

Subject: Scanning of documents to M-codex.

Key words: Scanning

Admin division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex:
 - a. All statutory payments.
 - b. Challans of PF, ESI, PT, Trade License, Labour License, etc.
 - c. Project wise ESI, PF, professional tax, Trade License, Labour License, etc., details like returns, challan copies, computation details, correspondence, notes, opinions.
 - d. Lease agreements and correspondence related to tenants.
 - e. All legal/court related documents.
 - f. MOM with service providers
 - g. List of computers & peripherals.
 - h. Copies of approvals related to utility services like water, electricity, telephone, etc.
 - i. Litigation or correspondence with utility and statutory authorities.
2. Documents to be scanned and destroyed after scanning:
 - a. Resignation letters.
 - b. Approved loan sheets.
 - c. Bio-data and appointment letter
 - d. Salary statements.
3. Documents not to be scanned:
 - a. Circular no. 138 reports.
 - b. Hold salary list.
 - c. Request letters.
4. Documents that will be optionally scanned:
 - a. Permissions and notes
5. Documents that can be destroyed 3 months without scanning:
 - a. Leave applications
 - b. OT forms
 - c. Fines.
6. Responsibility of scanning:
 - a. Each member of admin shall be responsible for scanning their set of documents.