



ADMINISTRATIVE CIRCULAR NO. 673 DATE 24.06.2024

Sub: Procedure for submission of Online Long Tenure Option Application.

- Ref : 1) Administrative Circular No.514 dated 10.08.2015.
2) Administrative Circular No 657 dated 23.05.2023
3) Administrative Circular No.667 dated 13.03.2024.
4) Administrative Circular No.672 dated 19.06.2024

The transfer policy for general transfer and request transfers are issued in the past vide Administrative Circular No. 514 dated 10.08.2015. Further, as per the guidelines given by the Government and considering the financial burden and business requirements of the Company, the changes/modifications in these guidelines are carried out from time to time. In view to bring transparency and accuracy in the entire transfer an 'Online Transfer Module' has been developed and employees can submit their 'Request Transfer Applications' through 'Employee Portal' for the desired location as per the guidelines published vide Administrative Circular No.667 dated 13.03.2024.

2. The process of general transfer involves transfer of employees who are under the zone of consideration for transfers due to long tenure or transfer of employees on administrative ground for any reason. However, to minimise the grievances and request of employees for modifications in transferred place after effecting transfers on long tenure, the issue regarding providing the options for choice locations or retention at same place to these employees through online system / Employee Portal was under consideration.

3. To provide such employees with the platform to give their request option to other location or retention at the same place and minimising the grievances of employees after their transfers, a new 'Long Tenure Option Application' is designed and made available in 'Employee Portal' under the menu 'Applications'. This form will be available only for those employees who fall under the zone of consideration for transfers due to long tenure. Detail guidelines manual for filling and submission of newly designed 'Long Tenure Option Application' form by concern employees are enclosed herewith as 'Annexure – A'.

Action by Employee:

- i) It is to be noted that, every officer and employee will have two choices i.e. 'Long Tenure Option' and 'Retention from Transfer'. The employee will have only one choice to select i.e. he/she can select either 'Long Tenure Option' or 'Retention from Transfer'.
- ii) For the choice 'Long Tenure Option' employee will have fifteen options of zones.
- iii) For the choice 'Retention from Transfer' employee will have to select appropriate option under Category I or Category II.
- iv) The employees should fill/submit the required information correctly as per the instructions in the form.

- v) It is mandatory for every employee to upload the relevant supporting documents as per the given document list with the form. The documents should support the grounds of request under which category the employee have applied viz. Category I or Category II as notified vide Administrative Circular No.607 dated 07.08.2020.
- vi) It is also to be noted that employees to whom this form is made available shall ensure the status of application is 'Submitted' and not 'Saved'.
- vii) Only submitted applications will be considered and applications with 'Saved' status will not be considered.

4. The employees will be intimated with an 'SMS' or 'e-mail' to their registered mobile number / e-mail Id for submission of fresh options of their choices under 'Long Tenure Option Application'. The employee must submit his/her application on or before expiry of **03 (three)** days from the date of receipt of such SMS/e-mail. If he/she does not submit his/her options under 'Long Tenure Option Application' it will be assumed that he/she will accept his/her transfer ordered as per vacancies and backlog. It is further to be noted that, employees who have submitted 'Online Request Transfer Application' as per Administrative Circular No.667 dated 13.03.2024, and if he/she is considered under Administrative Transfers due to long tenure, then his/her request transfer application will not be taken into consideration.

5. The transfers of employees falling under the zone of consideration for transfers due to long tenure shall be carried out as per the options submitted by employees and as per vacancies & backlog. If the vacancy does not exist in the location where options are submitted by the employee, then he/she will be transferred to any other place as per the requirement of management. However, preference will be given as per the available vacancies. Once the 'Long Tenure Transfer Application' is considered as per the details submitted by the employee or transfer is ordered, no request for modification/cancellation will be entertained and the employee must join at the place of transfer.

6. Once the 'Long Tenure Transfer Application' is submitted by the employees, he/she will not be allowed to carry out modifications/corrections in the application. However, if any employee desires to change the options after submission of the application, he/she will have to 'Cancel' the earlier application and have to submit a fresh application. It is necessary for such employees to cancel and submit fresh application within a period of 03 (three) days from the date of first SMS/e-mail. In case, if any employee finds the information is incorrect and changes are required, he/she will have to choose the option 'Correction is Required'. The employee can mention the corrections to be carried out and submit the application. The submitted application will be forwarded directly to the respective Competent Transferring Authority through system.

