



HRD/ O&M/ F. No. 3
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ADMINISTRATIVE CIRCULAR NO. 430 DATE 14 / 09 / 2012

Sub: Restrictions on deputation of the employees out of Head Quarter.

It has been observed during the Special Drive for distribution loss reduction conducted by Corporate Office that an employee who is posted against sanctioned post at a particular place of work has been deputed elsewhere for the work continuously. The Salary & Wages meant for the sanctioned post is being drawn and paid to him though such employee is not working against the post.

In particular, the employees transferred in accordance with Transfer Policy notified under Administrative Circular No. 371 dtd. 01.12.2011 and relieved from their duties are called back on deputation to earlier place of posting. This is a clear violation of the guidelines laid down in Administrative Circular 371 dt. 1.12.2011.

It has also been noticed that employees posted in Rural area are deputed to Urban/Corporation area keeping the post vacant at Rural Offices i.e. original place of posting. It creates imbalance in working strength besides under utilization/wasting of manpower meant for the particular location.

It has also been noticed during the inspection that Line-staff viz. Junior Technician, Technician and Sr. Technicians are posted against the vacancies of non- technical posts viz. Driver, LDC, Office Assistant, Cashier etc. It is highly irregular and amounts to misuse of the powers delegated to the authorities. The deputation of the employees as referred above is highly irregular and affecting adversely on the Company, financially as well as operationally.


It is to bring to the notice of all the field offices that the term 'deputation' is used in MSEDCL Employees Service Regulations for the purpose of training / special work outside the Head Quarter for a specific period and not for the purposes as referred above. Further, the stay of an employee on his/her deputation at particular place and outside the Headquarter where he is posted is being treated as on tour as per MSEDCL Employees S.R. 60. Any deputation more than 120 days is treated as having been transferred to the place of deputation as per Note-1, below MSEDCL Employees S.R. 60. Therefore, action of deputation of the filed officers amounts to breach of Rules, Regulations and Circulars.

In view of above, the Hon'ble Managing Director, (MSEDCL) in consultation with Director (Finance) and Director (Operation) has directed to cancel / withdraw all the orders of the deputation issued by the various field officers with immediate effect. The concerned depute should report to his original place of posting immediately failing which it will be treated as unauthorized absence and stern action will be taken. The powers for deputation, below the level of chief Engineer are hereby withdrawn with immediate effect.

Further, the Chief Engineer of the Zones are hereby delegated powers to depute the employees up-to 7 days for the specific purpose / Special Drives viz. recovery of arrears, disconnection drive, theft detection drive etc. by recording the reason/s and not more than aggregate 15 days in a calendar year. Any deputation more than 7 days will be treated as unauthorized absence of such employee and drawl of salary and wages of such depute will lead to fix up the responsibility on the concerned H.R. & Accounts/ Audit Personnel's.

The Hon'ble M.D. (MSEDCL) has also accorded approval to delegate the powers to the Functional Director/Executive Director (HR)/Director (V&S) for the deputation of an employee/s for more than aggregate 15 days in a calendar year considering the nature of work and exigencies of administrations. The deputation of the employees for training to the extent of training period shall be governed by the existing provisions.

This Administrative Circular is on intranet and no hard copy will be circulated.



(Sandesh E. Hake)
Chief General Manager (HR)