



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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HRD/O&M/F.No.9/ **02879**
Maharashtra State Electricity Distribution Co.Ltd.
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Date : **21/01/2016**

C I R C U L A R

Sub : Filing procedure in the Office – Observation of colour codes.

Read : Circular No. HRD/O&M/F.No.5/41027 dated 07/12/2015.

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To bring uniformity and to streamline the procedure while submitting the proposals for approval to the Competent Authorities, the instructions regarding observing filing procedure are issued vide Circular under reference dated 07/12/2015. However, considering the large quantum of proposals submitted by various departments, it is difficult to segregate the proposals on the basis of departments. As such, it has been decided to use following colour codes for Docket Sheet and Separator while submitting the proposals to the Competent Authorities.

Sections under Director (Projects)	-	Light Yellow
Sections under Director (Operations)	-	Light Blue
Accounts Section	-	Light Green
Non-Technical / Non-Accounts Sections	-	Light Pink.

2. The above colour codes shall be observed strictly by various sections in Corporate Office and the paper used for printing of Docket Sheet and Separator should be of 120 GSM size. The requirement for the same is to be send to The Chief Engineer, M.M. Cell, Prakashgad, Bandra and the same is to be collected by the respective sections.

3. While submitting the proposals to the Competent Authorities, every section shall ensure that, the Docket Sheet have name of the department along with subject, reference number and the route. The noting and correspondence part of the proposal must be identified with a separator.

4. It is also observed that, while submitting the proposals the noting side as well as the correspondence side of the proposal are not marked with the numbers as notified vide Circular dated 07/12/2015 and stamped for outward and inward by various sections. It is therefore instructed again that the paging and marking is to be ensured and the inward and outward number along with stamp is to be put in the place provided on the Docket Sheet and on the noting section where the officer is putting the endorsement. The Sample formats are attached for ready reference to all.

5. This circular is available on R-APDRP Portal.

Encl : As above


(**Neelesh R. Gatne**)
Executive Director (HR)

DOCKET SHEET

SUBJECT :

SECTION :

REF. NO.

DATE :

DATE	TO WHOM SENT	INWARD / OUTWARD	
		NO.	DATE
	<p>Initiating HOD/Section</p> <p>Authorities to whom the proposal is being submitted</p> <p>Final Authority</p>		

SEPARATOR