Administrative Transfer Proposal:

7. Beside the 'Online Long tenure Option Transfer Application' the Head of Departments can also submit proposals of officers/employees under their jurisdiction for 'Administrative Transfer'. Henceforth, such proposal shall be submitted through 'Employee Portal, online by filling required information and attaching relevant documents in newly designed 'Administrative Transfer Proposal' form. This form is to be submitted strictly by Head of the Department not below the rank of Chief Engineer (including officers in charge). The Head of Department shall verify the facts and submit such proposals cautiously.

8. Transfers are to be carried out strictly as per the instructions issued from time to time. Further, the provision at para 3(b) of Administrative Circular No 657 dated 23.05.2023 regarding period of long tenure for state wise seniority employees i.e. 18 years or more continuous service instead of 24 years for out of zone transfer shall be followed for the year 2024 as well.

9. All are therefore requested to please note the instructions issued for 'Long Tenure Transfer Application' form in 'Employee Portal' and bring to the notice of all officers and employees working under their jurisdiction. All the concerned employees shall submit their applications strictly as per the instruction laid down in this Administrative Circular.

10. This Administrative Circular is available on e-Library.

Enclosure: Annexure – 'A'


(Bhushan Kulkarni)
Chief General Manager (HR)

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- 2) Jt. Managing Director, MSEDCL, Regional Office, Chatrapati Sambhajanagar/Kalyan.
- 3) Regional Director, MSEDCL, Regional Office, Pune/ Nagpur.
- 4) Executive Director (S&E)/(Finance), MSEDCL Corporate Office, Mumbai.

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- 1) Chief General Manger (T/E)/(C.F.)/(I.A)/(C.A)/(I.T)/(Chief Legal Advisor)/CIO/Company Secretary, MSEDCL, Corporate Office, Mumbai.
- 2) The Chief General Manager (T&S), MSEDCL, Eklahare, Nashik.
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- 4) Chief Engineer (Civil), Civil Zone, MSEDCL Corporate Office, Mumbai.

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- 1) General Manager (HR-HRMS)/(Planning)/(HR), MSEDCL Corporate Office, Mumbai.
- 2) Chief Industrial Relation Officer/Chief Public Relation Officer, MSEDCL, Corporate Office, Mumbai.
- 3) OSD to CMD, MSEDCL Corporate Office, Mumbai.

(Administrative Circular No. 673 Date 24.06.2024)

