

NO.GAD/CGM (T/E)/MPR/ **0 2 3 4 5 7**

Date : **17 AUG 2012**

To,

The Chief Engineer,

Maharashtra State Electricity Distribution Co. Ltd.

BUZ, Bhandup/KLNZ, Kalyan/KZ, Ratnagiri/

PZ, Pune/KOPZ, Kolhapur/BMTZ, Baramati/

NSKZ, Nashik/LZ, Latur/JLGNZ, Jalgaon/ NDZ, Nanded

AMTZ, Akola/AZ, Aurangabad/ NZ, Nagpur/ NUZ, Nagpur

Sub: Paperless working of HR Sections.

Ref: 1) Executive Director (HR) Mumbai's letter No. GAD/GM(Insp)/
MIS Phase-II/36026 dtd 30-11-2010

2) Letter No. HR/CGM(HR-TE)/MPR/7526 dtd 08-03-2011

Directives for minimization of use of papers and making paperless working of HR Section was issued by the Executive Director (HR) Mumbai vide letter under reference no. 01.

Since then or even before that, MPR Cell has discontinued the practice of dispatching /sending hard copies of orders/letters to any office/authority. MPR Cell is displaying all orders on intranet of Company and sending scanned copies of letters to the concerned offices/authorities through email. This was communicated vide letter under reference no. 02.

However, it is observed that, some field offices are still submitting copies of replies, correspondence, information etc in hard copies by post/courier. This method of communication is time consuming, expensive and not suitable when fastest ways of communication are available in this era.

Considering this, it is hereby directed that, no hard copies of any letter, information, order etc should be submitted to MPR Cell by post/courier. All correspondence pertaining to the MPR Cell is to be submitted by email with scanned copies with dispatch no. & date on email ID of the undersigned with copy to the email ID of Manager (HR-MPR) as managerpmpr@mahadiscom.in invariably.

This letter is being placed on intranet of MSEDCL and no hard copy will be sent to any office.

(P. M. Matey)
Chief General Manager (HR-TE)

Copy s.w.r.to:

- 1) The Executive Director (HR), MSEDCL, Mumbai
- 2) The Regional Executive Director, I/II/III, Kalyan, Pune, Nagpur

Copy s.w.c.to:

- 1) The Chief General Manager (HR), MSEDCL, Mumbai