



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. 371 DATE 01 / 12 / 2011**

Sub : MSEDCL Transfer Policy.

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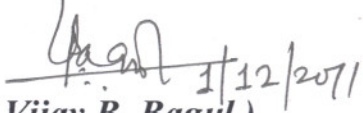
MSEDCL is the biggest Power Distribution Company which is growth oriented. As a part of growth and to offer an opportunity for knowledge, skill and aptitude of employees by job rotation, formation of the transfer policy for employees was under consideration sometime in the past.

2. Now, Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) has accorded approval for designing the new Transfer Policy for MSEDCL employees.

3. Accordingly, the Transfer Policy for MSEDCL employees, as approved by the Competent Authority is appended to this Administrative Circular as Annexure 'A'.

4. This Administrative Circular is also made available on the Intranet.

Encl : Annexure – 'A'

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

Copy to :-

All as per the mailing list of MSEDCL.

## MSEDCL TRANSFER POLICY

1. MSEDCL is the biggest Power Distribution Company which is growth oriented. As a part of growth and to offer an opportunity for knowledge, skill and aptitude of employees by job rotation, there is a requirement of transfer policy for employees. This will also help the Company in moving out employees, who have been serving in the same station / zone, thereby ensuring fair rotation of personnel at each level. The guidelines for transfer are framed to ensure transparency, fairness and non-interference from outside agencies. These guidelines will be followed as policy in letter and spirit.

### Guidelines for General Transfers in April Every Year

2. The following guidelines will be followed for general transfer in April.
  - (a) Employees completed 5 years in the same Station shall be transferred to another Circle/Division/Sub-Division respectively within zone provided number of employees to be transferred of a given category/cadre should not exceed 30% of working strength. These transfers are not be done during 14<sup>th</sup>/24<sup>th</sup> years of service within Zone/Circle/Division. Employees who have been promoted recently in same station will be allowed to complete one year in the new post. However, employees posted in specified Naxalite area in Zone/Circle/Division and Konkan area, their tenure for transfer will be considered as three years and two years respectively.
  - (b) State Seniority Employees who have completed more than 15 years in same Circle will be considered for transfer out of Circle. Employees voluntarily desiring to continue in Konkan & Naxalite area to be allowed up to 15 years at the sole discretion of management.
  - (c) Pay Group I & II seniority officers if completed 25 years in one or more posts in same zone will be transferred out of zone including women officers.
  - (d) While calculating the total continuous stay of 05/15/25 years, any stay for less than one year will not be taken into consideration.
  - (e) While calculating 25 years in Zone, period of Zone prior to bifurcation will be counted as continuous service. Service in Nagpur Urban Zone & Nagpur Zone will be counted as continuous service.
  - (f) Dy. Executive Engineer or equivalent (Pay Group I post) on promotion or direct recruitment will be posted/ appointed out of zone. However, those who have been **transferred out of Zone** within last one year may be considered for promotion/ appointment within zone provided there are vacancies. Women officer will also need to move out of zone.





- (g) Executive Engineer and its equivalent and above will be considered for transfer on completion of three years in the same post. They may be transferred within/ outside zone depending on vacancies and performance.
- (h) To minimize disturbances and finance involved number of employees to be transferred of a given category/ cadre should not exceed 30% of working strength.
- (i) Employees retiring in next two years period need not to be disturbed.
- (j) While limiting the overall number of employees to be transferred, the employees with longest tenure should be considered first, followed by employees with next longest tenure.
- (k) If numbers of eligible employees are less than 30% of total employees working in any cadre/category, the transfers will be restricted to eligible employees only.
- (l) The change of zone should be physical change. The change from one functional zone to another functional zone but within the same territorial zone is not permissible.
- (m) As far as possible, employee may not be posted to his native taluka.
- (n) Where ever possible, job rotation should be ensured.
- (o) Employees borne on the circle level seniority should be transferred to another division. Similarly, employees borne on divisional level seniority should be transferred to another Sub-Division. Endeavour should be that, there is a change of place/HQ.
- (p) Employees who do not stay in their Headquarters should on transfer, not be posted on transfer to the neighboring district, so as to ensure their presence at the Head quarters.
- (q) Where husband and wife are working in the Company, as far as possible, be posted in the same station.
- (r) The Class-III and IV (O&M) line staff, who have completed more than 15 years in urban zone at the particular place, may be considered on limited selective basis for transfer within the district as ex-cadre transfers.
- (s) The Pay group-III and IV physically challenged employees be considered sympathetically and keeping in view disability & administrative requirements.

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(t) Protection of transfer is given for State General Secretary and President in respect of Major unions. The protection is for the Zone and not for the post. However performance factor will be kept in mind.

(u) Employees whose child/children are appearing in XII examination during next year be allowed to continue for that year. This facility will be available once only.

3. The data for general transfers be kept ready by all offices by January and information for Pay group-I Officers and for Pay group-II Officers who are to be transferred out of zone to be forwarded by 31<sup>st</sup> January to Head Office. For Pay group III and IV employees, the same data be forwarded to zone and Circle office as applicable. By 1<sup>st</sup> March, Corporate Office will communicate the percentage of transfers to be ordered.

Three options/ choices be forwarded by Officers/employees due for transfers and submitted by 15 January. Based on orders from Corporate Office, percentage/number specified (depending on financial burden and administrative compulsions) employees will be transferred strictly as per the guidelines given at paragraph-2.

