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(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645

Office of the
Chief Engineer (Distribution)
Plot No. G-9, 'Prakashgad'
Prof. Anant Kanekar Marg,
Bandra (E), Mumbai-400051

No. CE (Dist.)/RE-III/Tenders/

- 36360

Date:- 13 OCT 2015

To,
All Chief Engineers of the Zones,
All Superintending Engineers of the Circles

Sub:-To avoid sending of un-necessary copies of correspondence to H.O.

It is observed that, a lot of un-necessary copies of correspondence are marked from field CEs and SEs to this office as well as Directors for information. It is also observed that, even after sending the information/reports by e-mail, again hard copy of the same information/report/letter/proposal is sent by post. This is mere a wastage of papers and incurring postage expenditure. In view of this, following guidelines are issued.

- 1) Hard/soft copies of LoA, Work orders etc. should not be sent to this office henceforth.
- 2) Copies of correspondence between Zone and Circle or Circle and Division should not be sent.
- 3) To mark copy to this office or higher authority only where action is desired/required to be taken from H.O. level.
- 4) Unless otherwise necessary, no hard copy should be send to H.O.
- 5) All information/reports should be sent by e-mail, and no hard copy of the same should be sent thereafter.
- 6) EE of the Division should not mark copies to H.O. or make correspondence to H.O. directly.

This should be brought to the notice of all concerned.



(Dr. M.S. Kele)

Chief Engineer (Distribution)

Copy submitted w.r.to:-

The Director (Operations), MSEDCL, Corporate Office, Mumbai.

The Executive Director (Dist.), MSEDCL, Corporate Office, Mumbai.