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Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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ADMINISTRATIVE CIRCULAR NO. 494 DATE 31 / 07 / 2014

Sub : Early Retirement Scheme for the Employees working in Pay
Group III & IV who are 45 years and above.

The Early Retirement Scheme for the Line staff who are 45 years and above and are left with minimum two years balance service and who are unable to perform their normal duties has been implemented under various Voluntary / Early Retirement Schemes earlier. The issue of introduction of Early Retirement Scheme for the employees belonging to all categories of Pay Group III & IV who are 45 years and above & are left with minimum two years balance service was under consideration sometime in the past.

2. Now, the Board of Directors considered the modalities and details of the Early Retirement Scheme-2014 and vide its Resolution No. 179 dated 26/06/2014 have resolved to introduce "Early Retirement Scheme" for the employees belonging to all categories in Pay Gr. III & IV who are 45 years and above and are left with minimum two years balance service. The detailed scheme as approved in this behalf is embodied in the ANNEXURE-'A' and ANNEXURE-'B' which is attached herewith.

3. The Early Retirement Scheme shall be in force w.e.f. 11th August, 2014 to 30th August, 2014. All the employees in Pay Gr. III & IV who satisfies the eligibility criteria as mentioned therein the said Scheme shall apply online and generate application through HRMS for 'Early Retirement'. All HR Heads/ In-charges of the Division/Circle/Zone and Dy. Manager (HR-HRMS) and UDC (HR-HRMS) shall extend their help to such employees whenever necessary. Such applications generated through the HRMS system shall be signed by the concerned employee and be submitted for record purpose in the office where service record of the concerned employee is maintained. However, the application so generated must be recommended / forwarded to the next higher office through HRMS System only and no hard copy shall be submitted for consideration of granting approval of early retirement under this Scheme. The Chief Engineer of the respective Zonal Office shall submit the consolidated proposals of the employees opted for Early Retirement Scheme to the Office of the Executive Director (HR) by 15th September 2014 positively.

4. 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.

5. This Administrative Circular is available on R-APDRP portal.

Encl. : ANNEXURE – ‘A’ and ‘B’



(Sandesh Hake)
Chief General Manage (HR)

SHORT TITLE :

The scheme may be called *Early Retirement Scheme – 2014*

EXTENT OF APPLICATION

- 2.1 An employee working in Pay Gr. III and IV and who has completed 25 years of service in the erstwhile MSEB and now Company or have attained the age of 45 years whichever happens earlier & are left with minimum two years balance service will be eligible to seek Early Retirement under this Scheme.
- 2.2 For counting period of completed service, period spent by an employee on casual/ daily wages/NMR basis shall not be counted.
- 2.3 The employees who are retired under this Early Retirement Scheme shall not be re-employed in the Company.

3. PROCEDURE

- 3.1 An employee who satisfies the eligibility criteria as in Para 2 shall apply for Early Retirement under this Scheme in the form prescribed under Annexure - 'B' through HRMS only
- 3.2 The option once exercised by the employee under this Scheme shall be final and cannot be revoked in any circumstances.
- 3.3 Such request of an employee in prescribed format should be generated online through HRMS and should be submitted by the concerned employee to the Division/Circle/Zone as the case may be and the same should be forwarded through proper channel to the Zone Office. The Concerned Division/Circle/Zone Office as the case may be should verify the details in the system generated application before forwarding the same to the next Office. The Zone Office should carry out the scrutiny for eligibility as per the criteria notified in the Scheme and a detail report of only eligible candidates should be forwarded to Corporate Office for obtaining approval of Competent Authority.
- 3.4 These details will be processed by the HR Department and if found in order, it will obtain the approval of Competent Authority and convey the same to the Zone Office. The Zone Office will take further action as per the approval conveyed in respect of employees who have applied under this Scheme.

3.5 The decision of Competent Authority for acceptance/rejection of request for Early Retirement shall be final and no grievances shall be entertained thereafter.

4. TIME LIMIT

This Early Retirement Scheme for the employees in Pay Gr. III and IV is the one time exercise and all eligible employees shall submit their application on or before within the stipulated time as may be notified by the Competent Authority. No application of any employee beyond the time period prescribed shall be accepted by any office where the concerned employee is working.

5. BENEFITS

The employees of Pay Gr. III & IV will have monetary benefit of lump sum compensation **OR** employment on contractual basis as Vidyut Sahayyak or Junior Assistant to his ward under this Early Retirement Scheme.

5.1 Lump sum Compensation

An employee whose request for Early Retirement has been accepted would be entitled to Lump sum Compensation as under:

- i) Compensation @ 35 days salary for every completed years of service + 25 days salary for every remaining years of service till the normal date of retirement. (Salary for this purpose means Basic Pay + Dearness Allowance only.)
- ii) The compensation as stated above at 5(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.10 lakhs.
- iv) An employee who opt for employment to his/her ward shall not be eligible for the lump sum compensation.

5.2 Employment to Ward

An employee who seeks for Early Retirement under this Scheme shall nominate his/her ward for employment in the services of the Company on contractual basis to the post of either 'Vidyut Sahayyak' or 'Junior Assistant' depending on the educational qualification possessed by the ward.

5.3 Payment of Terminal Benefits

The entire payment of compensation admissible shall be paid within a period of 30 days i.e. one month from the date of relief on Early Retirement in addition to statutory benefit such as CPF, Gratuity, EFPS and Encashment of Earned Leave/HAP Leave as admissible on normal superannuation under the provision of existing MSEDCL Rules.

