



**MAHAVITARAN**

E-mail : [cgmp@mahadiscom.in](mailto:cgmp@mahadiscom.in)

Website : [www.mahadiscom.in](http://www.mahadiscom.in)

HRD/O&M/F.No.2/

**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. 442 DATE 29 / 12 / 2012**

**Sub :** Streamlining the procedure regarding acceptance of resignation.

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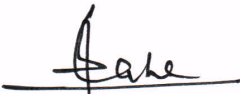
The provision regarding period of notice when an employee quits/resigns the services of the Company are notified under Service Regulations No 16. However, it has been observed that the proposals for acceptance of resignation are received by the Corporate Office from respective field offices even after the date of expiry of notice period. As the notice period is over or the employee has paid the amount of salary in lieu of notice period they are required to be relieved from the service of the Company. As such, due to non-acceptance of resignation by due date, the employee assumes that he/she has been relieved and he/she does not attend the office. Therefore, the issue of streamlining the procedure regarding acceptance of resignation was under consideration for sometime in the past.

2. Now the Managing Director in consultation with Executive Director (HR) has accorded approval to streamline the following procedure for processing the cases of resignations.

- a) In the cases where the employees has paid the amount of salary in lieu of notice period, the employee is to be relieved locally by his/her controlling officer and after relief the post facto approval of the Competent Authority is to be obtained. The complete proposal in all respect after payment of the amount of salary in lieu of notice period is to be submitted to the Corporate Office within 03 (Three) working days from the date of receipt of such payment from the employee.
- b) In case where employee gives notice as prescribed under Service Regulations, the resignation proposed duly audited and complete in all respect is to be forwarded to the Competent Authority within 07 (Seven) working days from the date of notice period.
- c) The concerned establishment group at Corporate Office shall process the resignation for acceptance/non-acceptance of the Competent Authority within 03 (Three) working days from the date of receipt of proposal from the field offices.

The all procedure from submission and communication of acceptance/non-acceptance of resignation is to be completed within the stipulated period as mentioned above but not more than 15 (fifteen) days.

- d) In case the resignation proposal is not submitted/processed within stipulated time, the responsibility for delay is to be pin pointed and disciplinary action is to be initiated against the defaulters.
  - e) It is to be noted that, once resignation notice period is over/amount of notice period is paid and employee is relieved locally, the resignation would be considered as deemed to be accepted. Once resignation accepted/ deemed to have been accepted, it will not be considered for withdrawal.
3. All the controlling officers shall take note of the above and follow the time schedule scrupulously while dealing with the resignation proposals submitted by employees.
4. This Administrative Circular is made available on Company's Intranet and no hard copy is sent to any office.

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