GUIDELINES/STEPS TO BE FOLLOWED FOR SUBMISSION OF LONG TENURE OPTION FORM IN EMPLOYEE PORTAL

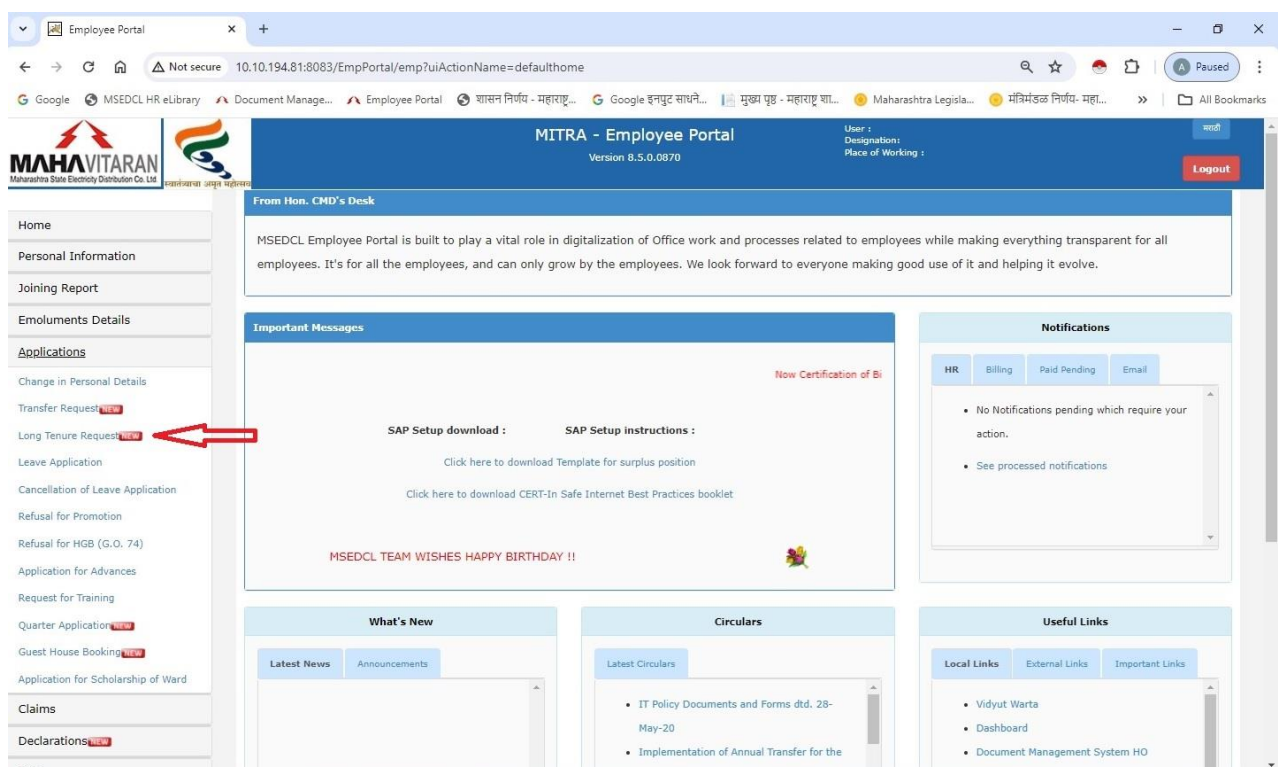
1. The ‘Long Tenure Option Application’ is designed as per the Provisions of Transfer Policy amended from time to time. This application is available to all employees in ‘Employee Portal’.
2. Initially, this application will be available only for State Seniority Employees, who are due for transfers out of Zone for the year 2024. The same will be implemented for rest of the employees in forthcoming years.
3. The employee can submit only one application in the system for particular transfer year.
4. This application is only to facilitate all employees to submit their choices for retention from long tenure transfers or for providing the choice of option under long tenure transfers.
5. All such retentions or transfers will be carried out as per the provisions of prevailing Transfer Policy and no employee can claim for consideration of his/her request compulsorily.
6. The Employee can access the ‘Long Tenure Option Application’ by login in the ‘Employee Portal’.
7. The Application form is divided into four (04) parts.

- A) Employee Details.
- B) Type of Option.
- C) Upload Documents (Only if the employee opt for Retention from Transfer)
- D) Submit Application.

