

Subject: Filing of hard copies and scanning of important documents

Keywords: Filing, Scanning, M-codex.

1. Hereafter Sujatha and Divya shall be responsible for the following:
 - a. Filing of hard copies of all divisions – limited to archived files, all files which are not in day to day use.
 - b. Maintaining of filing stores at Cherlapally and HO.
 - c. Maintaining of filing cabinets at HO.
 - d. Scanning of important documents and uploading on M-codex.
 - e. Retrieval of documents from M-codex.
2. Guidelines for scanning documents is given in internal memo 901/63 dated 20-11-2021. Sujatha & Divya to assist admin team including Kanaka Rao, Jai Kumar, Sitaram, Sanjay, Aruna & MD in scanning and uploading important documents in M-codex. Other staff members/divisions to scan their own documents, however, the work may be assigned to Sujatha & Divya only after prior approval from Soham /Jai Kumar in writing.
3. Divya/Sujatha shall be part of admin team and directly monitored by Jai Kumar/Iqra. They shall be assigned a separate room at HO near the entrance. Bins for each division for scanning and filing shall be made. Staff members to simply leave the documents in the respective bins for filing and scanning. The room shall be locked in absence of Sujatha/Divya. 2 high speed scanners + table for sorting the documents have been provided to them.
4. Sujatha/Divya to label all desks and filing cabinets with labelling machine (yellow). A plan has to be prepared with the help of E&D for showing location of each storage. Following storage/rooms to be handed over to Sujatha/Divya:
 - a. All storage space on 3rd floor in E&D room and engineers room (except 1 cabinets to be handed over to each member of E&D team).
 - b. 3rd floor training room storage space – for catalogues only.
 - c. 2nd floor storage space next to printer.
 - d. 2nd floor storage space in all meeting rooms.
 - e. 2nd floor storage space in 3 executive cabins (except assign one cabinet to Dhanraj, Arjun & Sachin).
 - f. 3 storerooms at Cherlapally (admin stores. CR stores, accounts stores). however one store to handed over to promotions
 - g. Storeroom for original documents – Sujatha & Divya to assist in maintaining these stores, however keys will remain with Kanaka Rao/Soham/Vinay Raja.
 - h. All these shall be under lock and key with 3 sets of keys – for Sujatha, Divya & Jai Kumar.
5. Accountants, CR, admin and other division to handover documents for filing to Sujatha /Divya who shall inturn place them at HO or stores at Cherlapally.
 - a. Accountants to handover vouchers for archiving to Sujata/Divya at Cherlapally stores.
 - b. CR to handover files to Sujatha/Divya for archiving at Cherlapally stores.
 - c. Admin to handover files/stationary at Cherlapally stores.
 - d. Files can be temporarily stored above cabinets at E&D and engineers room at 3rd floor.
6. Jai kumar to design movement register for files. Sujatha/Divya to maintain list of files in each stores at site.

7. Additional notes:
- a. Kanaka Rao to maintain files related to permits. Official correspondence with departments to be scanned on to M-codex. (responsibility of Sai) – files to be stored in 2nd floor store room.
 - b. Matters related to taxation, GST, etc. – files maintained by accounts managers – important correspondence to be scanned on to M-codex (responsibility of Vinay Chary).
 - c. Plans are being uploaded to M-codex by E&D. however, correspondence related to consultancy charges – files maintained by Aruna and to be scanned to M-codex.
 - d. Correspondence with labour department, trade license, etc., - to be maintained by Jai Kumar and to be scanned on to M-codex.
 - e. Title documents – originals maintained by Kanaka Rao – to be scanned on to M-codex.
 - f. Title documents – without important originals – maintained by Aruna – scanned on to M-codex.
 - g. General correspondence file to be purged as under:
 - i. Destroy all internal correspondence between sites, HO, Sales, E&D, etc.
 - ii. Destroy all estimates, schedules, biodata, salary statements and periodic statements that are now outdated.
 - iii. Destroy all kinds of notes that are outdated.
 - iv. Maintain correspondence with customers and association - to be scanned to M-codex (responsibility of Sujatha/Divya).
 - v. Handover correspondence with statutory authorities to Kanaka Rao/Accounts managers.
 - vi. General correspondence with any department not related to permits or taxes to be maintained and scanned on to M-codex (responsibility of Sujatha/Divya).
 - vii. Files to be maintained in chronological order. If file size is more than an inch thick – split into separate files on yearly/quarterly basis.
 - viii. Maintain 2 sets of files for correspondence with Association and other correspondence.
 - ix. Very important – label the file correctly with name of company, project, file type and if required relevant years.

Soham Modi.