



**MAHAVITARAN**

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HR/O&M/F.No.23/

**Maharashtra State Electricity Distribution Co.Ltd.**

Estrella Batteries Expansion Building

Ground Floor, Plot No. 1, Dharavi Road

Matunga, **Mumbai – 400 019.**

Telephone No. : 022-24077441

Fax No. : 022-24025763

**ADMINISTRATIVE CIRCULAR NO. 362 DATE 19/10/2011**

Sub : Early Retirement Scheme for the Line Staff who are 45 years and above.

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The importance of fitness of line staff to provide quality and safe service cannot be overemphasized. There are general complaints that, some of the line staff are unable to perform their duties due to old age/disabilities, which compromises with their own safety and safety of others. Therefore, the proposal of Early Retirement Scheme for the Line Staff, who are 45 years & above, left with minimum 5 years or more service and unable to perform their normal duties was under consideration for sometime in the past.

2. Now, the Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded approval to introduce "Early Retirement Scheme 2011" for the Line Staff who are 45 years & above, left with minimum 5 years or more service and unable to perform their normal duties. The detailed scheme as approved in this behalf is embodied in the ANNEXURE-'A' and ANNEXURE-'B' attached herewith.

3. The Early Retirement Scheme 2011 shall be in force w.e.f. 1<sup>st</sup> November 2011 to 31<sup>st</sup> December 2011. The consolidated Zone wise proposals alongwith the recommendations of the Committee and the consolidated information in the format annexed herewith as PROFORMA-'A' & 'B' shall be submitted by 16<sup>th</sup> January 2012. The applications of the employees opted for Early Retirement Scheme 2011 in prescribed form annexed herewith as ANNEXURE-'C' shall also be submitted by the concerned Chief Engineer to the Manager(HR-O&M), MSEDCL, Dharavi, Mumbai by 16<sup>th</sup> January 2012 positively.

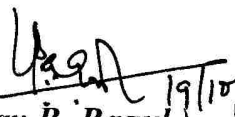
4. The information shall also be submitted in Excel format to email address [managerpom@mahadiscom.in](mailto:managerpom@mahadiscom.in) invariably. It should be ensured that, the formats provided herewith shall not be changed by any office and all the dates shall be in dd/mm/yyyy format.

5. The Company will have absolute discretion for deciding Early Retirement and giving contractual appointment / compensation and the decision of the Company in this regard shall be final. The option once exercised by the employee shall be final and cannot be revoked in any circumstances.

6. This Administrative Circular is available on the Intranet of the Company.

Encl. : 1. ANNEXURE – 'A', 'B' & 'C'

2. PROFORMA- 'A' & 'B'

  
( Vijay B. Bagul )  
Chief General Manager(HR)

**Early Retirement Scheme 2011- For the Line Staff who are 45 years & above and left with minimum 5 years or more service.**

The scheme may be called **“Early Retirement Scheme 2011 - For the Line Staff who are 45 years & above and left with minimum 5 years or more service”**

1. **Coverage of scheme**

1.1 The scheme shall cover the following Line Staff :

- (1) Line Foreman (As per old staff norms)
- (2) Chief Technician
- (3) Senior Technician
- (4) Technician
- (5) Junior Technician

2. **Procedure**

2.1.1 The Line staff employee of Pay Group III & IV who has crossed the age of 45 years and is left with minimum five years or more service and finds himself physically unfit to carry out his normal duties shall give an application addressed to the E.E./S.E. through his Controlling Officer in prescribed form ANNEXURE – ‘C’.

2.1.2 If an employee has opted for early retirement, his application will be considered by Executive Engineer/Superintending Engineer of the concerned Division/Circle and shall be recommended for medical examination by the Committee constituted for this purpose. The constitution of the Committee will be as follows:

- a) The Superintending Engineer (to be nominated by the C.E. of the Zone)
- b) The Dy.Chief Industrial Relations Officer of the Zone
- c) The Medical Officer/Practitioner(M.D./M.S.) or preferably Govt. Medical Officer-

2.1.3 The Committee will ascertain the physical and medical fitness of the employee and if found unfit to carry on day to day work of the Company, will recommend employee for early retirement.

3. **Age Limit for employee**

3.1 The age limit for seeking Early Retirement by employee after attaining the age of 45 years and above but left with minimum 5 years or more service for normal retirement shall be as follows:-

Pay Group III	-	45 years	to	53 years
Pay Group IV	-	45 years	to	55 years

4. **Time Limit**

The Line Staff employee intending to seek Early Retirement after attaining the age of 45 years and left with minimum 5 years or more service as on the date of issue of this Circular shall submit his application within stipulated time as may be notified by the Competent Authority.