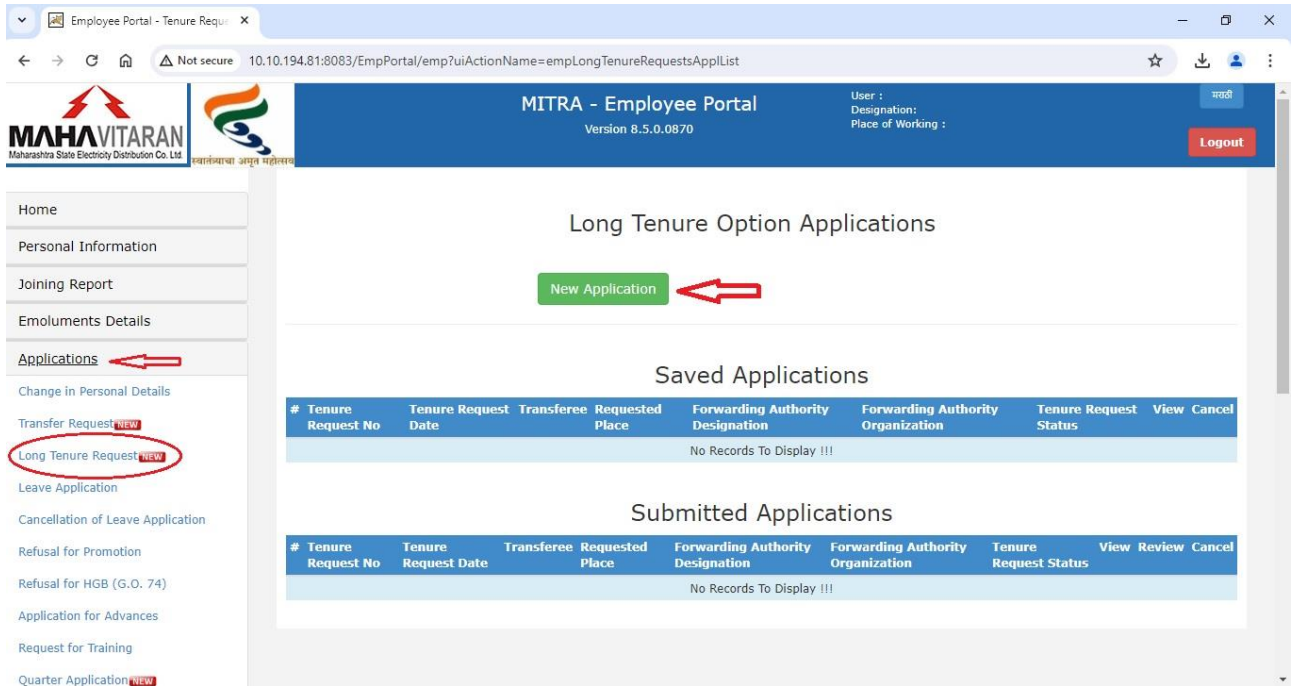
8. The desired employees, as per the flow of the system, must access & fill in required information/ choose option/upload documents in all these four parts for successfully submission of the Request Transfer Application.

A) Employee Details :

- i) After login to Employee Portal, click on the menu ‘**Applications**’ and the option form is available under the tab ‘**Long Tenure Request**’ as shown in the following screen.



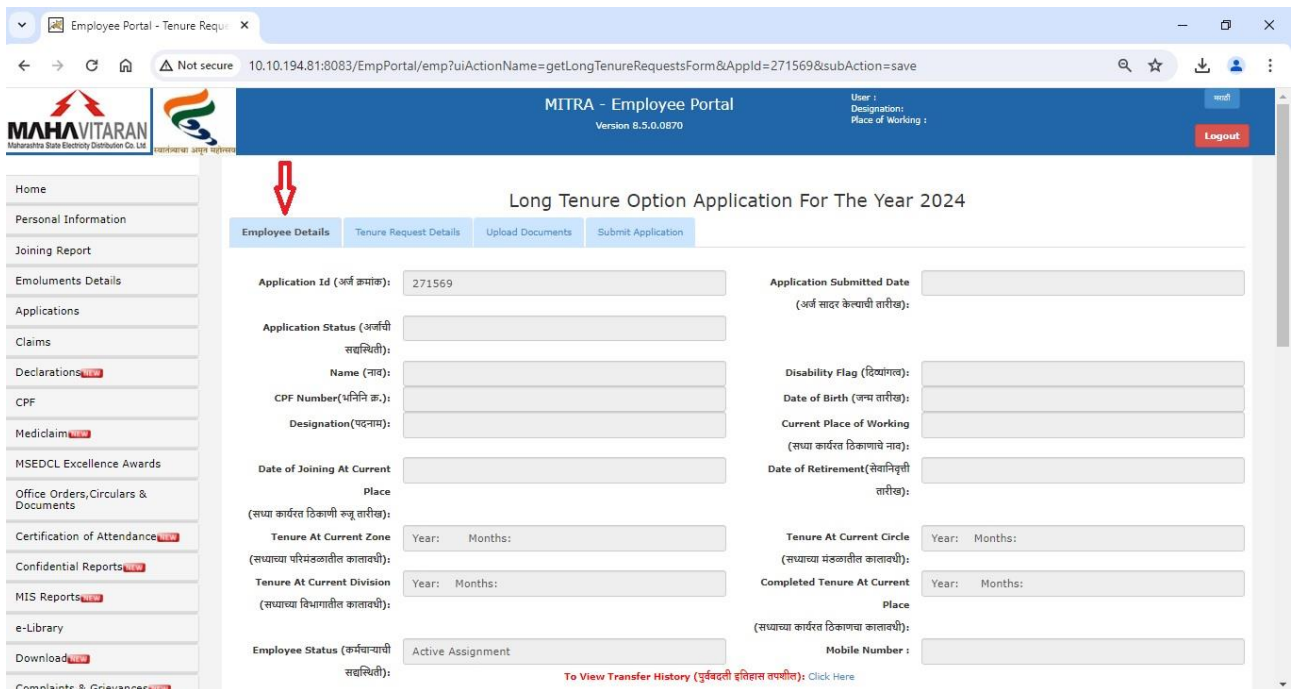
ii) Click on the ‘**Transfer Request**’ tab and the employee will be able to see the following screen.



