Circular No. 140(A): Admin division Date: 15-11-2021

Sub.: Scanning of documents to M-codex.

Important documents are being scanned in PDF format and uploaded on the database/M-codex. Staff members gave been given limited access to the database for limited no. of projects.

It is important to ensure that the attributes/details are correctly entered before uploading the PDF document on to M-codex.

Division wise guidelines for uploading documents on M-codex are given by way of separate internal memos for each division. The details of internal memos are given under:

1. Admin division – Internal memo 901/63 series
2. Construction division – Internal memo 912/136 series
3. Purchase division – Internal memo 903/36 series
4. QC division – Internal memo 917/11 series
5. CR/Sales/promotions division – Internal memo 914/123 series
6. E&D division – Internal memo 901/63 series
7. System Admin – Internal memo 901/63 series
8. Accounts – Internal memo 904/48 series

Documents have to be correctly labeled at the time of scanning.

Soham Modi