

MAHARASHTRA POLLUTION CONTROL BOARD

Kalpataru Point Bldg., Opp. PVR Cinema, Near Sion Circle, Sion East, Mumbai – 400 022.

CIRCULAR

No. MPC/EIC/200428-FTS-0007

Date : 28/04/2020

Sub: Implementation of "Office Note Management Module"

Ref:

- (i) The Epidemic Disease Act, 1897
- (ii) Government Notification, Public Health Department, dated – 13/03/2020, 14/03/2020, 15/03/2020
- (iii) Government Notification, Revenue and Forest, Disaster Management, Relief and rehabilitation Department, dated – 25/03/2020 and 13/04/2020
- (iv) GoI, Ministry of Home Affairs, Order No. 40-3/2020-DM-I(A) dated 14/04/2020
- (v) GoM, Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation, Mantralay No. DMU/2020/CR.92/DisM-1, dated 15/04/2020

To,

All HoDs / ROs / SROs / Laboratory In-charges..

MPCB

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees at HQ Office and Field Offices. Moreover, as per Government's directives MPCB Office will start its routine Office functioning with minimal staff as per latest Government GR and on-going lockdown in Maharashtra State. In view of this, Board has already introduced web-based Consent, Authorisation and Waste Management Modules under IMIS System, due to which Technical Officer can process all the applications from their home.

Now, to manage approvals of various files i.e. technical & non-technical files, "Office Note Management Module" has been introduced, through which any Staff / Officer can process the file online through IMIS System. If any of the Officer / staff wants to process any Office Note for HoD's / MS's / Chairman's approval, the file (Soft copy) alongwith necessary attachments can be processed online through this Office Note Management Module.

All the MPCB employees are hereby directed to use this "Office Note Management Module" for processing any file for approval of the Competent Authority, with immediate effect. This Module is exclusively developed for MPCB Officials, only.

(E Ravendiran, IAS)

Member Secretary

D.A.: User Manual

Copy submitted to: Hon'ble Chairman – for information

User Manual for Office Note Movement Module

- ❖ **Introduction:** In order to process & approve internal office notes/letters a system has to be in place where officers can enter the subject & description of note along with scanned copy of letter. Once the details has been entered noting section will be provided which would enable officers to mention their remarks and forward the same to concerned officials using online task flow system. The system will generate online file number which can be used for any tracking in future. Also at Member Secretary's & HOD's desk (Approve/Reject) option would be provided along with close file option to take the final decision on the letter/note and close the chain flow.

Generate file

- Mpcb officer will mention the details of letter/note including subject, description & upload scan copy of letter. Once the same is submitted unique file number would be generated.

Noting sheet

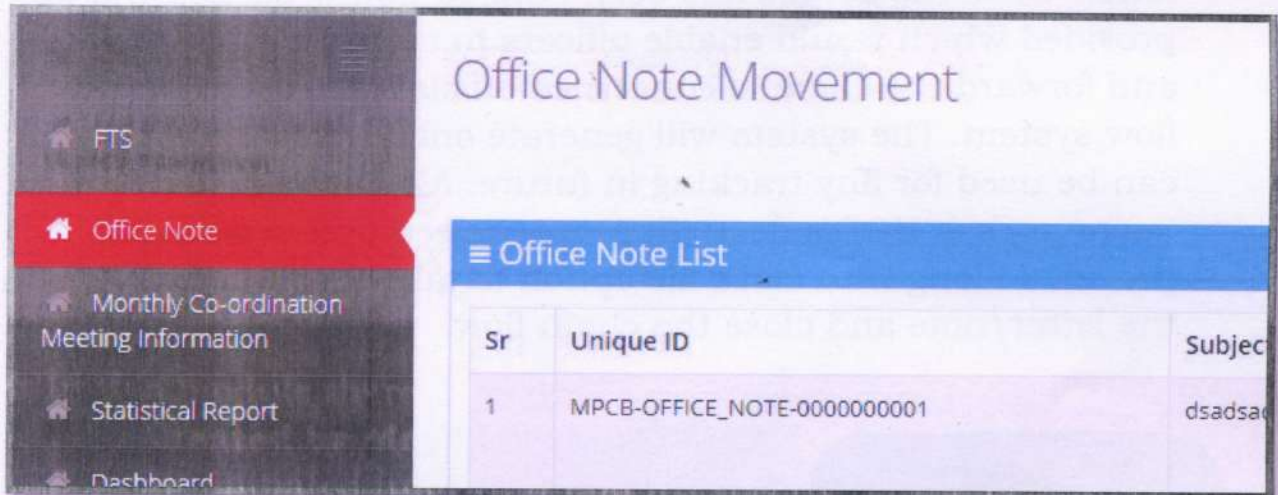
- Noting sheet (Internal Task flow) section will be provided with respect to each files where officer can mention their remarks and forward the file to other officers for their approval.

