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11.6.2012

ADDENDUM

(To Administrative Circular No.371 dt.01/12/2011)

Sub : MSEDCL Transfer Policy.

The MSEDCL Transfer Policy has been circulated after approval by the Managing Director in consultation with Director(Projects), Director (Operations) and Director (Finance) for implementation w.e.f. 01/01/2012 vide Adm.Cir.No.371 dt.01/12/2011.

With a view to improve the performance of the employees and to give justice to those employees whose performance is better amongst the other employees who are requesting for transfer to same location/Zone.

Now, the Managing Director has accorded approval to add following clauses in Para 4(e) as follows:-

4. **Guidelines for Transfers on request**

- (e) (viii) While considering the request transfers of the State Seniority employees, the performance for past two years with reference to the following will be reviewed:-

In case of Field Engineers:

- a) Whether staying at Head Quarters or otherwise.
- b) Whether achieved % of targeted loss or otherwise.
- c) Revenue realization per unit improvement.
- d) CR grading for last two years.

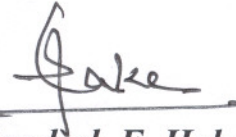
In case of Engineers/Employees in Office:

- a) Whether staying at Headquarters or otherwise.
- b) Important Key Result Areas.
- c) CR grading for last two years.

(ix): In case any of the State Seniority Employees, working in the Naxalite/Coastal area and on completion of tenure due for transfer and not fulfilling the criterion enumerated in (viii) shall be considered for transfer out of Naxalite/Coastal area as per the requirement of the Management and option/choices of request will not be considered.

Consequently the existing Para 4(e)(viii) shall be read as Para 4(e)(x).

2. The other contents of the Administrative Circular No.371 dt.01/12/2011 shall remain unchanged.
3. This Addendum is only available on Company's Intranet and no hard copy will be sent to any Office.



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