

Application: - Document Management System (<https://dms.mahadiscom.in/dms/>)


Version Number: - 8.1.0 (HoD authorized to transfer the charge)

Version Release Date: - 18-July-2025

New DMS Version Release Notes

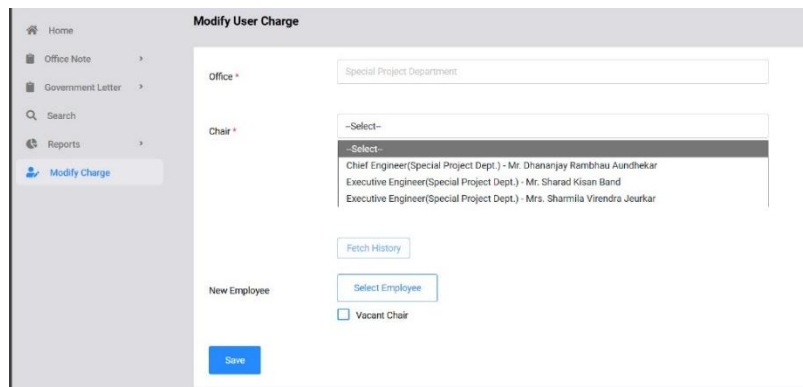
1. Charge Delegation Rights for Department Heads

As part of our continuous improvement, the latest update introduces an advanced delegation feature for designated department heads:

- **Scope of Delegation:**
 - Heads of Departments (HoDs) from both corporate and field offices can now:
 - Delegate the responsibilities of any subordinate to another employee.
 - Transfer their **own charge** to a selected alternate employee.
- **Authorized Personnel with Delegation Rights:**
 - **Corporate Office:**
 - All CEs, CGMs and above, including select SE-equivalent positions such as: SE (LM), SE (TRC), SE (MSC).
 - **Field Offices:**
 - All Jt.M.Ds / **Regional Directors** at Regional Offices
 - **CE (O&M)** – Zonal Offices
 - **SE (O&M)** – Circle Offices
- **Accessing the Delegation Option:**
 - This functionality is available under the **<Modify Charge> menu option** in the DMS.
 -  Please refer to the screenshots below for visual guidance on how to use this feature.

 **Charge Handover Procedure in DMS:** Follow these steps to successfully hand over employee responsibilities using the DMS interface:

◆ **Step 1: Select the Employee for Charge Handover**

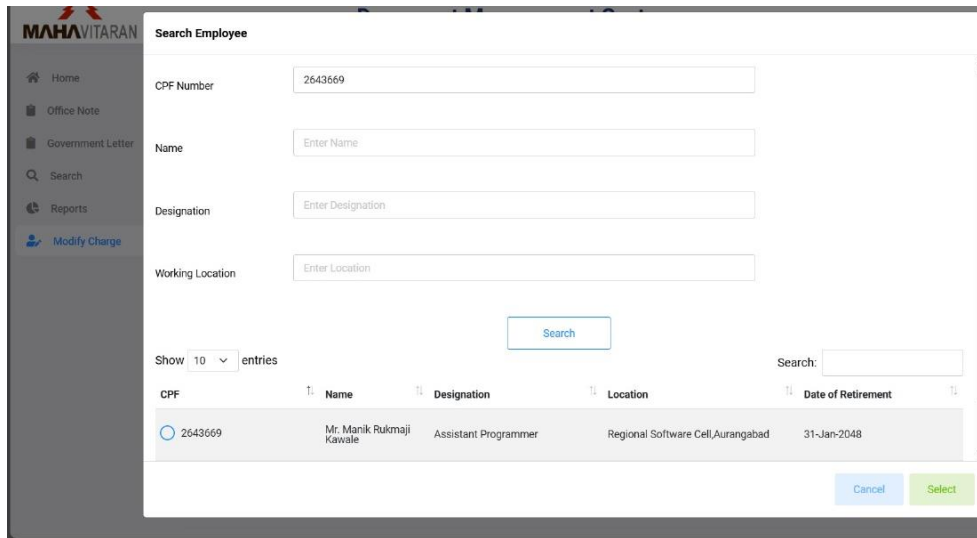


- Begin by selecting the employee whose responsibilities need to be reassigned.

◆ Step 2: Choose the New Assignee

- Click on the **Select Employee** button to initiate the reassignment.
- A new selection screen will appear, allowing you to search for the replacement employee — refer to the corresponding screenshot for guidance.

