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CIRCULAR

Subject: Extending Document Management System (DMS) to all Regional Offices and all Zonal Offices for facilitating submission of proposals from the field offices to Corporate Office.

In pursuance of objective of adopting of digital working environment, reduce the dependencies on physical document and speed up approvals, MSEDCL is using Document Management System(DMS) in Corporate Office for processing Office Notes and Proposals. As per directives of competent authority, it was decided to extend DMS functionalities to all Regional Offices and all Zonal Offices for facilitating submission of proposals from the field offices to Corporate Office. Accordingly, a training session for Region/Zone offices was conducted on 21-Jul-2023 through Video Conferencing.

With the release of version 6.0.0 on 21-Jul-2023, DMS is now available for field users at Regional and Zonal offices. The user manual for field user is already shared with all the Regional Offices and Zonal Offices. This manual is also kept at DMS login page for ready reference.

In view of above, it is to inform that henceforth the all proposals from fields shall be submitted through DMS only.

This Circular is available at employee portal.



Chief General Manager(IT)
MSEDCL

Copy s.w.r to :

1. Director(Operation)/Finance/Project/Commercial/HR Corporate Office, Mumbai.
2. Jt.M.D. Regional Director, Kokan/Ch. Sambhaji nagar Region.
3. Regional Director Pune/Nagpur Region.
4. All HOD's, Corporate Office, corporate Office, Mumbai.
(To consider field proposals received through DMS only)