iii) To proceed for filling ‘Long Tenure Option Application’, click on ‘**New Application**’ tab.

iv) The employee can see only first part of the application form i.e. ‘**Employee Details**’. Scroll down further to view more details.

v) After clicking on ‘New Application’ tab an employee will be able to view all his/her details available in system. The employee must verify the details viz. Name, Date of Birth, Date of Retirement, Designation, Date of joining at Current Place, Tenure etc. as shown below.



vi) The employee can also view his/her transfer history by clicking ‘**To View Transfer History**’ option available on the screen.

- vii) The employee must certify the information which is visible in the form.
- viii) If the information is correct, employee should select the button available against certification. (I hereby certify that above information.....for transfer purpose as it is.)
- ix) If the information is not correct, the employee should select 'Correction Required' button.
- x) After clicking on 'Correction Required', a dialogue box will appear on the screen.
- xi) The required correction in information of service details must be noted down by the employee in the provided dialogue box. Maximum limit to note down the corrections are 500 characters.
- xii) Further, on this screen two options for 'Request Type' will be available for the employee viz. 'Retention From Transfer' or 'Long Tenure Option'.
- xiii) The employee must select one option out of these two.
- xiv) The employee cannot select two options at one time for 'Request Type'. In short the employee can opt either for 'Retention from Transfer' at the same place of working or 'Long tenure option' to another place of employee's choice.
- xv) After selecting one option for 'Request Type' an employee needs to scroll down the application form further and following screen will appear.

The screenshot displays the 'MITRA - Employee Portal' interface. The main content area shows a form for 'Long Tenure' request. Key elements include:

- Request Type:** Two radio buttons are present: 'Retention From Tenure (सप्या कार्यरत ठिकाणी ठेवणे)' and 'Long Tenure (दौरा कार्यरत)'. The 'Long Tenure' option is selected, indicated by a blue dot and a red arrow.
- Correction Option:** A section titled 'Whether need any correction? Corrections submitted (Tick Option)'. It contains two radio buttons: 'I hereby certify that above information is correct to the best of my knowledge and same will be considered for transfer purpose as it is.' (selected) and 'Corrections required in above data as under.' A red arrow points to the selected option.
- Verification Fields:** Fields for 'Name of Verification Officer', 'Verification Officer CPF No.', 'Verification Officer Designation', 'Forwarding Authority Name', 'Forwarding Authority Number', and 'Remark By Forwarding authority'.
- Buttons:** A green 'Save' button and a red 'Back' button are located at the bottom of the form. A red arrow points to the 'Save' button.

- xvi) The employee must click on 'Save' button to proceed for submission of application. After saving the application following tabs will be visible.
 - a) Tenure Request Details.
 - b) Upload Documents. (Only if the employee opt for Retention from Transfer)
 - c) Submit Application.

B) Type Of Option:

a) Retention from Transfer:

- i) If an employee opts for 'Retention from Transfer' the he/she must submit necessary information under the tab 'Tenure Request Details'. To enter details click on 'Tenure Request Details' and following screen will appear.

