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ADMINISTRATIVE CIRCULAR NO. 434 DATE 23 /10 /2012

Sub : Implementation of On Line Transfer Module in HRMS for employees in State-wise Seniority.

The Transfer Policy has been notified vide Administrative Circular No.371 dated 01/12/2011. It has been experienced that an employee requesting transfer for various reasons are submitting his/her applications in hard copies to different authorities through proper channel and endorsing copies to various authorities. Such hard copies of applications are forwarded to Division, Circle, Zone and thereafter to the Transferring Authority consuming considerable time for transit and avoidable wastage of stationery. Further, the period for transmitting/recommending the applications found to be uneven at different levels, deviating the chronology maintained at the Corporate Office.

2. To overcome this difficulties and to have a transparency in process, it has been decided with the approval of the Managing Director to discontinue the existing practice of submission of Hard Copies of Request Transfer applications from the concerned employees and to adopt the Transfer Module in HRMS by way of encouraging submission of Online Request Transfer Applications.

3. The system has created 'Username' for every individual employee in State-wise seniority. The detailed guidelines for creation of *On Line Request Transfer Application* & to forward the same are enclosed herewith as Annexure-'A'.

4. The employees falling in the State-wise Seniority and desiring transfer at his/her request should log on to Request Transfer Module in HRMS and submit his/her request transfer application Online up to 1st August and 1st February of each year. The Online Request Transfer Application received thereafter will not be considered by the Request Transfer Committee during March and September for its Meeting.

5. The employees desiring request transfer for major disease/compassionate grounds should specifically indicate the name of disease appearing in Dropdown Box in On Line Request Transfer Application and hard copy of Medical Certificate in support of the disease /compassion, should be mailed directly to the Transferring Authority indicating the System generated Request Transfer Application Number. Failure to mail the hard copy or mailing hard copy but not indicating the name of disease in Online Request Transfer Application will not be considered.

6. On completion of Online Request Transfer Application, it will be sent directly to the Chief Engineer of the Zone/Head of Department in Corporate Office. The Chief Engineer/Head of Department in Corporate Office will view the personal details, place of request, ground of request transfer and forward to the respective Transferring Authority either with or without recommendation within 10 days from the date of receipt of such Online Request Transfer Application. In case of failure to act within stipulated period by the forwarding authorities, the application will automatically be treated as recommended by the system and further transmitted to the respective Transferring Authority.

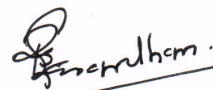
7. As per the provisions of Transfer Policy the committee shall consider the request transfer applications during the month of March and September. Therefore, it has been decided to implement the Online Request Transfer Application Module w.e.f. **01st November 2012**. The Request Transfer Committee will consider Online Request Transfer Application for their meeting being held in March 2013 onwards. All concerned should note that submission of request transfer application in **HARD COPY** is hereby discontinued w.e.f. **31st October 2012**.

8. It has also been decided that the employee shall have a liberty to cancel the Online Request Transfer Application submitted and forwarded earlier to the Transferring Authority through HRMS system on or before 1st February and 1st August by selecting the Option 'Cancellation of Transfer Application' provided in Transfer Module.

9. During the change over process the hard copies of the applications received by **30th October, 2012** shall be considered by the respective Transferring Authorities. Thereafter, all undecided applications stands filed.

10. This Administrative Circular is available on Company's Intranet and no hard copy will be sent to any office.

Encl. : Annexure – 'A'

