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Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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HR/CGM(T/E)/MPR/
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ADMINISTRATIVE CIRCULAR NO. 515 DATE 11 / 08 / 2015

Sub:- Policy/Guidelines for outsourcing employees.

Ref:- (Circular No. CGM (T/E)/Circular/SBP/29562 Dtd.07.09.2009)

It is observed that outsourcing staff is engaged indiscriminately by authorities. Therefore, in Order to curtail the unnecessary expenditure on outsourcing and to utilize manpower optimally, the following guidelines should be followed strictly:

- 1) The Outsourcing shall be done against vacant post of departmental employees as per the staff norms subject to following conditions:
 - a. The contracts for supply of outsource persons will be finalized by concerned Chief Engineer after observing all rules & regulations.
 - b. Number of persons to be engaged on outsourcing will have to be approved by Zonal Chief Engineer. The concerned Superintending Engineer of circle has to finalise deal with contractor regarding outsourcing affairs.
 - c. The exact vacancies shall be called from the concerned HR section while engaging outsourced persons.
 - d. Departmental sanction but vacant Posts for circle & division seniority has to be considering for outsourcing.
 - e. No vacancy of departmental staff is to be counted for outsourcing against the functions given on contract viz. Facilities, Management, House keeping, Security, Meter Reading etc.
 - f. Outsourcing shall not be done against any leave vacancy, training, vacancy or vacancy against suspension/deputation.
 - g. All persons like Supernumerary Line Helpers and declared surplus staff along with Viddyut Sahayaks etc. working against the post will be counted as existing staff.

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- h. The post against which outsourcing is proposed need to be vacant atleast for two months.
 - i. Vacancy to be considered after adjustment of surplus staff.
 - j. Qualification prescribed for particular posts shall be strictly followed & verified with concerned HR head while engaging an outsourced *person against that post.
- 2) The outsourcing can be proposed for the vacant posts up to the extent of 95% clear vacancies. Whenever vacancies are filled on regular basis, the relevant outsourcing persons are to be minimized. The contract of outsourcing is to be finalised in such a way that the number of outsourced persons can be changed as per need of the Management.
- 3) For Corporate Office only one nodal officer i.e. Dy.General Manager (N-TE) shall be in charge of affairs for outsourcing the employees. He shall to process such matters with approval of ED-HR.
- 4) Any wrong calculation of vacancies and engagement of excess outsourced employees will be viewed seriously and action will be initiated against employees responsible for engaging excess outsourced persons.
- 5) The Chief General Manager (I/A), General Manager (HR/Planning) and CIRO of Corporate Office & Asstt. General Manager (HR) and Dy.CIRO of the Zone are authorized to inspect the affairs pertaining to contracts and allied matters & bring out deviation if any to the notice of the higher authority for fixing the responsibility.
- 6) The Chief General Manager (HR), Chief General Manager (T/E) will also check these aspects in detail during their reviews in Zones/Circles/Division.
- This circular is available on R-APDRP portal of the Company.


11.8.15
(Neelesh R. Gatne)
Executive Director(HR)