Employee Portal - Tenure Request Details

MITRA - Employee Portal
Version 8.5.0.0870

User: Designation: Place of Working : Logout

Long Tenure Option Application For The Year 2024

Employee Details | **Tenure Request Details** | Upload Documents | Submit Application

Category Details : Category I - Serious Diseases, PWD equal to 40% and above
Category II - Retirement in 2 years, Ward in XIIth standard

Ground for Tenure Retention: Category I (गंभीर आजार / दिव्यांगत्व) | Select Sub Category: Serious Diseases (गंभीर आजार)

Type of Disease: --Select--

Patient (रिपोर्ट): Self (स्वतः) | Dependant (अवलंबित)

Date of Diagnosis (आजार निदानाची तारीख):

Whether Company's Mediclaim Benefits availed: (कंपनी मेडीक्लेमचा लाभ घेतला आहे का?): No

Save

For any issues regarding Employee Portal, please send an email to empportal_support@mahadiscom.in | Copyright © 2017-2023 M.S.E.D.C.L. | Designed, Owned & Maintained by: M.S.E.D.C.L. | Employee counter : 66553 | Visit counter : 10288976

- ii) The employee must select either Category I or Category II under the option 'Ground for Retention Transfer'.
- iii) If the employee selects ground for retention as 'Category I', he/she will have to select appropriate 'Sub Category'. For serious diseases a list of diseases as notified in the policy will appear.
- iv) The employee must select appropriate disease and enter other information regarding Patient (i.e. Self or Dependent), Date of Diagnosis and Mediclaim Benefit availed. Please note the date of diagnosis and name of patient should match with the information in the Medical Certificate/ Doctor's Letter.
- v) After confirming all the information, employee must 'Save' the application.
- vi) If the employee selects ground for retention as 'Category II' options as shown in below will appear.

Employee Portal - Tenure Request Details

MITRA - Employee Portal
Version 8.5.0.0870

User: Designation: Place of Working : Logout

Long Tenure Option Application For The Year 2024

Employee Details | **Tenure Request Details** | Upload Documents | Submit Application

Category Details : Category I - Serious Diseases, PWD equal to 40% and above
Category II - Retirement in 2 years, Ward in XIIth standard

Ground for Tenure Retention: Category II (सेवानिवृत्ती/पाव ३.12 वीमधे) | Select Sub Category: --Select--

Save

Ward in XIIth standard (पाव/पाव ३.12 वी मधे आहे)

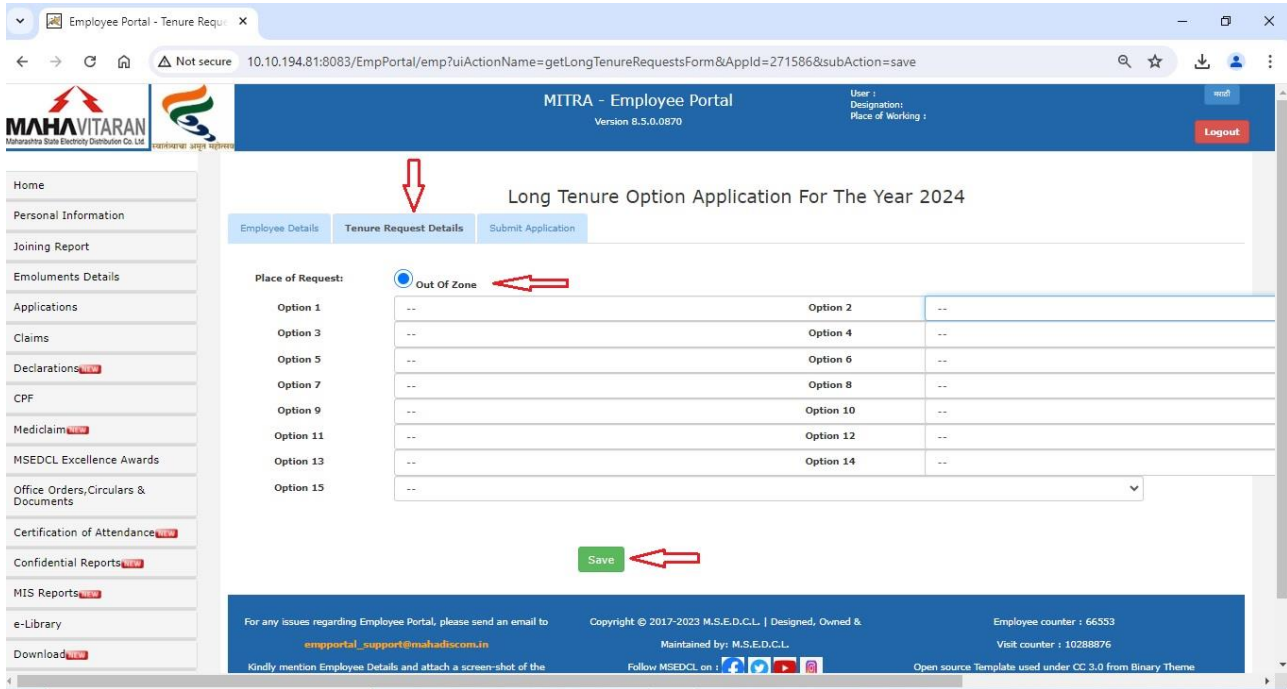
For any issues regarding Employee Portal, please send an email to empportal_support@mahadiscom.in | Copyright © 2017-2023 M.S.E.D.C.L. | Designed, Owned & Maintained by: M.S.E.D.C.L. | Employee counter : 66553 | Visit counter : 10288976