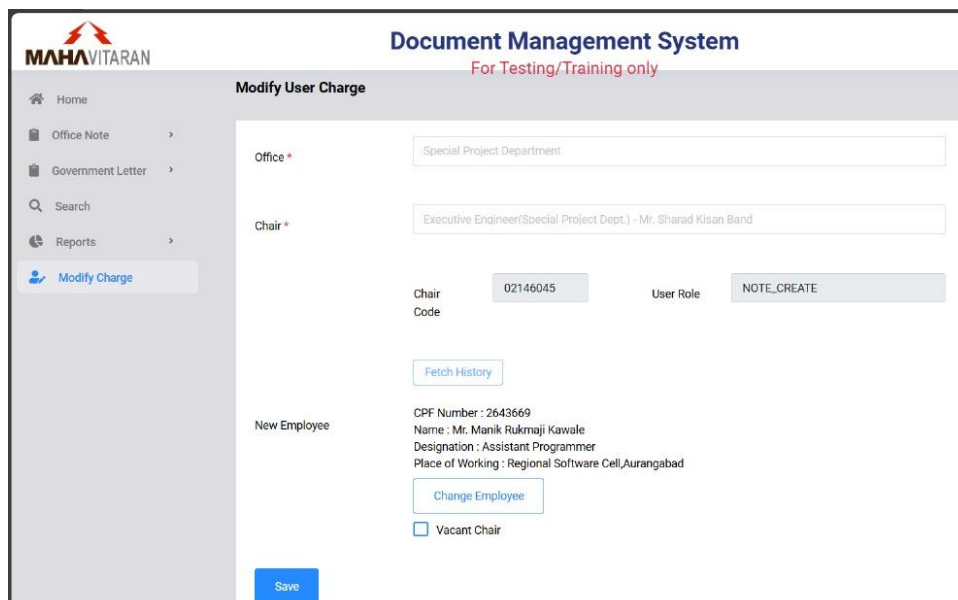
◆ Step 3: Enter Search Criteria



The screenshot shows the 'Search Employee' form. It includes input fields for CPF Number (2643669), Name (Enter Name), Designation (Enter Designation), and Working Location (Enter Location). A 'Search' button is present. Below the form, a table displays search results for CPF 2643669, showing details for Mr. Manik Rukmaji Kawale, Assistant Programmer, Regional Software Cell, Aurangabad, with a retirement date of 31-Jan-2048. 'Cancel' and 'Select' buttons are at the bottom right.

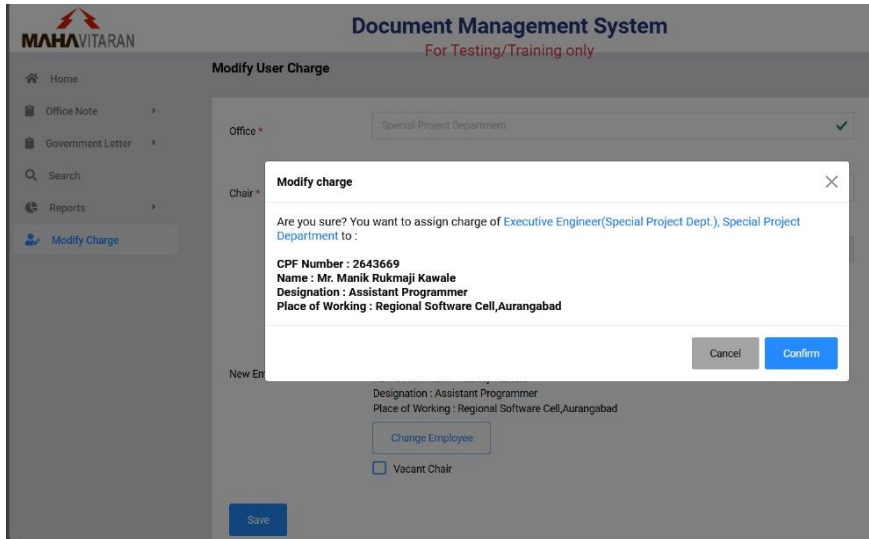
- Use any of the following fields to locate the desired employee:
 - **CPF Number**
 - **Name**
 - **Designation**
 - **Working Location**
- Once the search results are displayed, select the appropriate employee and press **Select**.

