



MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, MARKETYARD, GULTEKADI, PUNE 411 037

दूरध्वनी ०२०-६६२६६८००, २४२६२९५९ फॅक्स : ०२०-६६२६६८२९, ६६२६६८३९.

Email: - mswcinfo@mwarehouseing.com, mswc2k@yahoo.com

Website: mwarehouseing.com

CHAPTER-III

CHANNEL OF SUBMISSION

SR.	SUBJECT	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL
1	Sanction of all kind of leaves/LTC and encashment of EL/LTC. Fixation of pay on promotion/penalty/selection. Grant of HBA	SA/AM/SAM/MGR/JT. M.D.	MGR/JT.MD C & M.D.
2	Appointment of suppliers / contractors	AM/ Branch Head/ JT.M.D.	C & M.D.
3	Preparation of budget	AM/DM/SR.MGR / GM(A&A) & FA /JT. MD	C & M.D. / BOARD OF DIRECTOR
4	Payment of salary	ASSTT/ AM/	SAM (DDO)
5	Payment of personal advances and Payment of Supplier's bills	ASSTT/ AM/ SAM/DM/SR.MGR ASSTT./AM/D.M.	GM(A&A) & FA R.M.
6	TA advance and passing of TA bills	ASSTT/ AM/ SAM/DM/SR.MGR ASSTT./AM/D.M.	GM(A&A) & FA R.M.
7	Payment of contractors bills	ASSTT/ AM/ SAM/DM/SR.MGR	GM(A&A) & FA
8	Raising bills for storage charges/ H.T. charges Misc. charges.	ASSTT/ AM/ SAM/ ASSTT./AM/D.M.	MANAGER R.M.
9	Internal Audit Centre / Regional Offices	AUDIT TEAM	GM(A&A) & FA
10	Periodical/ Annual inspection of Centre	DM/ R.M.	G.M. (QC & HRD)