5. **Option for Employees**

The Line Staff employee of Pay Gr. III & IV intending to seek Early Retirement may opt either for compensation for remaining service **OR** employment on contractual basis to his son as *Veej Sevak* in lieu of the Early Retirement under this Scheme.

6. **Compensation**

The Line Staff employee who has no son or his son is unwilling to opt for employment as *Veej Sevak* shall be entitled for the compensation as under:

i) *"Compensation @ 35 days salary for every completed year of service + 25 days salary for every remaining years of service till the normal date of retirement.*

ii) *The compensation as stated above at 6(i) above must not exceed total emolument as applicable for the remaining period of service.*

iii) *However, overall limit of the resulting figure of compensation would be capped at to Rs.5 lakhs."*

6.1 Nomination of son for appointment as *Veej Sevak*

The Line Staff employee who has crossed the age of 45 years and left with minimum five years or more service and applied for Early Retirement shall be allowed to nominate his son for appointment as *Veej Sevak* on contract basis subject to fulfillment of all prerequisites prescribed for appointment as *Veej Sevak*.

7. **Pre-requisites for appointment as *Veej Sevak***

7.1 The minimum qualification for appointment as "*Veej Sevak*" shall be as under:

Should have passed National Trade Certificate in the trade of Electrician/Wireman awarded by NCTVT, New Delhi on completion of ITI trade course.

OR

National Apprenticeship Certificate in Electrician/Wireman trade awarded by National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under Apprenticeship Act, 1961.

OR

Should have passed SSC examination. On completion of 2 years as 'Veej Sevak' he will be nominated for 52 weeks I.T.I. Training designed by the Director of Vocational Training and Education Department, Govt. of Maharashtra, Mumbai. The fees charged for this Training shall be recovered in equal 12 monthly installments from the candidates after joining as Jr. Technician.

7.2 The higher qualification for appointment as *Veej Sevak* shall be Diploma in Electrical Engineering.

7.3 The graduates other than engineering who are desirous to be appointed as *Veej Sevak* shall also be considered on the condition that they will not have any right to claim for higher posts. However, they may compete as departmental candidate for higher post whenever there is a direct recruitment provided they fulfill the conditions of prerequisites.

8. **Age Limit for son**

8.1 For appointment as *Veej Sevak*, the son of employee should have attained the age of 18 years as on the date of appointment as *Veej Sevak*. The upper age limit shall be 30 years as on the of appointment as *Veej Sevak*. The upper age limit shall be relaxable upto 5 years in case of backward class candidates.

9. **Contract Period**

9.1 The contractual period as *Veej Sevak* for qualified and non-qualified candidates shall be as under:-

- |     |  |   |         |
|-----|--|---|---------|
| (a) | Candidates possessing qualification as ITI in Electrician/Wireman trade  | : | 3 years |
| (b) | Non-qualified 'Veej Sevak' who acquired the 6 months certificate course of Wireman/ Electrician awarded by PWD, Government of Maharashtra or any other sandwich course in Electrical/Wireman trade as may be available in I.T.I. after his/her appointment as 'Veej Sevak' | - | 4 years |
| (c) | Non-qualified candidates i.e. not having Technical qualification but possessing Qualification as SSC/HSC passed and who doesn't acquire <b><u>OR</u></b> acquires the said qualification after completion of 4 years service as <i>Veej Sevak</i> .                        | - | 5 years |

10. **General**

10.1 The *Veej Sevak* who possess higher qualification like Degree/ Engineering Diploma etc. shall be eligible to apply for any higher posts according to his qualification and subject to fulfillment of pre-requisites prescribed under Recruitment Regulations and other conditions under direct recruitment whenever there will be vacancies in MSEDCL, so that the *Veej Sevak* may have a chance for their upliftment/betterment. However, there will be no reservation or any relaxation while considering their candidature for appointment to higher post under direct recruitment. They will only be allowed to compete along with others treating them as departmental candidates.

10.2 Due weightage will be given to the experience gained as *Veej Sevak* under direct recruitment.

11. **The terms and conditions of appointment as *Veej Sevak***

The terms and conditions of the appointment as *Veej Sevak* shall be as embodied in **ANNEXURE -'B'**.

12. **Absorption of "*Veej Sevak*"**

12.1 After completion of contractual period of 3 to 5 years as the case may be, the *Veej Sevak* shall be absorbed as regular Junior Technician subject to satisfactory performance during the contractual period.

12.2 The Divisional level Selection Committee as laid down in Schedule II appended to the MSEB Employees' Service Regulations shall consider the case of *Veej Sevak* for absorption as regular Junior Technician.

12.3 If Selection Committee does not select him for absorption as Junior Technician taking into account the performance during the contractual period, the appointment as *Veej Sevak* shall be liable for termination.