Closing of file

- All HODs will be provided option to approve/reject the file with their remarks and close option will be provided to stop the process flow

Process Flow:

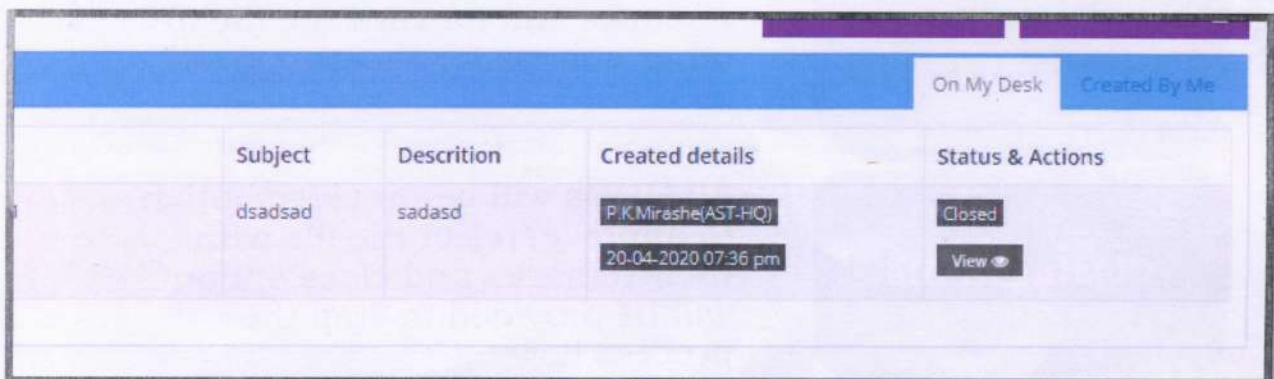
- ❖ All officers can access this section from sidebar tab of IMIS Module "Office Note" as shown below.



- ❖ In this module there are two sections as mentioned below.
 - **Created by Me** – This section will list the office notes which are initiated from your end irrespective of the person with which the document is currently lying.
 - **On my desk** – This section will list the office notes which are currently pending on your desk for your remarks.

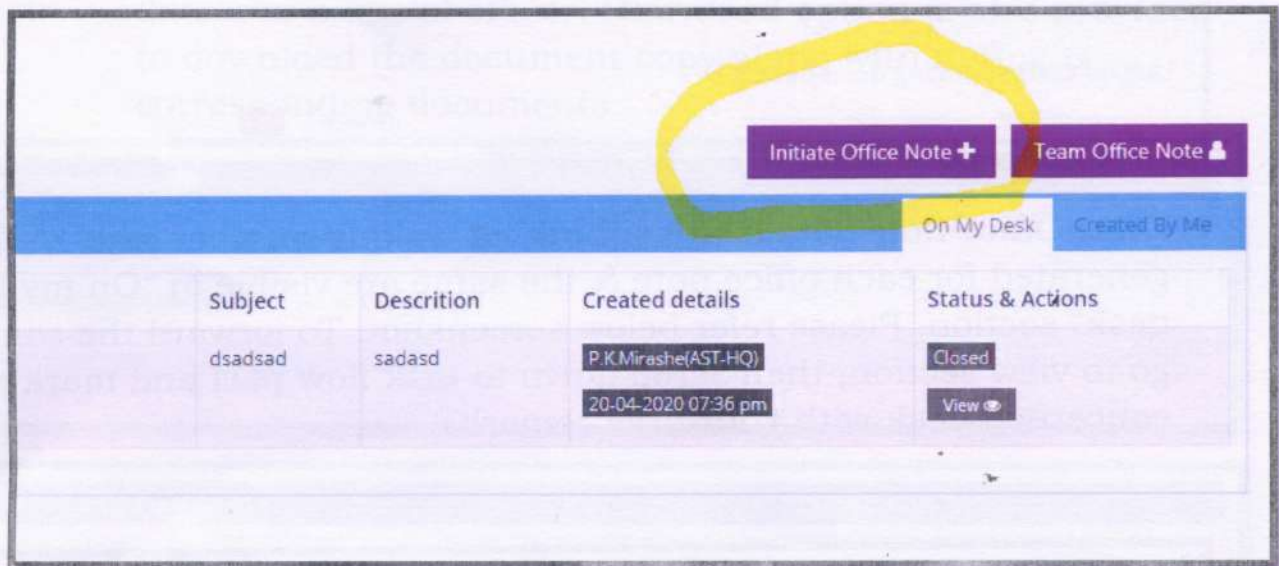
Also filter option has been provided to filter the office notes by subject/number etc.