6. EDUCATIONAL QUALIFICATION, AGE LIMIT, CONTRACT PERIOD AND CONSOLIDATED REMUNERATION TO WARD

- 6.1 The ward must possess the minimum qualification of ITI passed in the trade of Electrician/Wireman/CoE, Electrical Sector for employment to the post of 'Vidyut Sahayyak' and Degree of a recognized University in any discipline with MS-CIT for employment to the post of 'Junior Assistant'.
- 6.2 Wards having qualification higher than graduation will also be considered for the employment to the post of Junior Assistant. However, they will not have any claim for higher posts in the Company.
- 6.3 For age limit and contract period, the prevailing Rules and Regulations prescribed for the post of 'Vidyut Sahayyak' and 'Junior Assistant' shall be applicable.
- 6.4 The ward who is willing to get an employment in the services of the Company to the post of either 'Vidyut Sahayyak' or 'Junior Assistant' under this Scheme shall be paid consolidated remuneration as prescribed from time to time.
- 6.5 The employment of ward on contract basis under this Scheme will be subject to verification of original certificates regarding qualification, proof of age, caste certificate etc. and he/she will have to fill in the attestation form for getting his character & antecedents verified from the Police authority.
- 6.6 The wards employed to the post of either 'Vidyut Sahayyak' or 'Junior Assistant' under this Scheme shall abide by the conduct and discipline rules as are applicable to the regular employees of the Company. During the contractual period, if it is found that he/she is involved in any act of omission and commission, his/her employment on contractual basis under this Scheme is liable for termination.
- 6.7 Other terms and conditions and facilities made applicable to the post of 'Vidyut Sahayyak' and 'Junior Assistant' shall also be made applicable to the wards employed under this Scheme.

7. ABSORPTION OF WARD ON REGULAR POSTS

- 7.1 Absorption of wards employed on contract basis under this Scheme to the regular posts shall be subject to the decision of the Competent Selection Committee.
- 7.2 If the Competent Selection Committee does not select him/her for absorption to the regular posts in the Company taking into account the performance during the contractual period, the employment as 'Vidyut Sahayyak' or 'Junior Assistant' as the case may be shall be liable for termination.
- 7.3 After completion of contractual period successfully, the wards working in the post of 'Vidyut Sahayyak' and Junior Assistant shall be absorbed anywhere in the Zone to the post of 'Junior Technician' and Lower Division Clerk (HR/Accts) respectively subject to the availability of vacancy and backlog.

8. COMPETENT AUTHORITY

- 8.1 The Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) shall be the Competent Authority to accept/reject the request for Early Retirement by any employee under this Scheme.
- 8.2 Notwithstanding anything contained in this Scheme, the Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) shall be the Competent Authority to either accept or reject any request by any employee in the interest of the Company.

9. INTERPRETATION

Any dispute or difference of opinion between the employee and the concerned Executive Engineer/Superintending Engineer shall be resolved by the Executive Director (HR) and his decision shall be final.

APPLICATION FOR EARLY RETIREMENT - 2014

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 YY
5. Age as on 31/08/2014 : Years _____ Months _____
6. Present Basic Salary : Rs. _____
7. Present place of working : S/Dn _____
Div. _____
Circle _____
Zone _____
8. Date of joining in MSEB : _____
DD MM YY
9. Date of Retirement : _____
DD MM YY
10. As on 31/08/2014
Total Number of years of service completed : Years _____ Months _____
11. Total Number of years of service left : Years _____ Months _____
12. Leave accumulated at Credit : Earned Leave _____
HAP _____
Commuted Leaves availed _____
13. Details of Bond, if any Executed by employee : _____
14. Whether any disciplinary action is pending : Yes / No
If ‘Yes’ provide the details : _____

15. Whether employment to : Yes / No
Ward is required under this
Early Retirement Scheme

If 'Yes'

a) Name of Ward : Shri/Smt _____
Surname First Name Middle Name

b) Date of Birth : _____
DD MM YY

c) Age as on 31/08/2014 : Years _____ Months _____

d) Educational Qualification : a) ITI (Electrician/Wireman)
b) CoE (Electrical Sector)
c) Degree of recognized University.
d) MS-CIT

e) Eligible for the post of : Vidyut Sahayyak / Junior Assistant

I, undersigned Shri/Smt./Kum. _____
hereby declare that the information given above is complete and true.

I hereby opt to seek Early Retirement from the services of the MSEDCL in accordance with the terms and conditions stipulated therein 'Early Retirement Scheme-2014, which I accept unconditionally and irrevocable as circulated vide Administrative Circular No. 494 dated 31/07/2014 confirm that this application for Early Retirement is made on my own choice.

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

Date : _____ Signature of the Employee

Place : _____ (Name : _____)

(* Please Note : Only system generated application duly signed by the concerned employee and no handwritten application should be accepted as details of Point No 1 to 12 will be generated from HRMS System. Before forwarding the same details of point No. 13 to15 should be filled in by concerned Division/Circle/Zone Office as the case may be.)

FOR OFFICE USE

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

Certified that the services particulars indicated in Column No.1 to 14 have been verified from the service record & Column No.15 from original documents/certificates and found correct.

CE / SE / EE
(Seal of the Office)