



MAHAVITARAN

GAD/O&M/F.No.895  
Maharashtra State Electricity Distribution Co.Ltd.  
Estrella Batteries Expansion Building,  
Ground Floor, Plot No. 1, Dharavi Road  
Matunga, Mumbai – 400 019.

**ADMINISTRATIVE CIRCULAR NO. 175 DATE 26/ 09/2008**

**Sub: Filling in the posts of LDC/Office Assistant - Considering the cases of dependents of deceased employees.**

The training scheme for non-qualified dependents under the scheme of compassionate appointment has been notified vide G.O.159 (P) dt. 30.06.04. As per the clause-9 under para-6 in the said General Order, some of the dependents of the deceased employees having higher qualification and eligible for the post of LDC were also deputed for ITI training so as to consider their claims for appointment as Junior Technician. Recently the MERC has lifted the ban imposed on filling in the post of Pay Group-III & IV categories and consequently instructions were issued from the Corporate Office vide letter No.GAD/BCR/CS-28/31682 dt. 11.08.2008 for filling in the post of LDC/Office Assistant from eligible dependents of the deceased employees. The field offices are taking necessary action in this regard. A query was raised by some of the field offices whether the dependents who are eligible for the post of LDC/Office Assistant and undergoing ITI training should be considered for appointment as LDC/Office Assistant or otherwise.


The issue has been examined and following decisions in this regard are taken by the Competent Authority i.e. Managing Director in consultation with Director (Finance), Director (Operations) and Executive Director (HR).

1. The cases of those dependents who have completed ITI training (Sandwich course) and eligible for the post of LDC/Office Assistant and not yet provided employment as Junior Technician should be considered for appointment to the post of LDC/Office Assistant.
2. The dependents of the deceased employees having qualification as Graduate and not possessing MS CIT certificate or any other certificate of Computer literacy specified in Administration Circular No.171 dt. 16.09.2008 should be considered for appointment as LDC/Office Assistant on provisional basis with the condition that they should complete the Computer course as specified in the Administrative Circular No.171 dt. 16.09.2008 within a period of six months.
3. The Training cost incurred by the Company should be recovered from the salary of the dependents of the deceased employees after their appointment as LDC/Office Assistant.

4. The cases of those dependents who are eligible for the post of LDC but voluntarily undergone ITI training course as per the clause 9 of para-6 of G.O.159(P) dt. 30.06.2004 and provided employment as Junior Technician should not be considered again for appointment as LDC/Office Assistant.

The Administrative Circular comes into force with immediate effect.

The Administrative Circular is available on our website:  
[www.mahadiscom.in](http://www.mahadiscom.in)



(S.Y. Patil)

Chief General Manager (P)

To  
All as per mailing list of MSEDCL