



## MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, MARKETYARD, GULTEKADI, PUNE 411 037

दूरध्वनी ०२०-६६२६६८००, २४२६२९५१ फॅक्स : ०२०-६६२६६८२९, ६६२६६८३९.

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## CHAPTER-VI

### CATEGORIES OF DOCUMENTS HELD IN THE CORPORATION

All the branches and their Sections in the Corporation maintain files, registers etc. relating to the work dealt by them. Chapter-II contains detailed items of work handled in various Branches/sections of the Corporation. Copies of the Acts, Rules, Regulations etc. administered by the concerned Branches/Sections are also maintained by them. Besides these records, the following documents are created or compiled by the respective Branches: -

S.No.	Branch/Section	Documents held	Contact person
1	Business Development Branch	<ol style="list-style-type: none"><li>1. Procedures works instructions, Best Management Practices relating to business aspects for functioning of general warehouses.</li><li>2. Bonded warehouses, container freight stations, etc.</li><li>3. Procedures regarding appointment of H&amp;T Contractors</li></ol>	Manager(BD)
2	Finance Branch	<ol style="list-style-type: none"><li>1. Balance Sheet, Profit &amp; Loss Account .</li><li>2. Budget Estimates.</li><li>3. Procedure for Internal Audit</li></ol>	GM.(A &A ) FA and Sr. Manager (Fin)
3	Quality Control Branch	<ol style="list-style-type: none"><li>1. Documents related to Technical &amp; Quality Control Procedure; Work Instructions; Best Management Practices with Formats.</li><li>2. Documents relating to inspection procedure of Warehouses.</li></ol>	G.M. (Q.C & HRD)

4	Establishment Branch	<ol style="list-style-type: none"> <li>1. Rosters of employees working in different cadres,</li> <li>2. Documents regarding Compassionate Appointment</li> <li>3. Annual Confidential Reports of Officers and employees.</li> <li>4. Roster of Direct Recruitments/Promotions for all posts.</li> <li>5. Staff Register, Personal File of employees. Request Transfer Register, Probation Register.</li> <li>6. Cast Validity Register.</li> </ol>	Manager (EST)
5	Engineering Branch	<ol style="list-style-type: none"> <li>1. Earnest Money Register</li> <li>2 .Security Deposit Register</li> <li>3.Land Register</li> <li>4. Advance Register</li> <li>5 .Work Order Register</li> <li>6 Tender Register</li> <li>7 Payment Register</li> <li>8 Income Tax \ Sale Tax Register</li> <li>9 M.B. Register</li> <li>10 Construction file, Tender file Estimate file ,Payment file, Land file.</li> </ol>	G.M.(Engg.).

The Record Room of the Corporation holds the recorded files sent by different Branches/Sections for future references. The files are retained in the Record Room till the clearance is obtained from the respective Branches/Sections for their disposal.