



**MAHAVITARAN**  
Maharashtra State Electricity Dist.Co.Ltd  
(A Govt. of Maharashtra Undertaking)  
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**Date : 21 SEP 2016**

### **CIRCULAR**

Sub : Online Request Transfer Applications –  
Reviewing of the applications by the employees.

Ref : 1) Administrative Circular No.514 dated 10/08/2015.  
2) Administrative Circular No.434 dated 23/10/2012.

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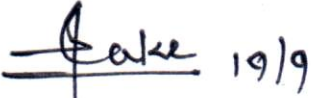
The various provisions regarding guidelines for general transfers, tenure for transfers of various cadres, guidelines for request transfers etc. are notified vide Administrative Circular No.514 dated 10/08/2015 and as per Clause 2(a) of the said policy the tenure for an employee to be considered for transfer under general transfer is ordinarily 03 years. However, in exceptional conditions the Competent Authority will have the powers to extend the same upto 5 years.

2. Also, the Administrative Circular No.434 dated 23/10/2012 prescribed discontinuation of the practice of submission of request transfer applications in hard copies through various Controlling Authorities. It has made mandatory and implemented submission of online request transfer applications by employees in the State Seniority through Online Transfer Module in HRMS. This practice is also adopted for Pay Gr.III & IV Circle/Divisionwise Seniority employees. As such, now for Request Transfers only online applications through Online Transfer Module are considered.

3. However, it has been observed that the employees submit request transfer applications and such applications remain in the system unattended even if employee does not desire for transfer on later stage, they do not cancel the request made in the system earlier, which results in undesired consideration of request subsequently. To avoid this situation, it has been decided to maintain the request transfer application for a period of 03 years from the date of registration in the System. As such, all the concerned employees are instructed to review their request transfer application before the expiry of 3 years from the date of registration of such applications for further consideration or cancellation. It is also to be noted that if the employee does not exercise the option of review within 3 years, the request transfer application shall stand cancelled automatically and if reviewed within time, the seniority of application will be maintained, for further 3 years.

4. All the Competent Authorities and Controlling Officers are directed to note the above directives and further to notify the employees working under them. All employees are requested to follow the above instructions strictly.

5. This Circular is available on R-APDRP Portal.

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