

## CIRCULAR

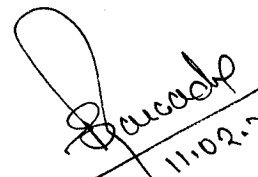
Sub:- Scanning of Important Records

Ref:- Maharashtra State Information Commission, Konkan  
Bhavan's Appeal order dtd 21.10.2014

As per the above referred order, important documents, agreements, approved plans, completion plans & certificates of all the works are required to be scanned within six months and required to be secured.

As directed by CE(NM), The agency to be finalized for this work will approach to all SE's to scan the required records & the SE will be responsible for scanning of the documents of their circle.

In order to prepare the contract document SE wise/ Circle wise, all the SE's are hereby requested to provide approximate number of pages of important documents/records of paper size A-4, A-3 or bigger size to be scanned, to EE(NM) on or before 25<sup>th</sup> February 2015.

  
SE(HQ)

S.G.Rokade/22783

Separately to:

All SEs( )

CC to:

ACE(I)/ACE(II) :-For information

CE(NM)/CE(NMIA)/CE(SP) :-For information

15  
10/2/15

12/2/15  
12.02.15