4. **Guidelines for Transfers on request**

At present, many requests are being received at Corporate Office/ Zone office/ Circle office/ Division Office. The requests are received through applications, personal interviews and through external sources. To bring transparency in the process and discourage external pressures, the following guidelines are to be followed:

- (a) The employee will forward application for request transfer in writing to Competent Authority through proper channel. One advance copy be sent to Competent Authority. At Corporate Office, applications are to be forwarded to C.G.M.(HR) for Non-Technical categories and C.G.M.(HR-TE) for Technical categories. No copies to be addressed to Senior Officers.
- (b) To avoid unnecessary correspondence and administrative work, the applications of employees who have completed two years, in new post/ in station will be forwarded. Except for extreme compassionate reasons. Any application received before two years of tenure will not be entertained.
- (c) The application must reach Competent Authority by 31 January and 31 July.
- (d) The officers in chain for recommendations will not take more than one week to process the application. In case application is not received with in one month, it will be assumed that, there is no objection for request.





- (e) The request transfers on the following grounds only will be considered.
- (i) Transfers on serious medical grounds of individual/ family members – chronic diseases such as cancer, Heart operation, within last one year Neuro Surgery, Bone T.B, Kidney transplant or any other very serious disease. A certificate of competent Medical Authority duly countersigned/ recommended by the civil Surgeon is mandatory.
  - (ii) Transfers on the ground, where dependent children/ spouse are physically or mentally challenged and require continuous medical attention, a certificate of Competent Medical Authority duly countersigned/ recommended by Civil Surgeon will be required.
  - (iii) In case of transfers to locations where spouse is working, such cases will be entertained, where employee has completed 2 years in present posting.
  - (iv) Employee who completed three years, after following general transfer orders.
  - (v) Extreme compassionate cases on grounds not specified.
  - (vi) Employees due for retirement in next two years provided he has completed one year in present post/place.
  - (vii) The employees who have been promoted and transferred to other place/ circle / zone will be considered for request transfer only on completion of 2 years at the place of new posting/ transfer.
  - (viii) The employees who have been transferred based on 5/15/25 years criterion within/out of Zone, will not be considered for request transfer unless he completes minimum one year at new place of posting.
  - (ix) All employees appointed under Direct Recruitment will not be considered for request transfer unless he she completes three years at the place of posting on appointment.
  - (x) Those employees transferred on any ground and after transfer have remained with 2 year or less than 2 years of service for superannuation will have to serve for minimum 1 year at the place of transfer for consideration of their request transfer.
  - (xi) Request of the employees who have been transferred in general transfers will be considered only on completion of 3 years except in the cases of serious medical grounds/extreme compassionate grounds.
  - (xii) For avoiding infractious work/correspondence, request transfer applications of the employees who are not eligible for request transfer as per the criterion will not be forwarded to the Corporate Office
  - (xiii) The employee who has been transferred and re-transferred on request within one year will have to pay back the transfer grant paid to the employee on his first transfer.

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- (f) A Committee as under will scrutinize all requests during the meeting to be held in first week of Feb/ August every year: -
- (i). Corporate office
    - (aa) Director – Presiding Officer
    - (ab) Executive Director (H R)
    - (ac) CGM (HR)
    - (ad) CGM (HR-T/E)/CGM(IT)/CGM(CF)
    - (ae) C.I.R.O.
  - (ii). Zone Office
    - (aa) Chief Engineer– Presiding Officer
    - (ab) Executive Engineer (Adm.)
    - (ac) Manager (HR)
    - (ad) Dy. C.I.R.O.
  - (iii). Circle Office
    - (aa) Supdtg. Engineer– Presiding Officer
    - (ab) Executive Engineer (Adm.)
    - (ac) Asstt. Manager (HR) / Asstt. Manager (F&A)
    - (ad) Pay Group III Technical employee to be nominated by SE
  - (iv). Division Office
    - (aa) Executive Engineer – Presiding Officer
    - (ab) Dy. Executive Engineer / Asstt. Engineer
    - (ac) Junior Manager (HR)/Head Clerk / Junior Manager (F&A)
    - (ad) Pay Group IV Technical employee to be nominated by Executive Engineer
- (g) The Committee will consider all applications for request transfers and ascertain their genuineness and depending on vacancy position, decision on transfer will be taken. The request if accepted, transfer orders will be issued by end of April and October.
- (h) Though employees are asked to forward applications through proper channel, some applications from external sources may be received. The request from external sources be discussed by the request Committee and be considered on merit.
- (i) The employees be advised not to come on personal interview before meeting of request Committee and not to approach external authorities for transfers.

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5. **Transfers on Administrative/ Disciplinary or in organisational interest**
- (a) Administrative transfers shall be carried out wherever necessary in the interest of Administration.
  - (b) Employee involved in ACB/Serious misconduct will be transferred immediately.
  - (c) On promotion, the promotee irrespective of his tenure may be posted to another station depending on availability of vacancy.
  - (d) Competent Authority can order posting of employee any time without citing any reasons keeping in view the organizational interest. However, such transfers of employees will be approved by the next higher authority to the Competent Authority.

6. **Cancellation**

Cancellation of postings will be authorized to the next higher authority to the competent authority. The cancellation be carried out in exceptional circumstances and not as a routine.

7. **Guidelines for implementation**

- (a) The above guidelines issued as transfer policy will be effective with effect from *01 January 2012*.
  - (b) All instructions on transfer issued earlier by erstwhile MSEB and MSEDCL will be treated as superseded. However, guidelines issued for implementation of transfer/postings will remain valid.
  - (c) All employees who are transferred will be relieved within specified time. In case not relieved, salary of such employee beyond specified period shall not be drawn and the concerned relieving authority will be held responsible.
  - (d) Please ensure fairness and transparency in ordering and implementation of transfers.
  - (e) Representation if any will be accepted in writing from individual. No other representation be accepted/entertained.
8. The above guidelines are issued for strict compliance and issued with the approval of Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance).

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