



महानदी कोलफील्ड्स लिमिटेड

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ

Mahanadi Coalfields Limited

(A Subsidiary of Coal India Limited)

Jagriti Vihar, P.O. - U.C.E., Burla, Dist-Sambalpur-768018 (Orissa)

Gram : SAMBCOAL, Telex: 0634-219, Fax: 0663-431770, 431880

Phone: PBX :- 431461 to 431470

000031

Ref. No. M.C.C./PP/11/52/1964

Date: 20.1.2002

CIRCULAR

URGENT/TOP PRIORITY

Sub: Procedure for initiating Note-sheets

The following instructions to be complied strictly by all the executives of the Company while initiating or dealing with any Note-sheets with immediate effect.

01. The initiating officers should indicate their name, designation, date and place of posting at the top of the Note-sheets.
02. The forwarding / recommending authorities should indicate their specific recommendations. The comments like "Forwarded", "Forwarded for needful action", "May kindly see" etc. should be strictly avoided. They should also clearly indicate their name, designation and date while making such recommendations in the Note-sheets.
03. The sanctioning / approving authority should also clearly indicate whether the proposal is sanctioned / approved or not.
04. The date of receipt and date of disposal of the proposal should be indicated clearly by putting Diary Numbers at each level.


(R.K. Chelani

Chairman-cum-Managing Director

Distribution:

01. All Functional Directors, MCL.
02. C.V.O., MCL.
03. All H.O.D(s), MCL HQ. (M.C.)
04. All C.G.M(s) / G.M.(s) of Area, MCL.
05. G.M., MCL's Office, Bhubaneswar.
06. F.M., MCL's Office, Kolkata.

Copy to:

01. TS to D(P), MCL 02. ES to CMD / ES.to D(T), MCL 03. Secy. to D(F), MCL.

