



**MAHAVITARAN**  
Maharashtra State Electricity Dist.Co.Ltd  
(A Govt. of Maharashtra Undertaking)  
**CIN : U40109MH2005SGC153645**  
**E-mail : cgmp@mahadiscom.in**

HRD/O&M/F.No.9  
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**  
**Website : [www.mahadiscom.in](http://www.mahadiscom.in)**

**ADMINISTRATIVE CIRCULAR NO. 570 DATE 19 / 05 / 2018**

Sub : MSEDCL Transfer Policy – Modification thereof.

- Read : 1) Administrative Circular No. 514 dated 10/08/2015.  
2) Administrative Circular No. 540 dated 03/06/2016.  
3) Administrative Circular No. 557 dated 20/05/2017.

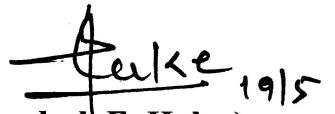
---

The Transfer Policy for employees working in the Company has been circulated vide Administrative Circular No.514 dated 10/08/2015 for implementation from August 2015. The same is being implemented for all employees in Pay Gr.I to IV as per the guidelines mentioned therein.

2. Now, in exercise of the powers delegated to him vide Administrative Circular No.1 dated 29/09/2005, the Chairman and Managing Director in consultation with the Director (Finance), Director (Operations), Director (Projects) and Director (Commercial) has accorded approval for inclusion of following point under Para 4(d) of Annexure 'A' of the Administrative Circular 514 dated 10/08/2018.

**Para 4(d)(xix)**: The transferring authorities in the field offices shall not change the place of posting/zone allotted by Corporate Office either on administrative ground or on the request of employee without prior approval of the concerned Director till the time the employee completes tenure at that HQ/Zone as specified in the transfer policy as amended from time to time. The proposals for all type transfers of employees on administrative grounds for whatever reasons are to be submitted with full justification to concerned Director.

3. All other conditions laid down in Administrative Circulars mentioned above in reference shall remain unchanged.
4. This Administrative Circular shall come into force with immediate effect.
5. This Administrative Circular is available on Company's R-APDRP Portal.

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