◆ Step 4: Confirm Charge Assignment

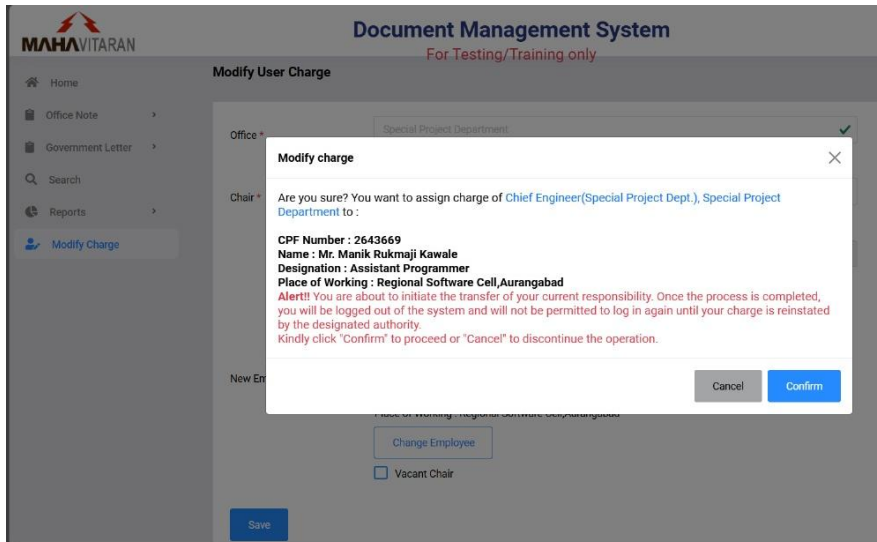


The screenshot shows the 'Modify User Charge' form. It includes fields for Office (Special Project Department) and Chair (Executive Engineer(Special Project Dept.) - Mr. Sharad Kisan Band). Below these, the Chair Code is 02146045 and the User Role is NOTE_CREATE. A 'Fetch History' button is present. The 'New Employee' section displays details for Mr. Manik Rukmaji Kawale, Assistant Programmer, Regional Software Cell, Aurangabad, with a 'Change Employee' button. A 'Vacant Chair' checkbox is also present. A 'Save' button is at the bottom left.

- Review the selected employee.
 - Press **Save** to assign the charge to this employee.
 - Press **Change Employee** if you wish to choose a different individual.
- ✓ If the position is to remain vacant, tick the **Vacant Chair** checkbox.
- A **confirmation prompt** will appear, showing a summary of your changes.



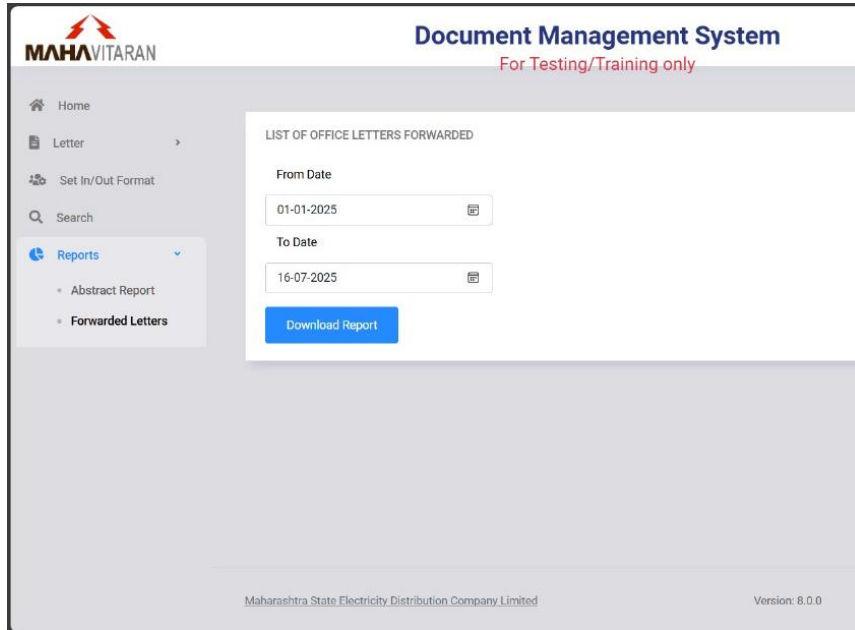
- Press **Confirm** to finalize the assignment.
- Press **Cancel** to abort the process.
- If the user is handing over their **own responsibilities**, a separate confirmation message will be displayed.



- Again, press **Confirm** to finalize or **Cancel** to discard the update.

2. Provision to Download the List of Office Letters

- Users can now **download a list of office letters** they have forwarded between selected date ranges.



The screenshot displays the 'Document Management System' interface for MAHAVITARAN. The system is marked 'For Testing/Training only'. The left sidebar contains navigation options: Home, Letter, Set In/Out Format, Search, and Reports. The 'Reports' section is expanded, showing 'Abstract Report' and 'Forwarded Letters'. The main content area is titled 'LIST OF OFFICE LETTERS FORWARDED' and includes date selection fields for 'From Date' (01-01-2025) and 'To Date' (16-07-2025), each with a calendar icon. A 'Download Report' button is positioned below these fields. The footer of the interface shows 'Maharashtra State Electricity Distribution Company Limited' and 'Version: 8.0.0'.