Kindly mention Employee Details and attach a screen-shot of the page. | Follow MSEDCL on: | Open source Template used under CC 3.0 from Binary Theme

- vii) Enter the correct information as prompted by the system and ‘Save’ the application.
- viii) After Saving the Application, upload relevant documents and submit the application as per the instruction given under Para (C) and (D) below of this Annexure.

b) Long Tenure Option:

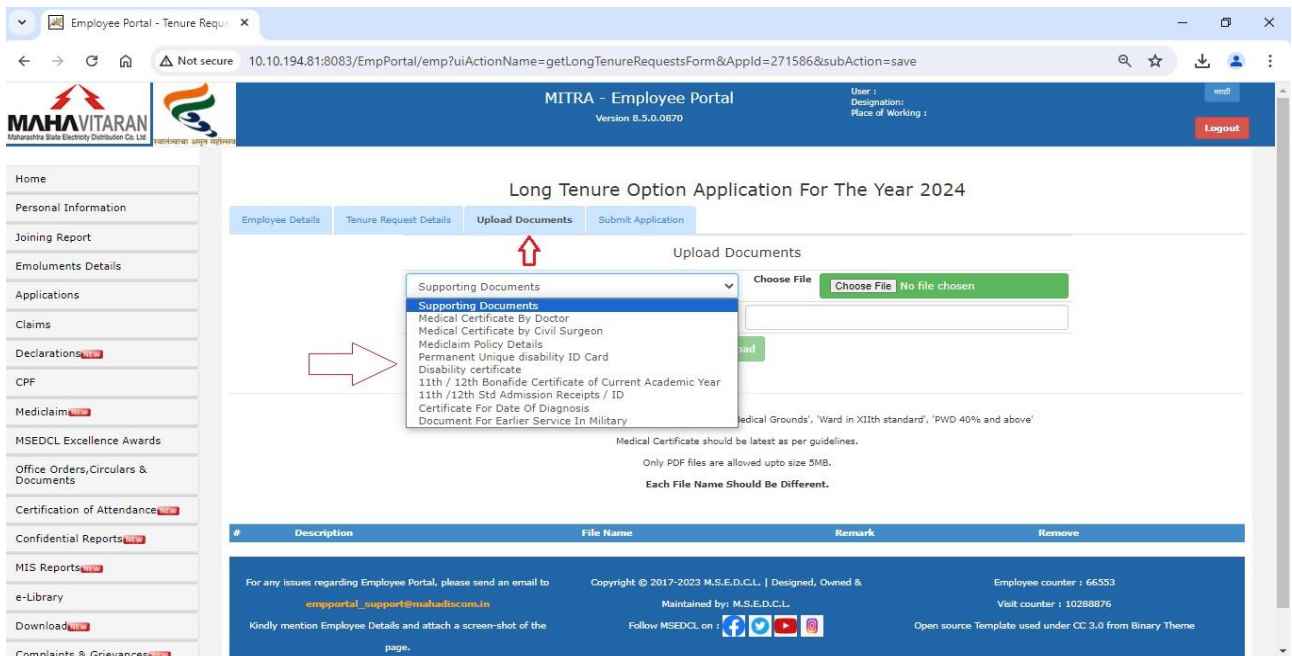
- i) If an employee desires to provide options for request under long tenure transfer, he/she can do so by selecting ‘Long Tenure’ option button under option ‘Type of Option’.
- ii) Under the tab ‘Tenure Request Details’ the employee can provide 15 options of his choice. He/she must select all the fifteen options of his/her choice.