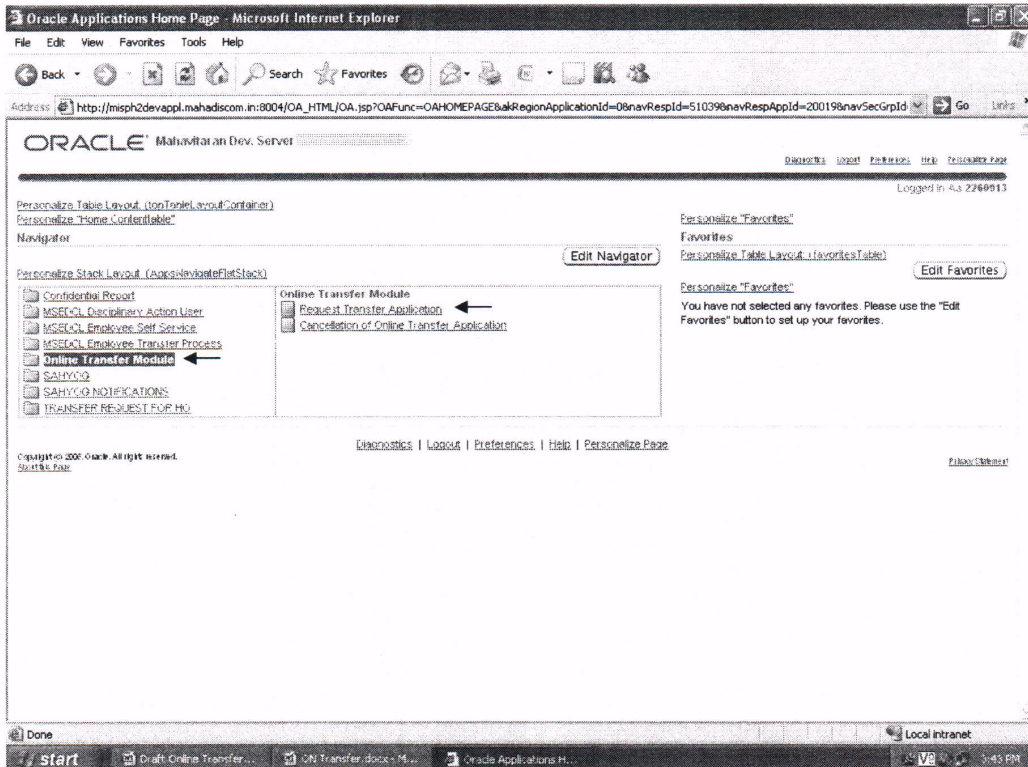


(Col. Rahul Govardhan Retd)
Executive Director (HR)

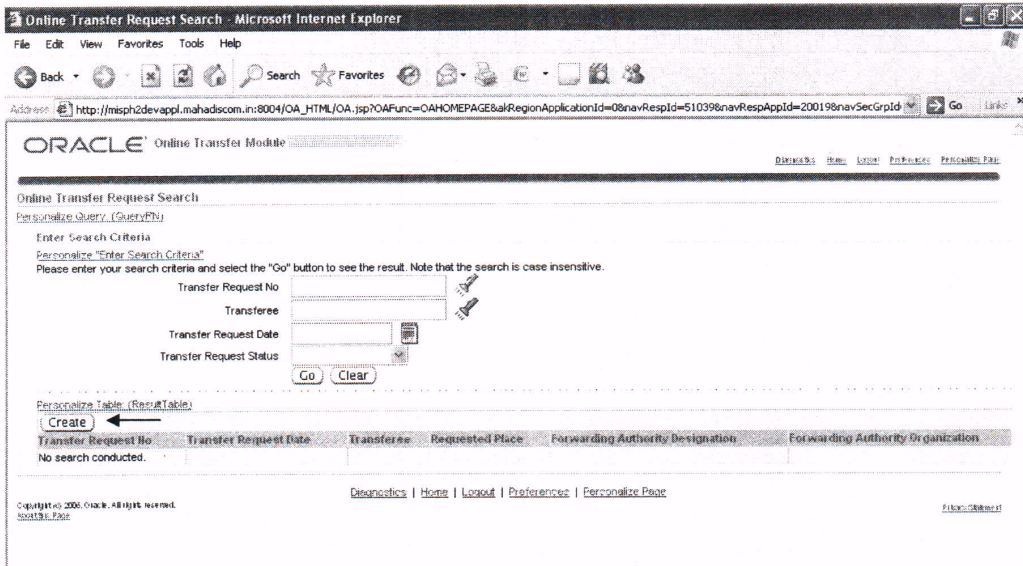
ANNEXURE – ‘A’

