

# MAHARASHTRA STATE ELECTRICITY DIST.CO.LTD.

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No.GAD/DC/PR Cell/

Date: 27/02/2006

## ADMINISTRATIVE CIRCULAR No. 20

Sub: Submission of Property Returns after restructuring of MSEDCL

The MSEDCL has been restructured into new Govt. Companies from 06/6/05 vide Govt. of Maharashtra Notification No.Reform 1005/CR 9061/NRG-5, dated 4/6/05. Accordingly, the MSEDCL has come into existence from 06/6/2005 as one of the Govt. Companies after restructuring. The provisions of MSEDCL Employees S.R.85 deal with submission of the property returns by the employees. The MSEDCL has decided to call afresh declaration of initial property in Form I & II indicating the movable & immovable property held as on 31/12/2005 from the existing employees and subsequent returns at the interval of five (5) years in Form III & IV prescribed under H.O. Circular No. GAD/PRCell/Circular/6619, dated 6/12/1994. Consequent on submission of returns afresh as on 31/12/05, the returns already submitted, if any, by the employee in past shall be filed and shall not be used against him for any inconsistencies with the present returns, if it is submitted before commencement of any investigations, against such employee. Similarly, no action shall be taken against the employee for non-submission of past returns, if returns in pursuance to these instructions are furnished.

2. Accordingly, every employee (other than employee in Pay Group IV) shall submit his initial property returns as on 31/12/2005 in the Form I & II on or before 31<sup>st</sup> May, 2006, and subsequent returns at an interval of five years as on 31<sup>st</sup> day of December in Form III & IV indicating the changes which may have occurred in the movable and immovable property and reasons thereof on or before 31<sup>st</sup> day of March of the following year.

3. In case of new recruit or an employee promoted from Pay Gr.IV post to Pay Gr.III post from 1/1/2006 & onwards shall submit such initial property returns in Form I & II declaring property held as on the date of entry into the Company or on the date of joining to the post in Pay Gr.III from Pay Gr.IV post on promotion, within 3 months and thereafter as on 31<sup>st</sup> day of December in Form III & IV alongwith others who will be furnishing the same at the interval of 5 years.

4. Each employee should submit his return in a sealed cover to the Head of the Office (not below the level of Sub-Division) in which he is working for onward transmission. This sealed cover should contain following details on the cover itself. It may be noted that Property Returns submitted openly or in loose forms or in deviation of instructions contained in para 8 below, shall not be entertained hereafter.

1. Full Name :
2. Designation :
3. C.P.F. No. :
4. Place of working :
5. Division :
6. Circle :
7. Zone :
8. Property Return as on :
9. Movable Return in form :
10. Immovable Return in form :
11. Total Pages :
12. Date of submission :
13. Name, Designation & Office to whom submitted :

Signature of employee"

5. The employee should obtain dated acknowledgement from his Head of the Office (not below the level of Sub-Division) or dealing assistant or any other official as may be decided by the Head of the Office in token of submission of the returns in the sealed cover. In absence of such dated acknowledgement, it shall be presumed that the employee has not furnished the returns and shall be liable for the fine for non submission of returns as prescribed in Para 9 below.

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6. The acknowledging Officer or official as prescribed in para 5, before accepting the returns shall ensure the observance of instructions in para 8 by the employee. Thereafter he shall cite his full name, C.P.F.A/c No., Designation and date of receipt of returns in the acknowledgement given to the employee and should also record all these details simultaneously on the cover of sealed envelope submitted by the employee. This sealed cover should be placed in another envelope marked as 'Confidential' and shall be forwarded directly to the appropriate Competent Authority by the Head of the office acknowledging the returns. The Head of Office or the official or the dealing assistant receiving the return shall be responsible for the forwarding of the property returns to the appropriate Competent Authority directly within one calendar month from the date of submission by the employee failing which he shall be liable personally, in each case, for the fine @ 10% of the scale of the fine specified for employees in pay group -III for non submission of the property returns as prescribed in Para 9 below.

7. The appropriate Competent Authority on receipt of confidential envelope containing sealed envelope from the Head of Office shall open confidential envelope to verify the date of submission of the property return and date of forwarding and ascertain whether any delay is occurred either in submission or forwarding or both and if so, issue office order for recovery of the fine from the employee for delayed submission or the acknowledging officer or official prescribed in para 5 for delay in forwarding, as the case may be. Thereafter sealed envelopes should be filed in the Property Return file of individual employee.

8. It is experienced that the edges of paper envelopes get torn out during handling after some time, hence Ledger Cloth Lined Envelopes and A-4 size paper for returns should be used as far as possible by the employees for submitting their Property Returns in sealed cover. The size of the envelope should be oversized than the form of property return in such a way that after putting property returns without folding inside the envelope, there should be sufficient margin and space for punching and filing the envelope without damaging the property return kept inside the sealed cover.

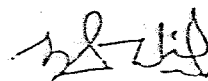
9. The fact of non-submission of property returns by the employee in time shall *ipso facto* liable him for a fine @ Rs.100/- per completed calendar month for first three (3) months and @ Rs.200/- per completed calendar month thereafter till the month in which the delayed returns are furnished, without any further communication calling written explanation on this count in respect of employees in Pay Gr.III. In case of employees in Pay Gr.II the said fine shall be @ Rs.200/- per completed calendar month for first three (3) months and @ Rs.400/- per completed calendar month for subsequent months. Similarly, in case of employees in Pay Gr.I, the said fine shall be @ Rs.400/- per completed calendar month for first three (3) months and @ Rs.800/- per completed calendar month for subsequent months. No appeal shall lie against this fine.

10. The sealed cover should be opened only when there is a requisition for supplying copies by the Anti Corruption Bureau, Police Department, Vigilance Department or Disciplinary Action Cell, etc. for investigating the complaint against the employee or when the Competent Authority is required for grant of permission to acquire property. The procedure for opening of sealed covers containing Property Returns as on 31/12/2005 or thereafter shall be as follows:

"Whenever copies of Property Returns are requisitioned by any of the authorities referred to above, the sealed covers shall be opened by the assistant dealing with the Property Returns in presence of any two officers in Pay Group I or II. The fact of opening of sealed cover shall be reduced in writing in a Record Sheet by the assistant dealing with the Property Returns, in duplicate. The contents found in envelope (not the contents declared by the employee in property returns) after opening sealed envelope may be listed in such Record Sheet and shall be signed by all the concerned in whose presence the sealed cover is opened. One copy of this Record Sheet along with a copy of letter under which the Property Returns are supplied to the requisitioning authority shall be placed inside the opened envelope and the said cover is sealed again. Another copy of Record Sheet alongwith office copy of letter to requisitioning authority may be kept by assistant dealing with Property Returns, separately".

11. The details of information which should be included in the return has been given in footnotes in the Forms enclosed with the Circular No. GAD/PR Cell/ Circular/6619 dt.16/12/94.

12. In view of the aforesaid instructions the remaining provisions of S.R. 85(h) and of instructions issued vide H.O.Circular No.GAD/PR Cell/Circular/6619 dt.16/12/1994 shall remain unchanged.



(S.Y. Patil)

Chief General Manager(Personnel)

To  
As per mailing list upto Sub Divisions of MSEDCL