- iii) After selecting the options ‘Save’ the application.
- iv) It should be noted that the transfers will be carried out as per the availability of vacancies. If the vacancy does not exist as per the choice, he/she will be transferred to another zone as management deems fit.

C) Upload Documents

- i) It must be noted that, the size of the document to be uploaded should be maximum 50 kb.
- ii) After saving the information of ‘Retention from Transfer’, the employee must upload the supportive documents by clicking option ‘Upload Documents’ as shown in below screen.



- iii) A list of documents to be uploaded will automatically be available as per the option selected by an employee under 'Retention From Transfer'.
- iv) To upload document, select the name of document in drop down box and click on 'Choose File' button. Select a file to be uploaded and click on 'Upload' button. The list of uploaded documents will be reflected in the application form.
- v) If the employee finds that a wrong file is uploaded, in such case he/she can remove the same by clicking on 'X' icon against the file which is to be removed. The correct file can be uploaded again by following above procedure.
- vi) The employee must ensure that correct documents are uploaded with the application.
- vii) No blank pages or unnecessary data/reports to be uploaded with application. Similarly, any data/report/reports in physical form at any office will not be accepted.

D) Submit Application

- i) After uploading the relevant supportive documents, the employee must submit the Application to get it considered during ensuing General Transfer Process. He/she must submit the application by clicking on 'Submit' button under 'Submit Application' menu.

The screenshot displays the 'MITRA - Employee Portal' interface. The main heading is 'Long Tenure Option Application For The Year 2024'. The navigation menu includes 'Employee Details', 'Tenure Request Details', 'Upload Documents', and 'Submit Application'. A red arrow points to the 'Submit Application' button. The form contains a declaration section with the following points:

- i. The information and certificates submitted for my Long Tenure Options / Retention are true, if any of documents or information is found incorrect then I will be liable for disciplinary action deemed fit by Competent Authority.
- ii. In case my out of zone transfer get considered, my within zone request or order will stand cancelled.
- iii. If I get posted as per my options I will not be liable for any modification or cancellation in order and will join immediately.
- iv. In case of change in Designation and Transfer, my request transfer application will stand cancelled from Online Request Module automatically.

Below the declaration is a 'Preview' button and an 'Enter OTP Here' input field. At the bottom of the form are 'Get OTP', 'Submit', and 'Back' buttons. The footer contains contact information for support and copyright details.

- ii) The submission of application is OTP based. The employee cannot submit an application unless he enters the correct OTP before clicking on 'Submit' button.
- iii) The employee must preview his/her application before submission of the same to Recommending Authority/Forwarding Authority by clicking on 'Preview' button.
- iv) If the employee satisfy himself/herself that the information in the application seen after clicking on 'Preview' is correct, he/she can obtain OTP by clicking on 'Get OTP' button.
- v) After clicking on 'Get OTP' button, the employee will receive an OTP on his/her registered mobile number, a similar process while logging in Employee Portal.

- vi) Enter the correct OTP received on registered mobile number in the space provided against 'Enter OTP Here' and then click on 'Submit' button.
- vii) Go to Application ➡ 'Long Tenure Transfer Application' and the employee can see his/her application under 'Submitted Applications'. Ensure the status of Application is 'Submitted' and not 'Saved'.
- viii) It is to be noted that, once the application is submitted, the employee will not be able to make changes / modifications in the application for any reasons and the application with the same information will be considered by the Transferring Authority for further Transfer Process.

9. All concerned to take note of the changes in submission of application for Long Tenure Options and due care to be taken by an individual while submitting the application.

10. Once the 'Long Tenure Transfer Application' is considered and transfer is ordered as per the details submitted by the employee, no request for modification/cancellation will be entertained and the employee must join at the place of transfer.