Please refer below screenshot for the same.



- ❖ To initiate new office option has been provided as “Initiate Office Note” where officer has to mention the Subject, Description, Type of Document .**(Also language selection is provided which officer can use to type the description in English/Marathi. Subject has to be in English.)** Also officer can attach multiple correspondence documents along with same by mentioning document title. **(Note: All files has to be in pdf format.)**

Please refer below screenshots for the same.



				Initiate Office Note +	Team Office Note
				On My Desk	Created By Me
Subject	Description	Created details		Status & Actions	
dsadsad	sadasd	P.K.Mirashe(AST-HQ)	20-04-2020 07:36 pm	Closed	View

Office Note Add

[← Back](#)

Add

Subject
This is a required field

Language

Description
This is a required field

Type of Document

Upload corresponding documents:

Document:

NOTE: File must be in PDF format and its size should be less than 3 MB

- ❖ Once Office note details are submitted unique number gets generated for each office note & the same are visible in "On my desk" section. Please refer below screenshot. To forward the same go to view section, then scroll down to task flow part and mark to concerned desk with your brief remarks.

Office Note Movement

Office Note has been generated successfully.

[Initiate Office Note +](#) [Team Office Note](#)

Office Note List On My Desk Created By Me

Sr	Unique ID	Subject	Description	Created details	Status & Actions
1	MPCB-OFFICE_NOTE-0000000001	dsdsad	sadasd	P.K.MirashelAST-HQ 20-04-2020 07:36 pm	Closed View
2	MPCB-OFFICE_NOTE-0000000002	Test	Test	P.K.MirashelAST-HQ 21-04-2020 01:07 pm	Pending View

❖ W.r.t to each office notes “View” option has been provided to view the details of office note and process further. Also status of office notes (open/closed) can also be figured out from this section.

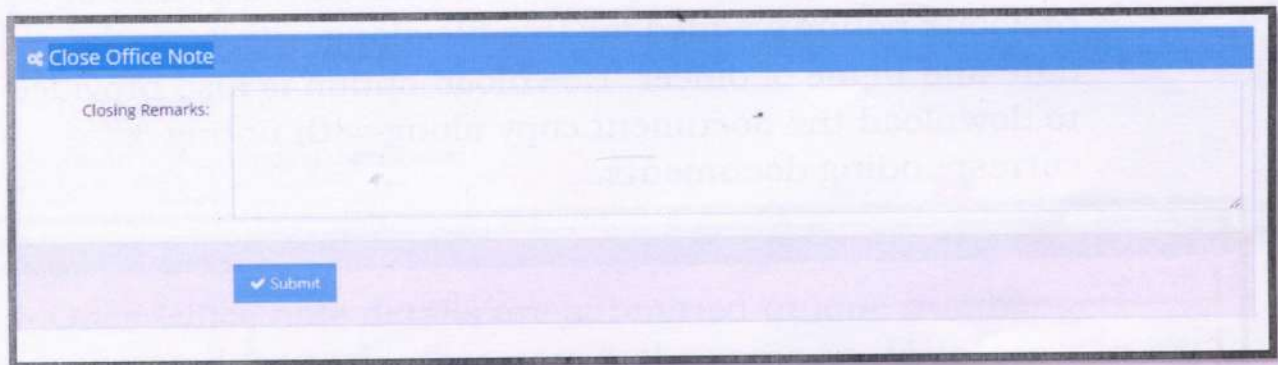
❖ In View Page office can view the office note copy along with subject, description, type of letter etc. Below this section has been provided as :

- **Previous Task Flow:** This section lists all the details of previous noting's added for this file along with remarks, date and name of officer. Download option is also provided to download the document copy along with noting & corresponding documents.

