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MAHANADI COALFIELDS LIMITED

(A Subsidiary of Coal India Ltd.)

Office of the Chief Technical Secretary to CMD, MCL

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Ref. No.: MCL/HQ/TS/07/F-711-158

Date: 29/10/2007.

OFFICE ORDER

Sub:- File Movement - Regarding.

During a pre-discussion meeting before Functional Directors on 27th October 2007, CMD desired the compliance of the following:

- i) Files should not stay more than 3 (three) days in a particular department.
- ii) Note-sheets and other relevant papers in the file be serially numbered / page marked.
- iii) While signing, the name and designation of the concerned officer initiating / endorsing the proposal be indicated with date.
- iv) Sometimes, files are by-passed by simply mentioning that the concerned HOD/Officer is "On Leave". Care should be taken to route the file through the concerned HOD/Officer except in cases where it is extremely urgent and unavoidable.
- v) Other relevant points, if any, to be taken care of for speedy movement of files.

All GMs/CGMs of Areas / Units and HODs of MCL HQ are advised to strictly comply with the above.

(A.K. Sinha)
GM/CTS to CMD.

Distribution:

1. All GMs/CGMs of the Areas.
2. GMs, CWS, Talcher / Ib Valley.
3. CMS, NSCH, Talcher.
4. GM, MCL, Bhubaneswar.
5. All HODs of MCL HQ.
6. FM I/c, MCL, Kolkata.
7. Office Copy / Master File.

Pl circulate to all in Civil Deptt.
B. M. S.
30/10/07

GM (C)

- GM (C) I
- Dy CE (C) I
- SE (C) I
- SE (C) PDC
- SA E (C)
- SA A (C)

CC for kind information to: CMD/D(P)/D(T)/D(F), MCL, Sambalpur

M. C. Saha