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**ADDENDUM**

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

Sub: MSEDCL Transfer Policy.

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

2. Now, with the approval of Managing Director, the condition laid under Para 3 & Para 4 (e)(xi) of Administrative Circular No. 371 dated 01/12/2011 have been modified and shall be read as under:

**Para 3:**

“The data for general transfer be kept ready by all offices by January and information for Pay Gr.I Officers and for Pay Gr.II Officers who are to be transferred out of Zone to be forwarded by 31<sup>st</sup> January to Head Office *considering the tenure of an employee up to 31<sup>st</sup> May.* For Pay Gr.III & IV employees, the same data be forwarded to Zone and Circle Office as applicable. By 1<sup>st</sup> March Corporate Office will communicate the percentage of transfers to be ordered.”

Three options/choices be forwarded by Officers/employees due for transfers and submitted by 15 January. Based on orders from Corporate Office, percentage/number specified (depending on financial burden and administrative compulsions) employees will be transferred strictly as per the guidelines given at paragraph-2.

**Clause 4 (e)(xi) :**

“All employees appointed under direct recruitment will not be considered for request transfer unless he/she completes three years at the place of posting on appointment. *However, in the cases of employees appointed on compassionate grounds under the provisions of C.S.28 this period shall be of 01(one) year.*”

3. All the Competent Authorities are advised to adhere the above clause while implementing the Transfer Policy.

4. This Addendum is also made available on the Intranet.

( Sandesh E. Hake )

Chief General Manager (HR)