



GAD/O&M/F.No.5/5459

Maharashtra State Electricity Distribution Co.Ltd.

Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, **Mumbai – 400 019.**

Date: 02/03/2012

ADDENDUM TO ADMINISTRATIVE CIRCULAR NO. 371 DATE 01/12/2011

Sub : MSEDCL Transfer Policy.

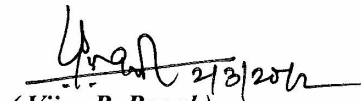
The MSEDCL Transfer Policy has been circulated after approval by the Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) for implementation w.e.f. 01 January 2012 vide Adm. Circular No. 371 dated 01/12/2011.

2. During implementation of the Transfer Policy, some of the field offices have raised certain queries regarding consideration of stay of Pay Group III/IV employees and Persons With Disabilities etc. The following clarification is issued with the approval of Managing Director for proper implementation of Transfer Policy.

- (a) The Division-wise Seniority Pay Group IV employees who have completed more than 25 years in same Sub-Division shall be considered for transfer out of Sub Division as well as who have completed more than 15 years at same Head Quarter/Section Office shall be considered for transfer within Sub-Division and there shall be change in Head quarter. These transfers shall be to the extent of 30% of the sanctioned strength.
- (b) The Circle-wise Seniority Pay Group III employees who have completed more than 25 years in same Division shall be considered for transfer out of Division as well as who have completed more than 15 years at same Head Quarter Office shall be considered for transfer within Division and there shall be change in Head quarter. These transfers shall be to the extent of 30% of the sanctioned strength.
- (c) The Circle-wise Seniority Pay Group III employees & Division-wise Seniority Pay Group IV employees who have **completed more than 5 years** at same Head Quarter can be considered for transfer on **performance base** within Division/Sub-Division by the Competent Authority.
- (d) **All the physically challenged** employees shall be considered sympathetically and keeping in view disability & administrative requirements.
- (e) For implementation of Transfer Policy, the Corporate Office will be considered as Zone.

3. All the Competent Authorities are advised to adhere the above clarification while implementing the transfer policy.

4. This Addendum to Administrative Circular is also made available on the Intranet.


(Vijay B. Bagul)
Chief General Manager (HR)