**GUIDELINES / STEPS TO BE FOLLOWED FOR SUBMISSION OF
ONLINE REQUEST TRANSFER APPLICATION**

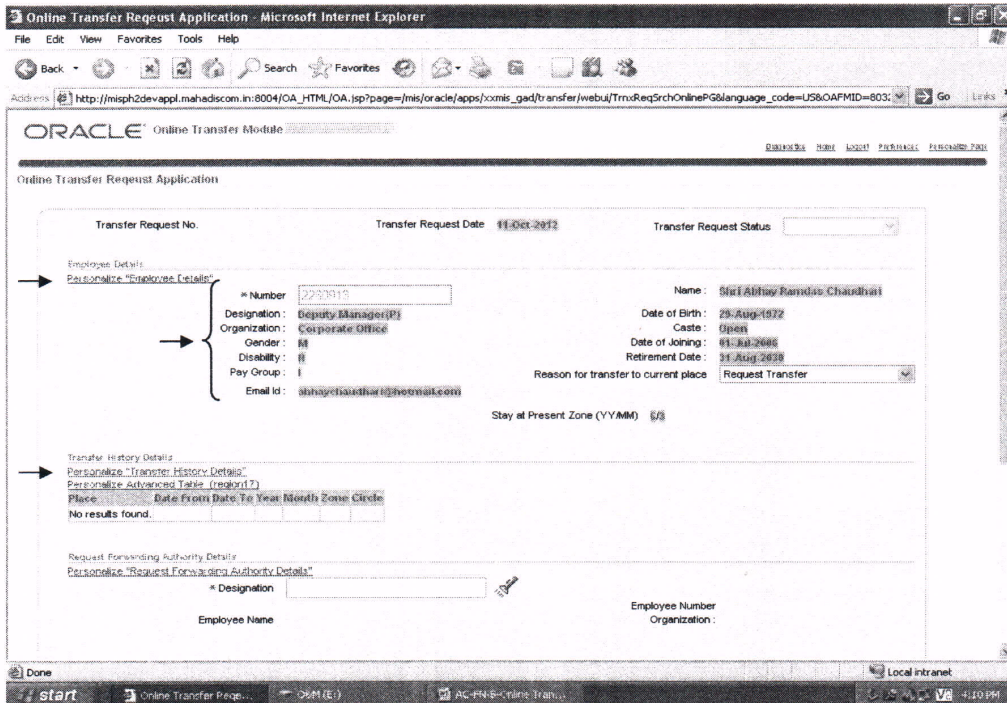
1. The online Transfer Application is available in the HRMS.
2. We have created Log in IDs for all the employees falling under state wise seniority. Accordingly an employee shall log on in the HRMS module with **‘Username’** as his/her own CPF No. ignoring prefixing zeros. (e.g. If actual CPF No is 00866318 then the ‘Username’ shall be 866318 ignoring prefixing zeros.) The **‘password’** for Log in will be **‘welcome’**.
3. On login to HRMS, the system will prompt for the change of password ‘welcome’ which have been provided for 1st login to every employee. Please note that the password provided by the system initially is the **‘One Time’** password and no further login will be allowed to log in with the same password i.e. ‘welcome’
4. After log in, and on submission of new password following screen will appear. The applicant shall click on the **“Online Transfer Module”** appearing in the menu and further click on **“Request Transfer Application”** to create Online Transfer Application.



- An employee can view the details of status of the Online Request Transfer Application he submitted to the concerned Forwarding Authority.



- In case the employee has not submitted any application for request transfer, and if he/she wishes so, may click on **'Create'** button to generate the Online Request Transfer Application. On clicking on 'Create' button an application form will appear on the screen showing all the details viz. Name, Designation, Date of Birth, Organisation, Date of joining, Date of Retirement, Pay Group along with the complete history of his/her period of tenure to an particular office from the joining of the Organisation till present.



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6. On creation of Request Transfer Application the system will automatically tag the information viz. 'Personal Details', 'Transfer History Details' and display the same on the screen. Any error/omission is noticed by the employee applying Online Request, should approach the HR-incharge of the concerned office in the field/Corporate Office for necessary correction and ensured that personal data/details are correct.

7. On verification of details, and if found correct, the applicant shall select Request Forwarding Authority Details (Concerned Chief Engineer or above) to which the Transfer Application is to be forwarded.

