



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645
E-mail : edhr_dist@mahadiscom.in

HRD/O&M/F.No.5/ **41027**
Maharashtra State Electricity Distribution Co.Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, **Mumbai – 400 019.**
Telephone No. : 022-24077441
Fax No. : 022-24025763
Website : www.mahadiscom.in

Date : 07/12/2015

CIRCULAR

Sub: Filing procedure in the office – Points for observance.

.....

It is observed that the existing process of submission of file, proposal, draft etc for approval of authorities through various departments at various levels is not uniform. It is also observed that there are no page numbers, separators & stamping of respective departments on the notes, files, correspondence etc.

In view of the above, Hon. CMD has directed to streamline the existing process which is prescribed as below :-

- (1) The files, proposals, drafts, etc for approval must contain Docket sheet having name of the department along with subject, reference number and route of the file (sample format is attached).
- (2) File, Proposal, draft etc. must be divided in two sections. First section includes noting and the second section includes correspondences / annexures.
- (3) Noting and correspondence/annexure sections of file, proposal, draft etc must be separated with the separator.
- (4) Noting section and correspondence section must have page numbering as N-1,N-2,N-3.....and C-1, C-2, C-3.... respectively.
- (5) File must have stamp with inward / outward number & date while routing through the authority.
- (6) All new additions in the noting / correspondence section will be sequential and to be kept below the earlier. It will ensure the observance of the flow of the file from initial stage.
- (7) All references /correspondences with the note must be punched, numbered and filed properly.

The above directives are to be followed scrupulously while submitting the file, proposal, draft etc. to the authorities.

This circular is available on R-APDRP Portal.

Encl: Sample format


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

DOCKET SHEET

Sub :	Section Ref. No. Date :
--------------	----------------------------

DATE	TO WHOM SENT	REMARKS
	Initiating HOD/Sectional Head Authorities to whom the proposal is being submitted in order of submission of the proposal Final Authority	

**S
E
P
A
S E P A R A T O R
A
T
O
R**