



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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HRD/O&M/F.No.890
Maharashtra State Electricity Distribution Co.Ltd.
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ADMINISTRATIVE CIRCULAR NO. 501 DATE 21 / 02 / 2015

Sub : Staying by the employees at their Headquarters –
Instructions regarding thereof.

Read : 1. Administrative Circular No 385 dated 29/03/2003.
2. Administrative Circular No 106 dated 10/05/2007.
3. Administrative Circular No 337 dated 02/05/2011.

The Company being a service organization and rendering essential services i.e. supply of electricity to the public at large in the state, it is necessary for every employee of the Company to take immediate action as and when an emergency situation occur to avoid unrest in the consumers. However, it is observed that many of the employees do not stay at their Head Quarters which is affecting/hampering the work of the Company especially resulting in delay in attending the complaints of the consumers causing considerable inconvenience to the public.

2. In this regard in the erstwhile MSEB and after trifurcation, in the Company, various instructions to the employees for staying at their respective Headquarters are issued from time to time vide Administrative Circulars and Circulars. It is also observed that in spite of repeated instructions the implementations of the same are not effective. This has been viewed seriously by the Company.

3. Now, with approval of the Managing Director in consultation with Director (Finance), Director (Projects) and Director (Operations) all the employees are once again refrained to stay at their respective Headquarters and submit the undertaking as per Annexure - 'A' enclosed to this Administrative Circulars to the Controlling Officer for onward submission to Division/Circle/Zone Office.

4. It is to bring to the notice of all concerned that though various instructions for staying at Headquarters are issued in the past the following instructions are reiterated:

- a) Non-staying at respective Headquarters and leaving the Headquarter without prior permission of the Competent Authority by the Company's employee constitutes a breach of discipline and is classified as an act of misconduct under Schedule 'B' of the MSEDCL Employees' Service Regulations. Therefore, all employees of the Company are instructed to stay at their respective Headquarter. Any breach of these instructions shall render the employees concerned liable to be dealt with the provisions of Conduct, Discipline and Appeal Regulations of the Company.

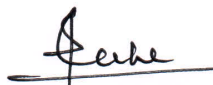
- b) The immediate Controlling Officer and any of the Officers higher than him should verify the address of residence and exercise surprise checks / intermittently carry out visit to ascertain the availability of the employee at his Headquarter.
- c) Disciplinary action should be taken by the Competent Authority against all such defaulting employees.
- d) A note of non-staying of the concerned employee at Headquarter shall be taken in the Annual Confidential Report by the Reporting Officer.
- e) All Officers of the rank of Sub-Divisional Officer and above should issue letters by name to all the employees working under them directing to stay at their respective Headquarters.

5. The above instructions are in addition to the instructions issued earlier and all the employees should submit the undertaking as per Annexure – 'A' to respective Controlling Officer as and when he/she is transferred from one place to another wherein change of Headquarter is also involved. Accordingly, the entry of such address of residence submitted by the employee as in undertaking is to taken in HRMS.

6. All the Officers are requested to bring the contents of this Circular to the notice of the staff working under them and ensure that the instructions are followed scrupulously.

7. This Administrative Circular is available on Company's R-APDRP Portal.

Encl : Annexure – 'A'


(Sandesh Hake)
Chief General Manager (HR)

UNDERTAKING

I, Shri/Smt. _____ Designation _____ CPF No. _____
working in _____ (Name of Office) hereby state that I am
residing at the following address since _____.

Address _____

Further, I hereby state that as and when my above address is changed, I shall intimate to my Controlling Officer.

I shall be liable for the disciplinary action in case it is found that I am not staying at the above mentioned address during the course of verification by the appropriate authority for the purpose of staying at Headquarter.

I also declare that the suitable entry in the service records for local/present address be taken.

Signature of the employee

Place :

Date :

Countersignature

Controlling Officer