8. The applicant needs to submit at least one place for request transfer along with the details regarding ground for transfer. However, he/she may submit another two places for request transfer.

9. After filling and verifying the details as mentioned above, the applicant may **'Save'** the application before submitting the same to the concerned Forwarding Authority. All applicants shall take note that he/she may modify the choice/option before submitting the application to the concerned Forwarding Authority. Once the application is submitted by clicking **'Submit'** button, no changes in the Request Transfer application shall be allowed.

Personalize "Transfer History Details"
 Personalize Advanced Table: (reason7)
 Place: Date From Date To Year Month Zone Circle
 No results found.

Request Forwarding Authority Details
 Personalize "Request Forwarding Authority Details"
 * Designation:
 Employee Name: Employee Number:
 Organization:

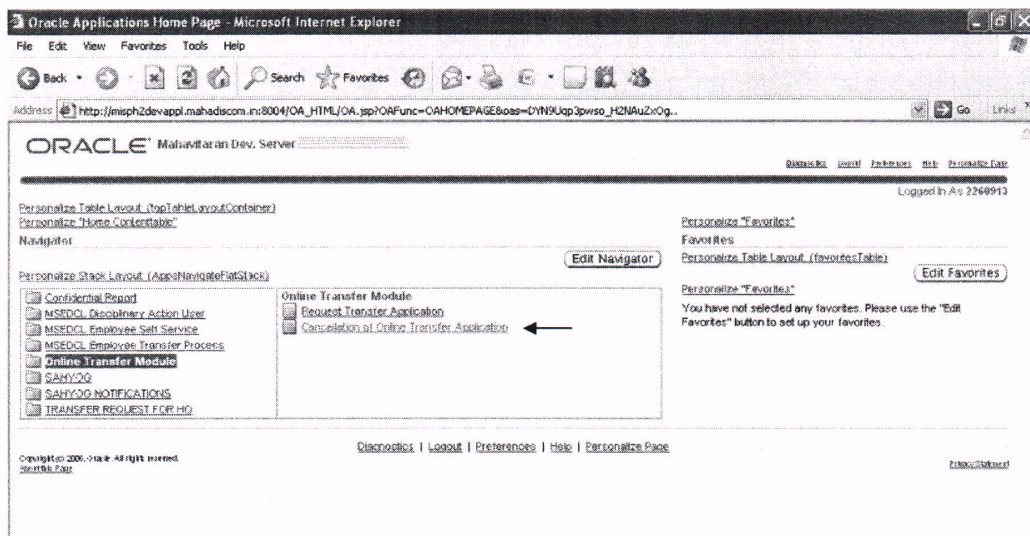
Transfer Details
 Personalize "Transfer Details"
 Personalize Default Single Column: (reason9)
 * Place Of Request Transfer1:
 Place Of Request Transfer2:
 Place Of Request Transfer3:
 * Ground for Request:

→ Save Cancel Close Submit

10. On submitting the application it will be forwarded to the concerned Authority through system and the intimation through E-mail will be sent to the applicant. As such, all the applicants must ensure that the correct/valid E-mail Id has been provided.

11. Once the employee has submitted the Online Request Transfer Application and subsequently he desires to make any changes in the application so submitted, he/she has to submit the Online Request Transfer application again. On submission of such application on second occasion, the earlier application submitted through online system shall become invalid/stands cancelled automatically.

12. The employee can also **'Cancel'** his/her Online Request Transfer Application he/she has submitted to the Forwarding Authority/Transferring Authority by selecting option **'Cancellation of Online Transfer Application'** in the menu.



13. On selection of the option 'Cancellation of Online Transfer Application' and further selecting the application which he/she desires to Cancelled, the Online Request Transfer Application will appeared on the screen. To cancel the Online Request Transfer Application appearing on the screen, click the 'Cancel' button at the bottom of the Application. Close the application and confirm the status appearing under 'Transfer Request Status' against the said application is changed to 'Cancelled'.

14. All concerned to take note of the change in submission of applications for request transfer and no hard copy shall be entertained by controlling, forwarding and transferring authorities.