

TELANGANA STATE BEVERAGES CORPORATION LIMITED

(An Undertaking of Government of Telangana)

2nd Floor, Proh. & Excise Complex, 9 & 10 Eastern, M. J. Road, Hyd-1.

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Lr.No.TSBCL/ADMN/80/2015/ 660

Date:12-01-2015.

CIRCULAR — 004

Sub: TSBCL - Admn - Proposal for maintenance of Stock File
in Administration Section at Corporate Office -Reg:

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It is observed that that every Section at Corporate Office i.e., MM Sec., MIS Sec., Excise Sec., Finance and Accounts Sec., Operations Sec., and Personnel & Admn. Sec., issues Circular instructions on different subjects from their sections by mentioning the file no. and date on the Circular. If the Section maintains Stock File, the copies of Circulars accumulate only pertaining to a particular section and other section Circulars are not available to have look at glance. If the Stock File of all Circular instructions issued by various Sections, is maintained at one place and make booklet of it, it will be convenient to know the instructions and subsequent instructions, issued from time to time.

Hence, it is decided to maintain a Stock File in the Administration Section by giving a specific serial number in a Register. For maintaining Stock File, the following steps to be followed are given below.

- 1) All Sections will circulate draft Circulars to the Managing Director and get the approval and got fair copy signed by the Managing Director or concerned Officer as the case may be.
- 2) Fair copy shall be sent to the Administration Section for giving a Circular No.
- 3) The Administration Section at Corporate Office, will maintain a register by name "Stock File Register".
- 4) The Administration Section shall write the subject of the Circular, Section name, and give a Circular Number i.e., 001,002,003,004 likewise.
- 5) After giving a Circular Number, the Administration Section shall return the fair copy to the Section concerned.
- 6) The Section concerned after obtaining the fair copy of Circular from the Administration Section duly serially numbered and the same shall be handed over to the Dispatch Section for its dispatch.
- 7) The Administration Section shall ensure to make a booklet of Circulars by mentioning on overleaf of the booklet, Number and period i.e., from, to.

All the Officers and Staff working at Corporate Office, Hyderabad are directed to follow the above instructions scrupulously.

Sd/-
Managing Director.

To

All the Officers and Staff at Corporate Office, Hyderabad.

CC: General Managers at C.O. Hyderabad.

CC: All Section Heads at Corporate Office, Hyderabad.

CC: The Chief Managers and Managers of IMFL Depots in the Telangana State

CC: The Joint Collectors & EOEDs of IMFL Depots in the Telangana State.

//Attested by//


General Manager (P&A) I/c.

Sis Noted,
19/1/15