13. **Processing of file for Early Retirement/Compensation**

13.1 In case any employee opted for Early retirement without asking employment to his son, the entire payment of compensation admissible under this Scheme as contained under Para 6 above shall be paid within a period of 30 days i.e. one month from the date of relief under Early Retirement Scheme in addition to statutory benefit such as CPF, Gratuity, EFPS, Encashment of Earned Leave/HAP Leave as admissible on normal superannuation under the provision of existing MSEDCL Rules.

- 13.2 On receipt of the applications for early retirement, the Chief Engineer of the Zone shall arrange for medical examination of the employees falling under their jurisdiction at Zonal Level. The Committee shall go through personnel medical checkup of the employee alongwith other collateral record such as frequent availing of leave on medical ground, Medical Certificates, Physical fitness, Complaints from the consumers, if any, regarding physical unfitness/inability to attend the work etc. The Committee can also take personnel interview of the employee, if required.
- 13.3 The Committee, if concludes that the employee is really unfit to carryon the day to day normal work of the Company, the Committee will recommend him for early retirement.
- 13.4 Under no circumstances, an employee who is continuously absent unauthorizedly should be recommended for early retirement/re-deployment/ alternative work and such employees should be strictly dealt with under Conduct discipline rules of the MSEDCL.
14. **Competent Authority for various purpose :**
- 14.1 The Executive Director (HR) shall be the Competent Authority for deciding both Early Retirement and giving contractual appointment under this scheme.
- 14.2 The Executive Director (HR) in consultation with Chief General Manager (P) and Chief Legal Advisor shall decide any procedure for effective implementation of Scheme including various forms and applications to be submitted by the employees/sons.
- 14.3 Any dispute or difference of opinion between the employee and the Medical Examination Committee shall be resolved by the Executive Director(HR) and his decision will be final.

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Terms and conditions for appointment as *Veej Sevak*

<b>Appointment</b>	The appointment will be subject to verification of original certificates regarding qualification, proof of age, caste certificate etc.									
<b>Medical fitness</b>	The candidates will have to submit medical fitness certificate from the Dist. Civil Surgeon at the time of his joining as <i>Veej Sevak</i> .									
<b>Verification of Character &amp; Antecedents</b>	At the time of joining, the <i>Veej Sevak</i> will have to fill in the attestation form for getting his character & antecedents verified from the Police authority.									
<b>Consolidated Remuneration</b>	<p>The <i>Veej Sevak</i> appointed on contract basis under this scheme shall be paid consolidated remuneration as under:</p> <table><tr><td>1<sup>st</sup> year</td><td>-</td><td>Rs.5,175/- p.m.</td></tr><tr><td>2<sup>nd</sup> year</td><td>-</td><td>Rs.5,750/- p.m.</td></tr><tr><td>3<sup>rd</sup> year and upto completion of 5 years</td><td>-</td><td>Rs.6,325/- p.m.</td></tr></table> <p>No additional allowances or benefits shall be paid.</p> <p>The consolidated remuneration shall be drawn against the resultant vacancy caused due to voluntary retirement of the concerned employee.</p>	1 <sup>st</sup> year	-	Rs.5,175/- p.m.	2 <sup>nd</sup> year	-	Rs.5,750/- p.m.	3 <sup>rd</sup> year and upto completion of 5 years	-	Rs.6,325/- p.m.
1 <sup>st</sup> year	-	Rs.5,175/- p.m.								
2 <sup>nd</sup> year	-	Rs.5,750/- p.m.								
3 <sup>rd</sup> year and upto completion of 5 years	-	Rs.6,325/- p.m.								
<b>Tenure</b>	The tenure of appointment of <i>Veej Sevak</i> shall be for a period of 3 to 5 years as the case may be and shall be reckoned from the date of joining.									
<b>Duties to be discharged</b>	The <i>Veej Sevak</i> shall be discharging duties as are presently performed by the Junior Technician.									
<b>Posting</b>	The <i>Veej Sevak</i> shall be given posting anywhere in the Circle.									
<b>Staying at H.Q.</b>	The <i>Veej Sevak</i> will have to stay at the H.Q. fixed by the Competent Authority.									
<b>Travelling Allowance</b>	The <i>Veej Sevak</i> will be entitled to Travelling Allowance as is admissible to the Junior Technician whenever he has to undertake tour/journey out of H.Q. in the interest of Company's work.									
<b>Assessment of Performance</b>	The performance of <i>Veej Sevak</i> shall be assessed every year.									