- **Forward Office Note:** From this section officer can forward the note to concerned official along with remarks & attachment (If Applicable). Email notification would be sent

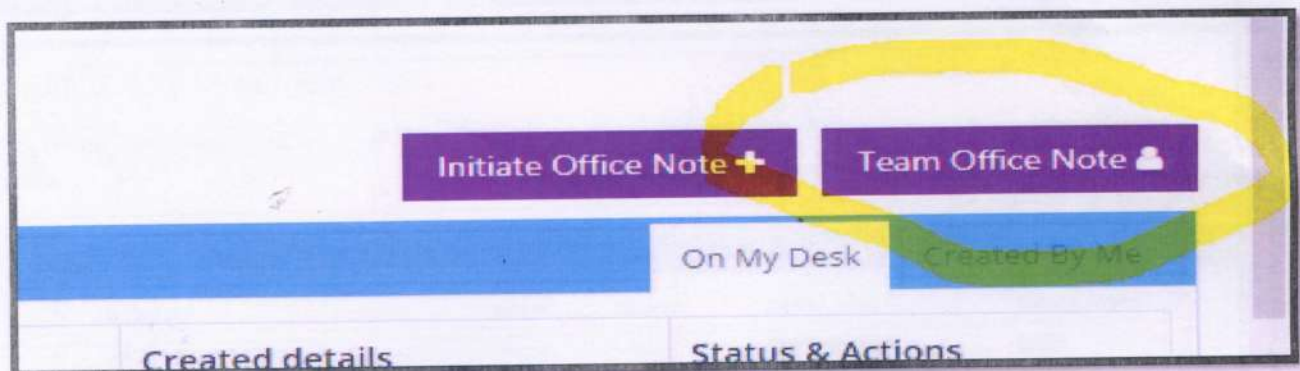
to officers to whom the same is forwarded once the same is marked.

- **Close Office Note:** Chairman / Member Secretary / HODs/ROs/ SROs will have the option to close office note with closing remarks.



The screenshot shows a web interface for closing an office note. At the top, there is a blue header bar with the text "Close Office Note". Below this, on the left, is the label "Closing Remarks:". To the right of the label is a large, empty text input area. At the bottom of the form, there is a blue button with a white checkmark icon and the text "Submit".

- ❖ Also **Team Office Note** section is provided to view list of office notes which are pending with your subordinate officers.



The screenshot shows a web interface with two main buttons: "Initiate Office Note +" and "Team Office Note" with a person icon. Below these buttons is a blue bar with the text "On My Desk" and a green bar with the text "Created By Me". At the bottom, there are two tabs: "Created details" and "Status & Actions". A yellow oval highlights the "Initiate Office Note +" and "Team Office Note" buttons.

