/attachments by making request to the CRU for production of the physical copy. On expiry of the period of one month, hard copies of the letters/documents received by CRU will be destroyed and no such request for production of the hard copies of the same will be entertained.

10. The scanned copy forwarded by the CRU through DMS shall be available for a period of 03 (Three) months and thereafter, it will be deleted automatically by the system. Therefore all concerned shall ensure that necessary action, as the case may be, to be taken on Documents forwarded through DMS. Also, please download the scanned copies received from CRU as per requirement and necessary back up is to be maintained on local PC of the concerned department.
