



**MAHARASHTRA STATE WAREHOUSING CORPORATION**

**583/B, MARKETYARD, GULTEKADI, PUNE 411 037**

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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	1. Procedures works instructions, Best Management Practices relating to business aspects for functioning of general warehouses. 2. Bonded warehouses, container freight stations, etc. 3. Procedures regarding appointment of H&T Contractors	D.G.M (BD)
2	Finance Branch	1. Balance Sheet, Profit & Loss Account . 2. Budget Estimates. 3. Procedure for Internal Audit	G M.(A &A ) and FA. and DGM (Fin)
3	Quality Control Branch	1. Documents related to Technical & Quality Control Procedure; Work Instructions; Best Management Practices with Formats. 2. Documents relating to inspection procedure of Warehouses.	D.G.M. (Q.C)

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>	D.G.M. (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.