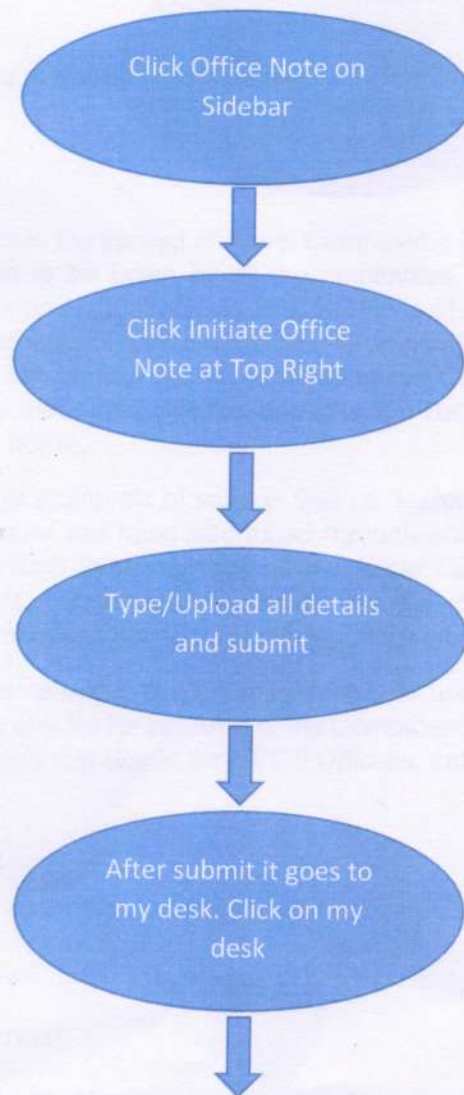
My Team Office Notes

← Back

Office Note List

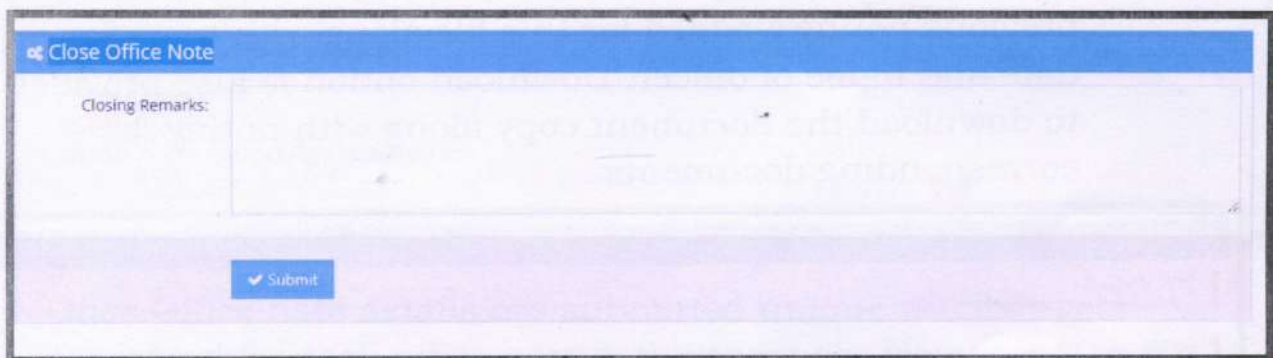
Sr	Unique ID	Subject	Description	Created details	Status & Actions
No Records found					

Overall Flow Diagram:



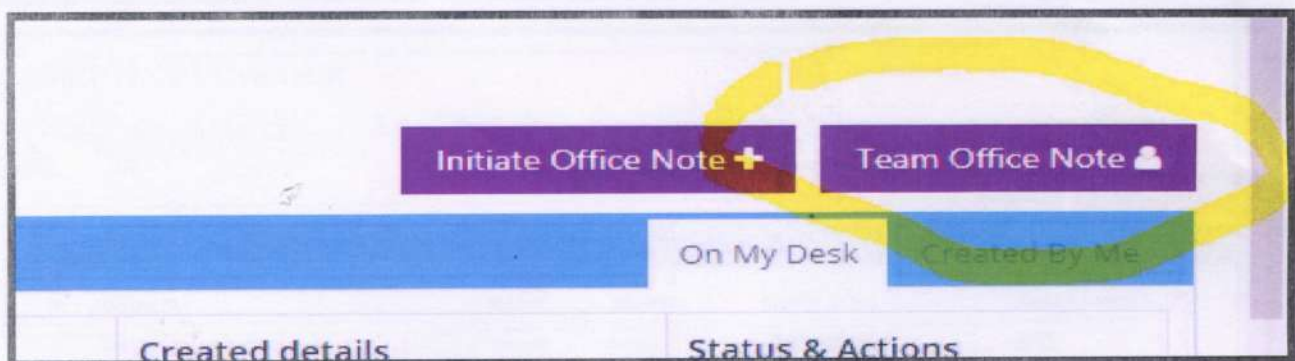
to officers to whom the same is forwarded once the same is marked.

- **Close Office Note:** Chairman / Member Secretary / HODs/ROs/ SROs will have the option to close office note with closing remarks.



The screenshot shows a web form titled "Close Office Note". It features a text area labeled "Closing Remarks:" for entering remarks. Below the text area is a blue button with a checkmark icon and the text "Submit".

- ❖ Also **Team Office Note** section is provided to view list of office notes which are pending with your subordinate officers.



The screenshot displays the "Team Office Note" interface. At the top, there are two purple buttons: "Initiate Office Note +" and "Team Office Note" (which includes a user icon). Below these buttons is a horizontal bar with two tabs: "On My Desk" (highlighted in blue) and "Created By Me" (highlighted in green). A yellow hand-drawn oval encircles the "Team Office Note" button and the "Created By Me" tab. At the bottom, there are two columns labeled "Created details" and "Status & Actions".

In My desk click view
in last column of office
note



Scroll down & put
proposal in brief in
text box and submit to
next level



After completion of
process flow initiator
will close meeting with
remarks