<b>Act of omission &amp; commission</b>	The <i>Veej Sevak</i> shall abide by the conduct and discipline rules as are applicable to the regular employees of the Company. During the contractual appointment as <i>Veej Sevak</i> , if it is found that the <i>Veej Sevak</i> is involved in any act of omission and commission, his contractual appointment as <i>Veej Sevak</i> is liable for termination.
<b>Leave</b>	He will not be entitled to any kind of leave except Casual Leave for 15 days in a calendar year. In the first year, he would be entitled to Casual Leave on pro-rata basis. Similarly he shall be entitled for special disability leave as admissible under MSEDCL Rules for the period of disablement arising out of accident while on duty.
<b>Medical Facilities</b>	He will be entitled for full Medical reimbursement in case of manhandling and accident while on duty.
<b>Compensation under W.C.Act</b>	He shall be entitled for compensation as admissible under Workmen Compensation Act.
<b>Absorption as Jr. Technician</b>	His regular absorption / appointment as Jr. Technician will be subject to satisfactory performance during contractual period.
<b>Terminal benefits</b>	The services rendered as <i>Veej Sevak</i> on consolidated remuneration shall not be counted for the purpose of gratuity or any other retirement benefits.
<b>Other facilities</b>	<i>Veej Sevak</i> shall be entitled for name badge and uniform as admissible under MSEDCL Rules. In case of fatal accident, the case of his dependent shall be dealt with as per the provisions of APPENDIX – ‘G’ appended to Classification & Recruitment Regulations 2005.

*SES*

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**APPLICATION FOR EARLY RETIREMENT**

1. Name of the Employee : Shri/Smt/Kum \_\_\_\_\_  
Surname First Name Middle Name
2. Designation : \_\_\_\_\_
3. C.P.F. No. : 

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4. Date of Birth : \_\_\_\_\_  
DD MM YYYY
5. Age as on the date of Circular : Years \_\_\_\_\_ Months \_\_\_\_\_
6. Present Basic Salary : Rs. \_\_\_\_\_
7. Present place of working : S/Dn \_\_\_\_\_  
Div. \_\_\_\_\_  
Circle \_\_\_\_\_  
Zone \_\_\_\_\_
8. Date of joining in MSEB/MSEDCL : \_\_\_\_\_  
DD MM YYYY
9. Date of Retirement : \_\_\_\_\_  
DD MM YYYY
10. Total Number of years of remaining service as on the date of Circular : Years \_\_\_\_\_ Months \_\_\_\_\_
11. Details of Bond, if any executed by employee : \_\_\_\_\_
12. Whether any disciplinary action is pending : Yes / No  
If 'Yes' provide the details: \_\_\_\_\_
13. Whether employment to Son as per the Early Retirement Scheme required : Yes / No  
If 'Yes'  
a) Name of Son : Shri \_\_\_\_\_  
Surname First Name Middle Name  
b) Educational Qualification : \_\_\_\_\_  
c) Date of Birth : \_\_\_\_\_  
DD MM YYYY  
d) Age : Years \_\_\_\_\_ Months \_\_\_\_\_

*CSB*

I, undersigned Shri/Smt./Kum. \_\_\_\_\_  
hereby declare that the information given above is true to the best of my knowledge and  
confirm that this application for Early Retirement is made on my own choice.

I also declare that, I have read and understood the contents of the **Early Retirement  
Scheme 2011** and I accept the terms and conditions stipulated therein.

I hereby authorize the Company to recover and adjust all advances/dues etc. from my  
terminal benefits.

Date :

**Signature of the Employee**

Place :

( Name : \_\_\_\_\_ )

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**FOR OFFICE USE**

( Verification of service particulars shall be carried out by the Officers not below the rank of  
Executive Engineer. )

Certified that the service particulars indicated in Column No.1 to 13 have been verified from  
the service record and found correct.

*CPA*

**CE / SE / EE**  
( Seal of the Office )

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

Proforma-A

Name of the Zone :

Proposals of the employees recommended by the Medical Examination Committee for acceptance under 'ERS 2011'  
(Employees opted for ERS on the basis of appointment of Son as Veej Sevak)

Name of Circle :

Sr. No.	Name of the employee	Designation	Place of work i.e. Division & Circle	Date of Birth	Age as on the date of Circular	No. of years of remaining service	Name of the Nominee	DOB of Nominee	Age of Nominee as on the date of Circular	Educational Qualification	Contract period	Financial implication (In Rs.)			Remarks	
												Gratuity	Leave encashment	Any other benefit		Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

*ERN*

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

Proforma-B

Name of the Zone :

Proposals of the employees recommended by the Medical Examination Committee for acceptance under 'ERS 2011'  
(Employees opted for ERS on Compensation basis)

Name of Circle :

Sr. No.	Name of the employee	Designation	Place of work i.e. Division & Circle	Date of Birth	Age as on the date of Circular	Total years of service completed	No. of years of remaining service	Financial implication (In Rs.)				Remarks	
								Compensation	Gratuity	Leave encashment	Any other benefit		Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14

*Handwritten signature/initials*