



MAHAVITARAN

GAD/O&M/F.No.5  
Maharashtra State Electricity Distribution Co.Ltd.  
Estrella Batteries Expansion Building,  
Ground Floor, Plot No. 1, Dharavi Road  
Matunga, Mumbai - 400 019.

**ADMINISTRATIVE CIRCULAR NO. 208 DATE 07 / 02/ 2009**

Sub : Safety measures in MSEDCL.

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In order to implement the safety measures, the issue regarding nominating Safety Officers at Corporate Office, Zone Office, Circle Office, Division and Sub-Divisional Office level was under consideration for sometime in the past.

2. Now, the Managing Director in consultation with Director (Operations) has accorded an approval to nominate following Safety Officers at Corporate Office, Zone Office, Circle Office, Division Office and Sub-Divisional Office levels, for safety awareness and training etc.

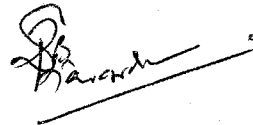
- (a) Corporate Office level:- The nomenclature of the post of C.E.(TRD) has been changed as C.E.(Training & Safety) and under the guidance of the Director(Operations) and E.D.(HR) he is required to carry out the responsibilities as mentioned below for the following safety measures:-
- (i) Safety Policy: Updating Safety Manual from time to time.
  - (ii) Safety Training: Organizing training at Training Centre, at Zone and Circle level.
  - (iii) Safety Audit: In a phased manner to find out the safety gaps and issue necessary instructions to overcome the weaknesses noticed.
  - (iv) Analysis of Accidents:- To find out the causes and measures to be adopted to reduce accident.
- (b) Zone Office level : The Ex.Engr.(Administration) working in each Zone Office has been designated as E.E.(Administration & Safety). He will be responsible for training, audit and all aspects of safety including periodic inspection of safety equipment and procurement and issue of safety equipment. He will also be responsible for safety at office.

- (c) Circle Office level - The E.E. working in Circle Office will be the Safety Officer for Circle and will perform all duties as specified for Safety Officer nominated at Zone Office.
- (d) Divisional Office level: The Dy.E.E. working in O&M Division for Maintenance at Division Office will be responsible for safety matters and will be responsible for training, audit and inspection and provision of safety equipment.
- (e) Sub-Divisional Office level : At Sub-Divisional level J.E. working as Quality Control will be responsible for safety matters and will be responsible for duties as specified for Safety Officers at Divisional Office level.

3. The above nominated Safety Officers will be responsible for safety awareness, training etc. The nomination of Safety Officer is additional responsibility assigned over & above their normal duties, as such, for any safety lapse the nominated Safety Officers will not be held responsible.

4. This Administrative Circular shall come into force with immediate effect.

5. This Administrative Circular is available on the website of the Company i.e. [www.mahadiscom.in](http://www.mahadiscom.in)



**(Col. Rahul Gowardhan Retd.)**  
**Executive Director (HR)**

To,

All as per mailing list of MSEDCL.