

NO.HR/CGM (HR-T/E)/MPR/ 0 2 3 2 4 5

Date : 16 AUG 2012

Minutes of Meeting

Sub:- Fire Audit/Safety – Responsibilities & Guidelines

Meeting of Executive Engineers (Adm & Safety) from 14 Zones was arranged & held on 09-08-2012 at 11.00 a. m. sharp at Corporate Office Mumbai on above subject. Meeting was addressed by the Executive Director (HR). C. G. M. (HR) & C. G. M. (HR-TE) along with representatives of Zones were present.

Executive Director (HR) has taken the charge and explained the necessity of adopting measures for prevention from fire incidences. He has given and explained following directives.

1) Responsibilities:

Administrative Circular No. 208 dtd 07-02-2009 on the subject "Safety Measures in MSEDCL" is already in existence. As per provisions of this circular,

- a) The nomenclature of Executive Engineer (Adm) in Zone Office has been changed as Executive Engineer (Administration & Safety).
- b) E. E. working in Circle Offices is the Safety Officer for Circle and performs all duties as specified for Safety Officers nominated at Zone Office.
- c) Dy. E. E. working in Division Office is responsible for safety matters and will be responsible for training, audit and inspection and provision of safety equipments.
- d) J. E. (QC) in S/Dn responsible for safety matters and will be responsible for duties as specified for Safety Officers at Divisional level.
- e) This is additional responsibility assigned over & above their normal duties.
- f) All have to follow the provisions of this Circular scrupulously.
- g) Nominated Safety Officers should take stock of old records and process for its disposal.
- h) Fire Safety Expert from Municipal Corporation/Council/MSPGCL or outside experts may be invited to educate our employees on this issue.

2) Weeding out of old records:

Departmental Circular No. 352 dtd 26-08-1986 on the subject "Preservation of records and weeding out / destroying the records after certain period" is available, in which, procedure for keeping records, period, weeding out of records, is explained in length. These provisions are to be applied.

- a) Concerned offices should verify old records, segregate it considering time factor and taken out the records which is to be destroyed.
- b) Records which are to be preserved for certain period must be preserved in the form of scan copy.
- c) Agency for scanning the documents may be fixed on quotation/tender basis. Rate of scanning per paper should not be more than 70 paise per paper.
- d) After scanning such documents, they should be destroyed after shredding.
- e) Old records are to be destroyed after shredding.
- f) Agency for disposal of old records with shredding may be fixed on quotation basis.

3) Fire Audit:

- a) Licencing Authorities for fire audit are the Muncipalities in towns and Corporations in cities. Fire audit is to be get done of all offices by the respective authorities by paying prescribed fees. If such authorities are demanding abnormal amount of fees, then, fire audit may be get done from authorities available in nearest Power Station of MSPGCL. Concerned C. Es. will take lead for laisioning with MSPGCL authorities.
- b) All blockages in the entry/exit way of offices and in stair cases should be removed.
- c) Inflammable material such as gas cylinders etc should not be used in office premises.
- d) E. E. (Adm & Safety) should conduct meetings at Circle & Division level.
Meeting was concluded at 12.15 hrs.

These minutes are being placed on intranet of MSEDCL and no hard copy will be sent to any office.



(P. M. Matey)

Chief General Manager (HR-TE)