

MAHAVITARAN

Maharashtra State Electricity Distribution Co. Ltd.

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ADMINISTRATIVE CIRCULAR NO.131, Date 02-11-2007

Sub: Data Migration of Disciplinary Action Cases for MIS Phase-II.

It has been decided to load the past data of disciplinary actions for the years 2005 to 2007 into the system being developed by the TCS under MIS Phase-II from the Six Monthly Returns pertains to these years. Accordingly with a view to migrate the said data all the field offices are hereby instructed as follows :-

- (1) The GAD Head in Circle/Zone shall arrange to translate the Marathi data available in Six Monthly Returns of the disciplinary actions for the years 2005 to 2007 in to English. It is not necessary to type the said translated data by the concerned officers and to send for data entry. It may be directly dictated to the Data Entry Operators which are being arranged at every IT Centre or may prepare manual translation for certain descriptive fields, if necessary, so as to avoid delay in Migration of Data.
- (2) It is observed that while furnishing the information through Six Monthly Returns against Col. No. 7 of प्रपत्र ड (viz. थोडक्यात घटनेची माहिती आणि मंडळाचे झालेले अंदाजीत नुकसान) the field offices have given mere nature of offences listed in Schedule 'A' or 'B' of MSEB Employees' SR or mentioned events simply. Whereas while translating or dictating the data in the Col. No. 7 of Six Monthly Returns, the brief description of incidence leading to the charge sheet and specific irregularities committed by employee and approximate loss if any, caused by the employee is required against such column. Therefore, now care should be taken to add and recast the descriptive information while translating or dictating the data of the Col. No. 7, of Six Monthly Returns.
- (3) The data of the Circles / Zone & HO shall be entered at the IT Centre in the field and Head Office as shown in the statement 'A' attached. It is to be entered in Excel Sheet, soft copy of which is sent separately through email.
- (4) The IT Centre shall ENGAGE the Agencies for feeding the data in Excel sheets, wherever required. It may be noted that the data shall not be parted to these Agencies nor sent outside our premises, in any case.

Details of Offices for Data Migration of Disciplinary Action Cases

STATEMENT 'A'

Sr. No Zone	Name of Zone	Sr. No.	Sr. No. Circle	Name of Circle	IT Centre	Remarks
1	2	3	4	5	6	7
1	AMVTZ, Akola	1	1	Akola Circle	Akola	
		2	2	Buldhana Circle	Buldhana	
		3	3	Amravati Circle	Amravati	
		4	4	Yavatmal Circle	Yavatmal	
2	AZ, Aurangabad	5	1	Aurangabad Rural Circle	Aurangabad	
		6	2	Aurangabad Urban Circle	Aurangabad	
		7	3	Jalna Circle	Aurangabad	
		8	4	Parbhani Circle	Aurangabad	
3	BUZ, Bhandup	9	1	Thane Urban Circle	Bhandup	
		10	2	Bhiwandi Circle	Bhandup	
		11	3	Vashi Circle	Vashi	
4	KLNZ, Kalyan	12	1	Kalyan Circle -I	Kalyan	
		13	2	Kalyan Circle -II	Kalyan	
		14	3	Pen Circle	Pen	
		15	4	Vasai Circle	Vasai	
5	KOPZ, Kolhapur	16	1	Kolhapur Circle	Kolhapur	
		17	2	Satara Circle	Satara	
		18	3	Sangli Circle	Sangli	
		19	4	Solapur Circle	Solapur	
6	KNKZ, Ratnagiri	20	1	Ratnagiri Circle	Ratnagiri	
		21	2	Sindhudurg Circle	Ratnagiri	
7	LZ, Latur	22	1	Beed Circle	Latur	
		23	2	Latur Circle	Latur	
		24	3	Nanded Circle	Nanded	
		25	4	Osmanabad Circle	Latur	
8	NZ, Nagpur	26	1	Bhandara Circle	Bhandara	
		27	2	Gondia Circle	Bhandara	
		28	3	Chandrapur Circle	Chandrapur	
		29	4	Gadchiroli Circle	Chandrapur	
		30	5	Wardha Circle	Chandrapur	
9	NUZ, Nagpur	31	1	Nagpur Urban Circle	Nagpur	
		32	2	Nagpur Rural Circle	Nagpur	
10	NSKZ, Nasik	33	1	Ahmednagar O&M Circle	Ahmednagar	
		34	2	Dhule Circle	Dhule	
		35	3	Jalgaon Circle	Jalgaon	
		36	4	Nasik Circle	Nasik	
		37	5	Nasik Urban Circle	Nasik	
11	PZ, Pune	38	1	Pune Ganeshkhind Urban Circle	Pune	
		39	2	Pune Rasta Peth Urban Circle	Pune	
		40	3	Pune Rural Circle	Pune	
12	Mumbai CPA	41	1	Aurangabad SM Circle	Aurangabad	
		42	2	Pune SM Circle	Pune	
13	CCM Circles	43	1	Nagpur CCM Circle	Nagpur	
		44	2	Mumbai CCM Circle	Mumbai	
14	Mumbai Corporate Office	45	1	Mumbai Corporate Office	Mumbai	