

NO.GAD/CGM (T/E)/MPR/ **004698**

Date : **13 FEB 2013**

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  
3) Letter No. HR/CGM(HR-TE)/MPR/23457 dtd 17-08-2012

The directives for minimizing the use of papers and proceeding towards the paperless working of HR Section has issued by the Executive Director (HR) Mumbai vide letter under reference no. 01.

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


Therefore, it was requested to all field offices, not to forward hard copies of any letter, information, order etc to MPR Cell either by post/courier etc vide letter under reference no. 03. Instead of it, it should be forwarded through email with scanned copies with dispatch no. & date to the undersigned with copy of email to the Manager (HR-MPR) ([managerpmpr@mahadiscom.in](mailto:managerpmpr@mahadiscom.in)) invariably.



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

It is, therefore, once again requested to all field offices, not to send hard copies of their correspondence to the MPR Cell and see that, correspondence with the MPR Cell shall be through E-mail only.

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