

अभिलेखित खाते परिलेख

50 9/9/94

No. ST/EST/109-A/FLX/4437
M.S.R.T. Corpn., Central Office,
Maharashtra Vahatak Bhavan,
Dr. Anand Rao Nair Marg,
Bombay 400 008

Date :- 6th August., 1994

To
The Regional Manager, S.T. Bombay/Pune/A'bad/Nagpur/Nashik/Amravati
The Works Manager, S.T.C.W. Dapodi, Pune/A'bad/Nagpur
Manager (Trg.), S.T., C.T.I. Bhosari, Pune
Divisional Controller,
S.T. Bombay/Dhule/Jalgaon/Nashik/Palghar/Raigad (Pen)/Ratnagiri/
Sindhudurga/Thane/Pune/Ahmednagar/Kolhapur/Sangli/Satara/Solapur/
Aurangabad/Beed/Jalna/Latur/Nanded/Osmanabad/Parbhani/Nagpur/
Akola/Amravati/Bhandara/Buldhana/Chandrapur/Wardha/Yavatmal.
Executive Engineer,
S.T. Thane/Pune/Nagpur/Aurangabad/Akola/Dhule/Parbhani/Kolhapur/
Baramati

Sub : Procedure for use of Fax Machine allocated
to Regional Office and Central Office.

There is a need of fast facsimile for efficient working of the administration. Therefore, it is very essential to use an advance equipment in administrative work. As a part of this, EDP had suggested to use electronics equipments for correspondence purpose.

Accordingly, Corporation has decided to install Fax machines which are one of the electronic equipment available for correspondence purpose, initially in the following offices.

- 1) Central Office, Bombay.
- 2) Regional Office, Pune
- 3) Regional Office, Aurangabad
- 4) Regional Office, Nagpur

The Purchase Order No. MU621578007 dt. 25.2.94 has been placed by Stores & Purchase Department to M/s. Maharashtra Electronic Corporation, Bombay for supply 'BROTHER 550 M' model Fax Machines, to the above Offices.

Therefore, the following instructions are issued for controlling the use of fax machine.

1) The receipt of fax machine in the Region will be handled by R.S.O. as per the existing procedure, where as the receipt of fax machine in the Central Office will be handled by Personnel Department in Central Office as per existing procedure.

2) The bills for these fax machines will be finalised by Divisional Controller(S), Stores Division, Kurla, Bombay as per the terms and conditions mentioned in the Purchase Order after submitting the certificate of satisfactory installation of these fax machines, by the Competent Authority of above offices.

3) Once the fax machine is received the necessary entries should be made in the PME register maintained by the Regional Office / Personnel Department. The same should be a part of the PME of the Regional/Central Office.

4) Administration section in the Region and Personnel Deptt., in Central Office will be responsible for administrative control of the fax machine from the point of view of its use, maintenance etc.etc. For the purpose R.P.O. in Region and APO in Central Office will maintain a register for use by various section in the Regional Office and Central Office depending on the need respectively.

...P.T.O..